LABCUP DATA STANDARDISATION

Background

Data standardisation is a tool to ensure that the information a system provides is useful and accurate for reporting and auditing purposes. It is important that there is consistency across entries in any management software and this is especially the case when the software is relied upon for mandatory record keeping under certain legislation. This consistency also helps to save time and money for staff and institutions due to cutting down on unnecessary equipment purchases and improving shared resources.

LabCup has been used at the University of Exeter since 2019, primarily as a chemical inventory system but also as an equipment/asset inventory system and, utilising these two inventories, a hazard mapping tool for emergency response.

While Chemical Inventory Records are naturally standardised due to the system pulling information from pre-loaded data depending on the make/type/barcode of a chemical, this is not the case with Equipment or Assets. The purpose, therefore, of this document is to prescribe how each type of asset should be recorded so the most useful and accurate management information can be gleaned by its inclusion in the inventory.

Data Logging

This section will detail each type of asset and how it should be recorded within LabCup. If the type of asset you need to log is not identified below, please contact labcup@exeter.ac.uk to discuss this further.

Recommended and mandatory fields:

Field	Example
Barcode	Mandatory - Using either a LabCup barcode, Estate Services asset tag barcode, or gas cylinder barcode
Name	Mandatory - We recommend a short description of the item e.g., ULT Freezer –70, Benchtop centrifuge, etc.
Owner	Mandatory - Lab manager or PI
Administrators	Mandatory - Lab management team or PI group (or both)
Tags	SEE BELOW FOR MANDATORY TAGS
Model Information	BRAND – highly recommended MODEL – highly recommended PRODUCT ID – if available SERIAL NUMBER – highly recommended
Financial information	All fields highly recommended, especially within facilities. This will help to find details about the purchase should it be needed down the line.
Purchase date	Highly recommended – if year of purchase is known but not exact date, use 01/01/YYYY
Manufacturing date	If available
Warranty expiry date	Highly recommended
Location	BUILDING – mandatory LABORATORY – mandatory LOCATION NAME – if more detail required e.g., Store cupboard at rear of lab
Other information	BOOKABLE – tick if yes NEEDS PERIODIC CALIBRATION – recommended if yes NEEDS PERIODIC MAINTENANCE/REPAIR - recommended if yes NEEDS PERIODIC ELECTRICAL TEST – highly recommended log of PAT test requirement NEEDS PERIODIC SERVICE CONTRACT – highly recommended log of service/preventative maintenance plan e.g., Insurance (PUWER/LOLER/LEV) or warranty inspections

Tags

Please use all relevant tags for your item e.g., a freezer might have 'Freezer -20', 'Commercial', and 'Fridge freezer'.

You can use the 'Quick Access' to jump to the relevant section.

Quick access

Fridges/Freezers

Equipment Type	Tag
ULT –150 freezer	Freezer ULT –150
ULT (–80/-70) freezer	Freezer ULT –80
–20 freezer	Freezer –20
Fridge	Fridge
Fridge freezer	fridge freezer
Contains samples under the Human Tissue Act	HTA
Contains samples under DEFRA	DEFRA
Commercial	Commercial
Domestic	Domestic
Alarmed (with SmartVue, Tutela, or other system)	Alarmed
Cold store	Cold store

UV/IR/Light sources (Artificial Optical Radiation – AOR)

Equipment Type	Tag
Infra-red sources	AOR IR
Ultraviolet sources	AOR UV
Hazardous visible light sources (welding)	AOR Visible

LEVs

Equipment Type	Tag
Fume cupboard/hood/cabinet	LEV Fume cupboard
Biological Safety Cabinet Class 1	LEV BSC Class 1
Biological Safety Cabinet Class 2	LEV BSC Class 2
Biological Safety Cabinet Class 3	LEV BSC Class 3
Dust extraction	LEV Dust extraction
Powder cabinet	LEV Powder cabinet
Articulated LEV	LEV Articulated
Other LEV	LEV Other

Centrifuges

Equipment Type	Tag
Microfuge	Centrifuge Microfuge
Centrifuge (benchtop)	Centrifuge Benchtop
Highspeed centrifuge	Centrifuge Highspeed
Ultra-centrifuge	Centrifuge Ultra

Autoclaves (Pressure Systems Safety Regulations - PSSR)

Equipment Type	Tag
Autoclave (benchtop)	PSSR Autoclave
Autoclave (floor standing)	PSSR Autoclave

Heat sources

Equipment Type	Tag
Drying cabinet	Drying cabinet
Oven	Oven
Heating block	Heating block
Water bath	Water bath
Hotplate (including hotplate stirrers)	Hotplate
Incubator CO_2	Incubator CO2
Incubator Temperature controlled	Incubator Temp Controlled

Hydraulic equipment (Pressure Systems Safety Regulations - PSSR)

Equipment Type	Tag
Hydraulic equipment	PSSR Hydraulic

PUWER (Provision and Use of Work Equipment Regulations)

Equipment Type	Tag
Handheld power tools	PUWER Handheld
Machine tools	PUWER Machine
Grinding equipment (crushers, etc.)	PUWER Grinding

LOLER (Lifting Operations and Lifting Equipment Regulations)

Equipment Type	Tag
Lift tables	LOLER Lift table
Cranes/Hoists	LOLER Lifting equipment
Lifting accessories	LOLER Lifting accessory

Sonicators (Control of Noise at Work Regulations)

Equipment Type	Tag
Sonicating water bath	CNWR Sonicating bath
Sonicator (probe)	CNWR Sonicator probe

iPads/Tablets

If your area has an iPad, please ensure you follow this crib sheet to set the correct AppleID/login

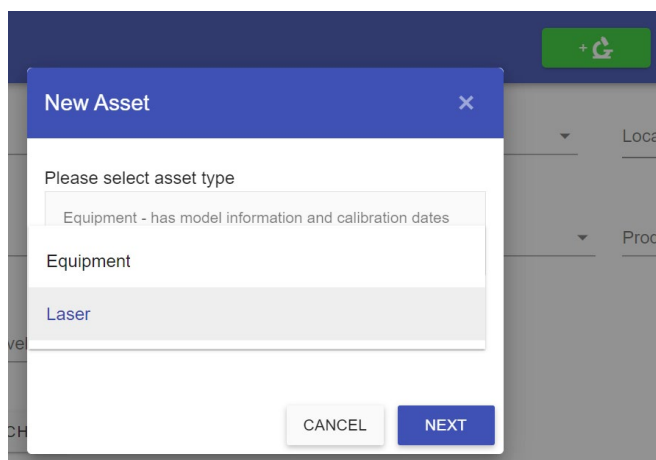| Equipment Type	Tag
LabCup iPad	iPad
LabCup Tablet	Tablet

Gas cylinders

Gas cylinders should be inventoried as both an asset and a chemical, using the BOC barcode on the neck of the cylinder itself. Please see this Crib Sheet for a step-by-step guide.

Equipment Type	Tag
Gas cylinder	Gas cylinder
Methane, Nitrogen, Argon, Helium, Butane, Propane, Carbon Dioxide, Ozone, or any other asphyxiant gases	Oxygen depletion gas
Fuels e.g., anything which is flammable or could explode	Fuels
Toxic gas	Toxic
Oxygen	Oxygen

Lasers

Lasers require additional information for their mandatory fields, there is a separate new asset form to select when adding a laser to LabCup.

Please use the table below to identify fields you must complete:

Field	Example
Barcode	Mandatory - Using either a LabCup barcode, or Estate Services asset tag barcode
Name	Mandatory - We recommend a short description of the item e.g., Confocal microscope, Flow cytometer etc.
Owner	Mandatory - Lab manager or PI
Administrators	Mandatory - Lab management team or PI group (or both)
Tags	SEE BELOW FOR MANDATORY TAGS
Model Information	BRAND – Mandatory MODEL – Mandatory PRODUCT ID – if available SERIAL NUMBER – Mandatory LASER CLASS – Mandatory LASER PRODUCT – Mandatory LASER TYPE – Mandatory (If 'other' specify in ITEM DESCRIPTION) LASER WAVELENGTH – Mandatory PULSE DURATION – Mandatory LASER POWER OR ENERGY – Mandatory
Financial information	All fields highly recommended, especially within facilities. This will help to find details about the purchase should it be needed down the line.
Purchase date	Highly recommended – if year of purchase is known but not exact date, use 01/01/YYYY
Manufacturing date	If available
Warranty expiry date	Highly recommended
Location	BUILDING – Mandatory LABORATORY – Mandatory LOCATION NAME – if more detail required e.g., Store cupboard at rear of lab

Other information	BOOKABLE – tick if yes NEEDS PERIODIC CALIBRATION – recommended if yes NEEDS PERIODIC MAINTENANCE/REPAIR - recommended if yes NEEDS PERIODIC ELECTRICAL TEST – highly recommended log of PAT test requirement NEEDS PERIODIC SERVICE CONTRACT – highly recommended log of service/preventative maintenance plan e.g., Insurance (PUWER/LOLER/LEV) or warranty inspections
Linked assets	Often, Lasers have peripherals or auxiliary pieces of equipment which is not the laser itself but are required for the laser to run. Please link these using the 'linked assets' section.

Equipment Type	Tag
Contains a laser	Laser
Laser Class	Class 1 Class 1M Class 2 Class 2M Class 3R Class 3B Class 4 Class I Class IIa Class IIIa Class IIIb Class IV
Enclosed	Enclosed
Open	Open