

**Facilities Management Equipment Monitoring Procedure**

**Policy Title: Monitoring of Campus Equipment using DicksonOne**

Procedure Number: 0001

Version: August 1, 2024

1. **INTRODUCTION**

This procedure’s provisions are intended to be consistent with the University of Colorado Anschutz Medical Campus’s Monitoring Research and Clinical Equipment policy. The process is designed to outline the proper use of DicksonOne hardware and software.

Facilities Management will cover the cost of the first logger and temperature sensor installation for new freezers, refrigerators, incubators, and ambient temperature and humidity sensors.

1. **PROCEDURE**
2. Complete a Formstack for each unit to begin monitoring your freezers. Additionally, complete an Equipment Monitoring Notification Form for each freezer, providing contact details of all relevant personnel you would like the monitoring system to notify. Once completed, expect an email from Circuit Management to plan an appointment to install the logger and DicksonOne software.
3. To access the DicksonOne Monitoring system, Primary Investigators and Lab Managers will receive a software invitation to manage their equipment. All communication from the DicksonOne software will be directed solely to the Equipment Owner. Please note that neither Police, Electronic Security, Circuit Management, or Facilities Management will respond to any notifications.
4. The Equipment Owner decides which sensors require calibration. The Equipment Owner should communicate this to Circuit Management at least 90 days before the calibration date.
5. **PROCESS OF SENSOR CERTIFICATION**
6. All labs needing to calibrate sensors for accreditation will notify facilities 90 days prior to due date.
7. The Equipment Owner will pay the cost of the calibration.

**Calibration options**

1. The Equipment Owner will remove the sensors and replace them with current calibrated sensors, and all sensors will be returned to Circuit Management. Circuit Management will hold and recalibrate them 60 days before the next cycle.
2. The Equipment Owner can request a billable work order, and Circuit Management will replace the sensors with current calibrated sensors.

All laboratory equipment must be cleaned and disinfectedby lab personnel and inspected by EHS to ensure it does not present an exposure hazard to maintenance personnel.

Circuit Management will hold sensors and recalibrate them 60 days before the next cycle.

1. **TYPE OF ALARMS AND NOTIFICATION**

1. The Equipment Owner handles setting up all notifications for the equipment and is accountable to their department.
2. **BATTERIES** - The Equipment Owner will replace the battery when it is low. Set a warning that the battery is low to remind the Equipment Owner to replace it. The loggers have two AA batteries that last approximately two years.
3. **TEMPERATURE SENSORS** - For the freezers, set a warning for the first temperature change and follow an excursion notification if the temperature does not recover by a predetermined time. High and low-temperature alarms should be set for warnings and excursions.

NOTES:

1. Cross References/Appendix:

Monitoring Research and Clinical Equipment Policy Number: 3053A

For information on [Green Tagging | EHS (cuanschutz.edu)](https://research.cuanschutz.edu/ehs/home/divisions/hazardous-materials/green-tagging#ft-for-lab-equipment-repair-1)