

## REGULATION FOR THE PURCHASE, ADMISSION, REGISTRATION, USE, MAINTENANCE AND SAFETY ASSURANCE OF LABORATORY EQUIPMENT

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On behalf of the Faculty of Health Medicine and Life Sciences (FHML), the IDEE department manages a central budget for the maintenance & safety assurance of scientific/laboratory equipment. In order to spend these resources in a correct and efficient manner, the following regulation has been drawn up. In addition to guidelines for purchase and use (in particular safety), the scheme contains preconditions that must be met in order for equipment to be eligible for technical service and maintenance at the expense of the aforementioned maintenance budget.

1. Only equipment that is used for the primary tasks of education and research of the HML faculty is eligible for this scheme.
2. The following preconditions apply to the maintenance service of IDEE ;
  - a) That the equipment has been purchased in accordance with the applicable purchase procedure;
  - b) That equipment is registered (RIAM) and has a UM registration label with the colours red, blue, yellow, orange or grey;
  - c) That the equipment is not older than the technical lifespan determined and registered at the time of purchase;
  - d) That agreements on maintenance matters and/or activities with external companies are exclusively made through IDEE;
  - e) That IDEE has adequate technical (service) documentation;
  - f) That IDEE - if necessary - receives an instruction or training from the supplier, which is sufficient to be able to provide an adequate first-line service.
3. Applicants for new equipment for which a registration obligation applies (see paragraphs 4 to 8 inclusive) must involve IDEE at an early stage, in order to realize favourable conditions with regard to maintenance and to be able to form a good picture in advance with regard to possible safety and/or environmental risks.
4. Equipment with a purchase value  $> \text{€ } 2,500^1$  is subject to a registration obligation in RIAM (RIAM = Registration & Information System for Equipment, which is managed by IDEE). Equipment ( $> \text{€ } 2,500^1$ ) that is purchased according to the applicable purchase procedure (via Purchase) is automatically registered.
5. A registration obligation also applies to equipment with an acquisition value  $< \text{€ } 2,500,-^1$  but with safety and/or environmental risks.
6. Safety and environmental risks include: patient/subject research, animal research, chemical/biological laboratories, radionuclide laboratories, equipment with radiation risks, CFC-containing equipment, equipment for personal protection, equipment with gases, equipment with moving parts (robots), etc..

7. The approval of equipment with safety and/or environmental risks for use in the UM laboratories partly depends on the way in which those risks are safeguarded. A CE marking of the equipment as well as a periodic inspection/control by a certified body are absolute preconditions. The results of the inspection/control must be recorded in a report. The equipment manager is responsible for correct assurance of safety and/or environmental risks. IDEE has a monitoring, supporting and advising role in this regard.
8. Equipment with a purchase value < € 2,500<sup>1</sup> without safety risk is registered by IDEE the moment this equipment is presented for repair for the first time. After registration, this equipment is eligible for service in accordance with this scheme.
9. Equipment, which is obtained in another way (other than through department Inkoop) by means of donation, trial placement, lease, loan, etc., is also subject to a registration obligation and must be registered with IDEE before use. IDEE will consider for each situation how and under what conditions this equipment is included in the maintenance program. An important criterion is the technical condition of the equipment. If an overhaul of the equipment is deemed necessary prior to commissioning, the costs thereof will be borne entirely by the equipment manager/applicant.
10. The equipment manager is responsible for correct registration in RIAM and for supplying all necessary data and documents.
11. All technical problems and malfunctions are immediately reported to IDEE - even during the warranty period. Contacts with the external companies are exclusively through IDEE. In the event that an equipment manager makes agreements with an external company outside of IDEE, all costs arising therefrom will be fully borne by the relevant device manager..
12. For equipment that meets the preconditions as stated in this regulation, an appeal can be made to the technical service of IDEE. The costs of the necessary technical maintenance are largely financed from the maintenance budget and partly co-financed by the equipment manager. IDEE's working method in the event of an error message;
  - a. IDEE investigates the complaint/malfunction and initially tries to solve it itself (first line service);
  - b. No costs will be charged for the hours that IDEE spends on solving the complaint/fault (first line service) for registered equipment within 1.5 times the lifespan. For non-registered equipment the applicable service rate will be charged. The cost-effective rate is charged for equipment > 1.5 times the lifespan. In the event that parts need to be replaced, 50% of the cost of those parts will be charged for equipment within its lifespan. Outside of the lifespan, all costs (100%) will be charged.
  - c. If it turns out that support from an external company is required, IDEE will bring it in. In the case of a warranty or a full service contract, this will of course be done immediately;
  - d. Assignments to external companies which result in additional costs for the equipment manager will only be issued after consultation with that manager. The manager is charged with 50% of these costs (out of lifespan 100%).
  - e. If the 50% contribution from the administrator for the maintenance of a certain device (see b and d) per event would amount to more than € 10,000,-<sup>1</sup> there is the option of calling on IDEE's calamity fund for the excess. Motivated requests can be submitted in writing to IDEE and subsequently assessed by the director of the FHML.
13. To reduce maintenance costs In order to limit the maintenance budget as much as possible, great

restraint is observed with regard to the conclusion of maintenance contracts with external companies. In the event that a maintenance contract is deemed necessary, the device administrator pays a contribution of 50% of the external costs (out of life 100%). Maintenance contracts are only eligible for co-financing from the central maintenance budget (IS fund) if the contract was concluded at the time of purchase in the context of the purchase procedure as referred to under 2a, or if such a contract has been concluded by IDEE. The following equipment is – in principle – eligible:

- a) Complex and/or maintenance-sensitive equipment, the reliability of which is of great importance for the continuity of several research programs (for example: equipment at central research facilities);
  - b) Equipment where the safety of users and/or test subjects is at stake;
  - c) Equipment for which a special quality assurance is necessary for reasons.
14. Depending on the nature, use and susceptibility to failure of equipment, IDEE may deem it necessary to have periodic preventive maintenance performed by external parties. In that case, the equipment manager can claim a contribution to the external costs of 50% from the maintenance budget.
  15. Costs for the replacement of so-called consumables are fully borne by the device administrator. See article 22.
  16. The manager of equipment with a safety risk (= equipment with a red or orange registration label) is responsible for ensuring that this equipment is presented to IDEE in time for a periodic safety check. It is not allowed to use equipment with a red registration label, of which the inspection date has passed (round blue inspection sticker).
  17. In the event that a device is purchased by multiple institutes and/or is financed from multiple account numbers, the purchasers must jointly designate one device manager (lead party), who is responsible for coordination and communication with IDEE and who is also responsible for the payment of takes care of any maintenance costs.
  18. Requests for service to equipment that falls outside this scheme will only be handled at a cost-effective rate and at the expense of the relevant client. This applies, among other things, to equipment that has exceeded the technical lifespan determined at the time of purchase.
  19. In the event that disputes arise about the manner of implementation and/or application of this regulation, a binding advice can be requested at the director of the FHML.
  20. The applicable cost-effective hourly rate will be charged for all maintenance of equipment to which this scheme does not apply or equipment that falls outside the scheme.
  21. The internal service rate is charged for all corrective and preventive maintenance work that falls within this regulation. IDEE does not charge for the registration and installation of equipment, security checks, fault handling under warranty and technical advice of equipment.
  22. Consumables include:
    - Materials in devices declared as consumables include:

- Lamp tubes including: incandescent lamps, lasers, X-ray tube, filament etc.
- Tubes
- Electrodes,
- Needles, syringes,
- Chemicals, calibration fluid
- Etc.
- Materials for which it has been determined in advance that periodic replacement must take place within 1/5 of the lifespan of the device.
- Materials that must be replaced periodically or not and of which the supplier/manufacturer clearly indicates that replacement is not covered by the warranty.

This definition can be deviated from in certain cases in consultation.

<sup>1</sup> Amounts including VAT

Setup by:

13-2-2023

X



Iwan de Jong

QA manager  
Signed by: Iwan de Jong

Iwan de Jong  
Quality manager – IDEE – Universiteit Maastricht

Agreed:

Dhr. W. Bosch  
Dir. FHML– Universiteit Maastricht

ANNEX RATE AND CHARGE SCHEDULE

Tarieven I.S. 2022

