



L-Università  
ta' Malta

# INTRODUCTION TO RSSD LAB SUPPORT SECTION

**PRESENTER: DEBORAH DUCA**





L-Università  
ta' Malta

RSSD

Funding  
Team

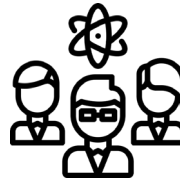
Lab Support  
Team



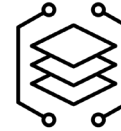
# Lab Support Services – Our mission



We provide support for processes that are **shared** across entities.



Single point of lab support for the **350+ labs** at UM



Focusing on **capacity building** and the **development of** support labs

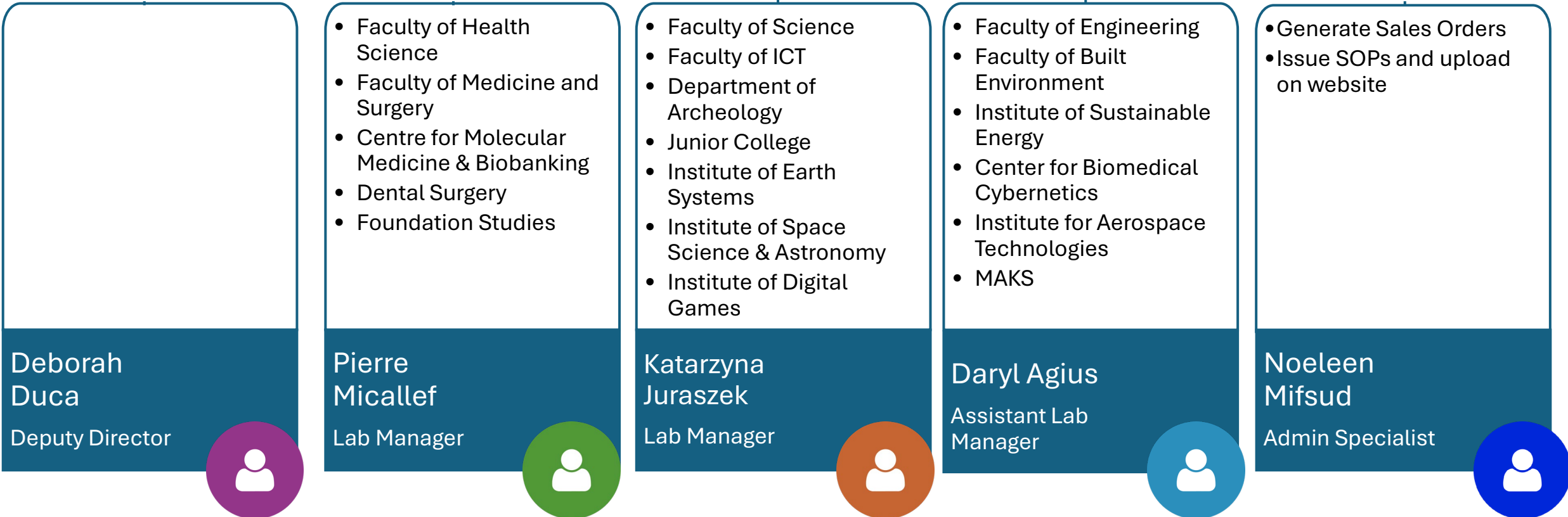


Ensuring alignment with **National and European legislation** and help labs implement Good Laboratory Practices (GLP).



Simplifying day-to-day operations and administrative burdens so **researchers can focus more on their research**

# The Lab Support Team



Contact us: [labsupport.rssd@um.edu.mt](mailto:labsupport.rssd@um.edu.mt)

# Our process flow



We follow a continuous improvement cycle



Collaboration



Best Practices



Compliance



Support



Continuous Improvement

# List of (current) services



**Lab equipment  
inventory on  
AIMS**



**Hazardous  
chemical waste  
management**



**Biohazardous  
waste  
management**



**Management of  
ionizing radiation  
equipment**



**Support labs to  
be in line with  
GMM legislation**



**Lab related  
training courses**



**Support labs to  
offer services to  
industry**



**H&S matters in  
conjunction with  
H&S office**

# Equipment Asset Inventory database on AIMS

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Deborah A Duca | Staff | Sign Out



dbor6



19

Search (Alt+q)



Asset x



## Asset

Asset

GL analysis

Asset Location

Asset Details

Asset Operations

Asset Maintenance

Asset Calibration

Asset Write-off Details

Asset Transfer History

Health, Safety and Risk

HSO Review

Additional Notes

Asset

### Asset

#### Lookup

OA10000010



Vacuum Chamber

#### Asset

OA10000010



#### Asset group \*

Laboratory Equipment



#### Description \*

Vacuum Chamber

#### Status \*

Active



### Default values

#### Depr./capit. base value

0.00

#### Grant



#### Asset date from \*

01/01/2010

#### Period from

201707

#### Depreciation date from \*

#### Period from



Save

Clear

Export

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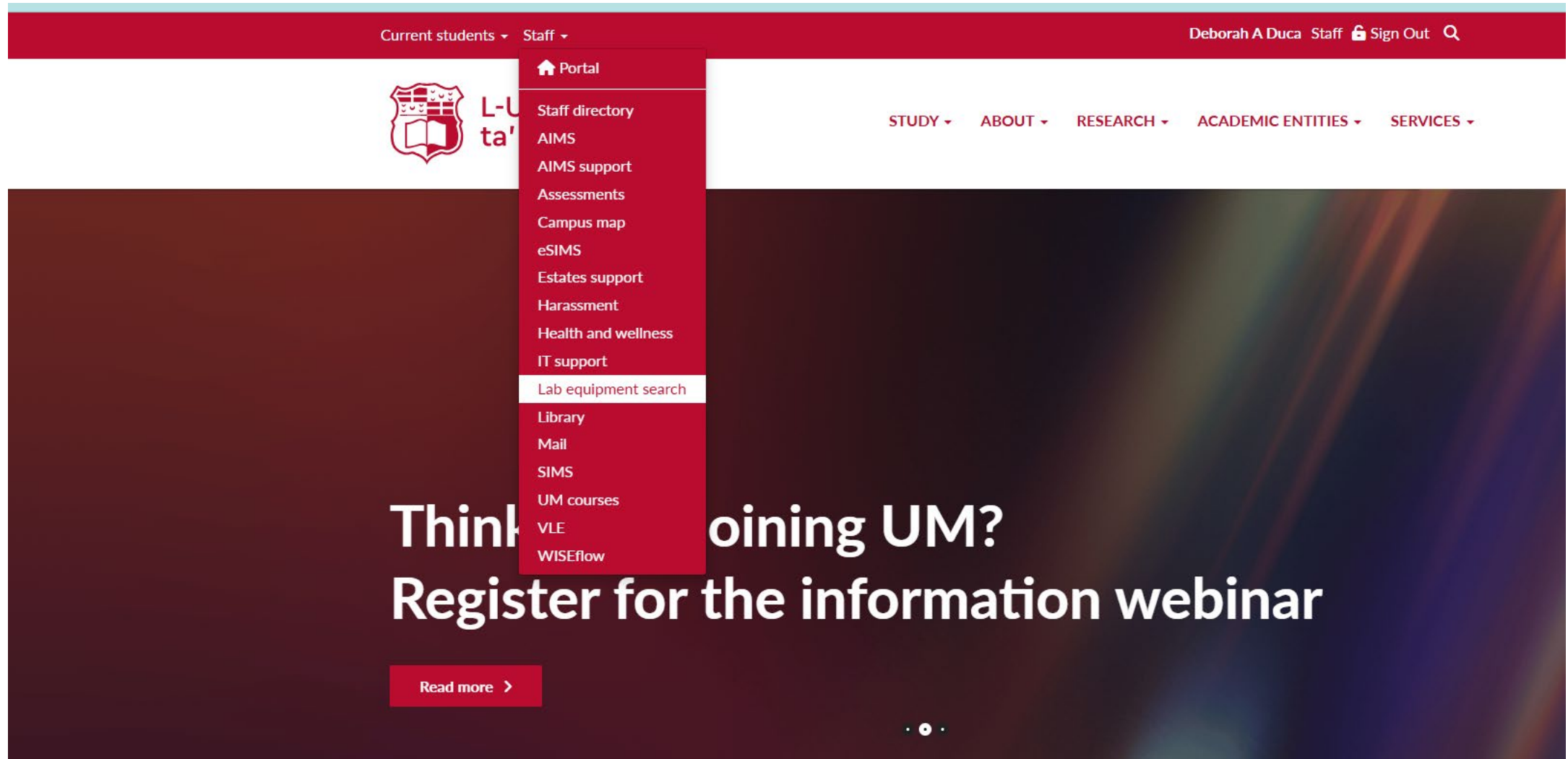
# Equipment Asset Inventory database on AIMS

- Can **generate reports** of all the equipment in your Department or in a particular laboratory
- Asset **Masterfile** contains all information on a single piece of equipment, including preliminary Risk Assessment
- **Automated notifications** sent directly to your inbox for upcoming maintenance, calibration events, or equipment due for return.
- Initiate **write-off** process
- **Repository** for all equipment related documentation ex: manuals, training certificates, calibration records, etc.



RSSD approves all lab equipment requisitions

# Lab equipment search



The screenshot displays the L-Università ta' Malta website. At the top, a red navigation bar contains links for 'Current students' and 'Staff', along with a user profile for 'Deborah A Duca', a 'Staff' link, a 'Sign Out' button, and a search icon. Below this, the university's crest and name are visible on the left. A central navigation menu is open, listing various services such as 'Portal', 'Staff directory', 'AIMS', 'eSIMS', and 'Lab equipment search', which is highlighted. To the right, a horizontal menu lists 'STUDY', 'ABOUT', 'RESEARCH', 'ACADEMIC ENTITIES', and 'SERVICES'. The main content area features a large banner with the text 'Think about joining UM? Register for the information webinar' and a 'Read more' button. At the bottom center, there are three small circular icons.

Current students ▾ Staff ▾ Deborah A Duca Staff Sign Out 🔍

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STUDY ▾ ABOUT ▾ RESEARCH ▾ ACADEMIC ENTITIES ▾ SERVICES ▾

Portal  
Staff directory  
AIMS  
AIMS support  
Assessments  
Campus map  
eSIMS  
Estates support  
Harassment  
Health and wellness  
IT support  
**Lab equipment search**  
Library  
Mail  
SIMS  
UM courses  
VLE  
WISEflow

Think about joining UM?  
Register for the information webinar

Read more >

• • •

## Laboratory equipment search

Search lab equipment

Filter lab equipment results



FA10006306

A portable XRF spectrometer system

Department: Faculty for the Built  
Environment

OA10004876

ENERGY DISPERSIVE XRF  
SPECTROPHOTOMETER

Brand: BRUKER

Model: S2 RANGER

Department: Chemistry

FA10006360

X-ray fluorescence (XRF) analyser

Department: Metallurgy & Materials  
Engineering

FA10006306

A portable XRF spectrometer system

Department: Faculty for the Built  
Environment



OA10004876

[Home](#) | [Laboratory equipment search](#) | OA10004876

## ENERGY DISPERSIVE XRF SPECTROPHOTOMETER

*Sub-component/s:*

- [OA10004877](#)
- [OA10004878](#)

*Part:* ENERGY DISPERSIVE XRF SPECTROPHOTOMETER

*Brand:* BRUKER

*Model:* S2 RANGER

*Department:* Chemistry

### Asset location

Chemistry & Pharmacology Building  
Room 332

### Contact details

[Mr Joseph Grech](#)

To ask for information, kindly contact RP indicated above or a staff member of the department.



[⬅ Back to lab equipment search](#)

# Support labs to offer services to industry

Opportunity to offer lab services to third parties ***to generate revenue***



Consultation and Lab Analysis

Self-sufficient laboratory – cover maintenance and calibration costs



Establish direct contact with industry

Invoiced through the Sales Orders platform on AIMS

Important to use quotation template listing generic and/or specific terms and conditions



SOP: ZRH-003

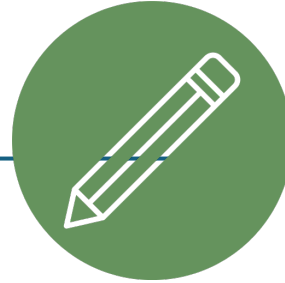
# Standard Operating Procedures (SOPs)



## SOP Management

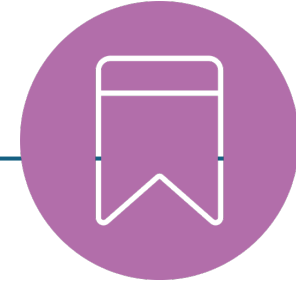
RSSD manages and oversees all laboratory-related SOPs.

→ **Contact us to send you the latest SOP template**



## Review

Completed SOPs are reviewed by RSSD to ensure alignment with UM policies and other related SOPs.



## Issue & Publication

Approved SOPs are signed and uploaded to the UM website.

SOP: UNI-001

# Standard Operating Procedures (SOPs) website repository

SOP repository  
on website with  
search facility.

<https://www.um.edu.mt/operatingprocedures/>

## Standard operating procedures

All entities ▾

All categories ▾

Applicable to: All ▾

Standard Operating Procedures (SOPs) are detailed, written instructions about how to perform certain tasks effectively and safely. They are essential for communicating to staff and students the agreed, defined methodology which must be followed to ensure consistency in our operations. On this page, you will find the list of SOPs issued by the University of Malta. All SOPs on this webpage are controlled documents implying that they are periodically reviewed and kept up-to-date. The first three letters of the SOP code describe the faculty, institute, centre, school or department name.

For instructions on how to write an SOP, refer to SOP [UNI-001](#).

For information on specific SOP training which may be available, please visit the [HRMD](#) webpage.

If you require more information on SOPs in general or if you require support to write an SOP, send an email to [sop.quality@um.edu.mt](mailto:sop.quality@um.edu.mt).

| SOP code   | SOP title                                                                                                                                                                                                                                                                                                                                              |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ANA-001-02 | Dissection Hall - Good Laboratory Practices                                                   |
| ANA-002-02 | Dissection Hall - The Embalming Solution                                                      |
| ANA-003-02 | Notification of a Death: Accepting or Rejecting Bequeathals                                |
| ANA-004-02 | Plastination                                                                            |
| ANA-005-01 | Management of the Laboratories, Stores and Dissection Hall at the Anatomy Department    |
| ARG-001-01 | Receipting Process at Argotti Botanic Gardens & Resource Centre                         |
| ARG-002-01 | Good Laboratory Practice at the Argotti Botanic Gardens and Resource Centre             |

## Latest procedures

FSN-008-01 Use of Aqualab 4TE Water Activity Meter   

FSN-009-01 Use of PMB 53 Moisture Analyser   

ZRH-015-01 Ionising Radiation Protection (Non-  
Medical)   

# Standard Operating Procedures (SOPs)



## Write SOPs for:

- Lab operations – general guidelines for staff and students
- Lab specific H&S protocols
- Operation of equipment
- Admin processes

Be practical in your approach



## Benefits:

- To pass on the right instructions – Knowledge Continuity
- Increase safety within your lab
- Consistency of operations
- Training tools for your lab
- Imp for insurances purposes

Training course: Writing Effective SOPs

# Laboratory Waste Management Services



## Hazardous Chemical Waste

- Coordination of chemical waste collection and disposal – 2 annual campaigns
- Collect information from labs – Jan/June
- Guidance on hazardous waste segregation and storage

**SOPs ZRH-007 & ZRH-011**

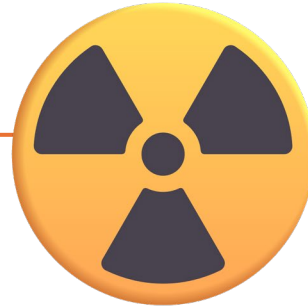


## Biohazardous Waste (Yellow Bags & Sharps)

- Monthly waste collection
- Procedures for safe temporary storage before disposal
- Guidance for labs generating biohazardous waste

**SOPs ZRH-012 & ZRH-013**

# Ionising Radiation Safety & Support Services



- Medical and non-medical equipment
- SOP in line with legislation describing the process of **registering**, **procuring** and **managing** ionizing radiation equipment.
- Organisation of **radiation safety awareness training** - Mandatory training for staff & students handling ionising radiation. Renew every 5 years.

SOP ZRH-015

# Research on Genetically Modified Micro-organisms (GMMs)



- Biosafety Committee established to approve projects that include GMM research.
- Strong legal framework overseen by ERA.
- Refer to our SOP for guidance.

SOP ZRH-006



# Other support streams

ZRH-020

Management and  
verification checks on  
***fume cupboards and  
laminar flow cabinets***

ZRH-004

**Needs analysis** prior to  
purchasing new  
equipment - Checklist

ZRH-017

Procedure for ***Taking  
Laboratory Equipment  
Off Campus***

ZRH-018

Procedure for ***Loaning  
Out of Laboratory  
Equipment***

# Lab Support Services – Training courses



Basic concepts in  
safe chemical  
handling & spills



Basic Radiation  
Safety Awareness



Handling & Use of  
Compressed Gas  
Cylinder Safety



Management of  
hazardous chemical  
waste



Management of lab  
equipment in the Fixed  
Asset module in AIMS



RSSD lab support &  
best practices in the  
lab



Writing Effective  
Standard Operating  
Procedures





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# REACH OUT and CONNECT



Contact us: [labsupport.rssd@um.edu.mt](mailto:labsupport.rssd@um.edu.mt)

