



## MEAK004 Common Equipment and Booking System, Shared Laboratory Protocols and Orientation Document

<b>MEAK004 Meakins-Christie Laboratories Policies and Procedures</b>	
Policy: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	Effective Date: 2017-08-03

### 1. Overview

This policy is to inform Meakins trainees and staff of the available resources on the Meakins-Christie Laboratories website. <http://www.meakinsmcgill.com/info/>

### 2. Meakins Equipment Booking System

All common equipment can be booked using the common TeamUp booking calendar. Equipment available for common use is managed by the Laboratory Coordinator. See the Meakins website for the latest booking calendars: <http://www.meakinsmcgill.com/info/>

Booking must indicate the name of the **user** AND the name of the **supervisor**.

Meakins trainees and staff are responsible for the use of common equipment. Spills or damage must be cleaned up and reported to the Laboratory Coordinator. Should anybody be found not respecting common equipment, usage privileges will be revoked.

See the Laboratory Coordinator for proper training or access to user manuals prior to using new equipment.

### 3. Orientation Document

All new staff and trainees will be provided with the Meakins Orientation Document. It is the responsibility of each person to familiarize themselves with the resources listed in this document and to refer to this document when necessary. The latest copy of the orientation document is always available online. <http://www.meakinsmcgill.com/info/>

### 4. Meakins Shared Protocols

To encourage collaboration, shared protocols are available for all Meakins staff and trainees. See the Laboratory Coordinator to add or update protocols and to request the access password. All staff and trainees are responsible for ensuring lab protocols are up to date and documented.