

How to manage assets in LabCup

Objectives

- Provide a comprehensive & complete repository for assets
 - Move away from unmanageable Excel documents
- Showcase resources
 - Repository vs. Audit
- Health & Safety
 - PAT
 - Linked R.As
- To work alongside PPMS
- <https://manchester.uk.labcup.net/>

Asset functionality available on dropdown menu on LHS.

The image shows a web application interface. On the left is a navigation menu with the following items: Inventory, Performance, Sorting & Locations, Stock Control, Administration, Assets (expanded), and Emergency. The 'Assets' menu is expanded to show: Assets management, My bookings, Assets booking, Assets control, Import / export assets, and Issue reporting. On the right, the main content area displays settings for 'Email settings' and 'Default'. The 'Email settings' section includes three checkboxes: 'Receive LabCup update information' (unchecked), 'Receive chemical expiration notifications' (checked), and 'Receive booking related emails' (checked). The 'Default' section includes three dropdown menus: 'Home screen', 'Groups', and 'Laboratory'. Below these are 'Accessibility' settings with two unchecked checkboxes: 'High contrast focus' and 'High contrast UI'. At the bottom, the text 'Experimental features' is visible. The top right of the interface shows a user profile 'mcdi2kh2' and several utility icons.

Menu	Settings
Inventory	
Performance	
Sorting & Locations	
Stock Control	
Administration	
Assets	
Assets management	
My bookings	
Assets booking	
Assets control	
Import / export assets	
Issue reporting	
Emergency	

Email settings

- Receive LabCup update information
- Receive chemical expiration notifications
- Receive booking related emails

Default

Home screen

Groups

Laboratory

Accessibility

- High contrast focus ⓘ
- High contrast UI ⓘ

Experimental features


Asset management function allows you to search by different features.

 Assets management





GENERATE REPORT

Filters

Name	Barcode	Name or barcode	
Serial number	Asset type	Owner	
Admin	Location	Tags	

New assets can be added here



Barcode	Name	Location	Bookings / Report	Next calibration	Next maintenance	Tags	Attention
 11487	-80 Freezer SBC (Eppendorf Eppendorf CryoCube F570h)	1.045 SynBioChem Equipment corridor by 1.051	Report	-	17/11/2021 12:00 am	SYNBIOCHEM/FBRH	
 129025	490 Micro GC (Agilent 490)	3.050- Fermentation Room Scrutton Lab	Report	-	-		

Assets can be defined as general, equipment, furniture, laser or location

New Asset

Please select asset type

- General - as simple as possible
- Equipment - has model information and calibration dates
- Furniture type - has material, size and condition details
- Laser - has laser class details
- Location - you can add them in the location editor

Asset type

General

CANCEL NEXT

New Asset

Please select asset type

- General - as simple as possible
- Equipment - has model information and calibration dates
- Furniture type - has material, size and condition details
- Laser - has laser class details
- Location - you can add them in the location editor

Asset type

General

Equipment

Furniture

Laser

In phase 1- Focus is equipment

New Asset ✕

Basic information

★ Barcode  

★ Name*

★ Owner*

★ Administrators*

Public Notes (displayed when users book)

Private Notes (not displayed to users)

Tags

Add a tag

Other

Picture

★

Model information

★ Brand

★ Model

★ Product ID

★ Serial number

Financial information

★ Purchase cost

★ Cost code

★ PO number

Other

Other information

- Bookable
- Needs periodic calibration
- Needs periodic maintenance



PO number

Purchase date



 DD/MM/YYYY

Manufacturing date



 DD/MM/YYYY

Warranty expiry date



 DD/MM/YYYY

End-of-life date



 DD/MM/YYYY

Location



Building



Laboratory



Location name *

Linked assets



Attachments



An efficient place to link risk assessments

Basic information

Barcode

55069



Name *

Thermo Q Exactive Plus

Owner *

chemistry_MS user group

Administrators *

Katherine Hollywood (mcdi2kh2) , Reynard Spie...

Public Notes (displayed when users book)

Private Notes (not displayed to users)

Tags

Mass Spectrometer ✕

LCMS ✕

ESI ✕

3B3 ✕

Add a tag

Picture



UPLOAD IMAGE

Reports

GENERATE REPORT

Model information

Brand

Thermo Scientific

Model

Q-Exactive Plus

Product ID

Serial number

03517L

PRINT LABEL

REMOVE

SAVE



- Bookable
- Needs periodic calibration
- Needs periodic maintenance

Maintenance

Maintenance Notes

e.g. contact for service provider

BOOK THE NEXT MAINTENANCE

SHOW HISTORY

Purchase cost

Cost code

PO number

Purchase date

DD/MM/YYYY

Manufacturing date

DD/MM/YYYY

Warranty expiry date

DD/MM/YYYY

End-of-life date

DD/MM/YYYY

Location

Building

Manchester Institute of Biotechnology





Building

Manchester Institute of Biotechnology

Laboratory

1.051

Location name *

ION Benches

Linked assets



Link an asset

ADD

55070 - Ultimate degasser



55071 - Dionex UltiMate 3000 RS Pump



55072 - Dionex UltiMate 3000 DAD



55073 - Dionex UltiMate 3000 column compartment



55074 - Dionex UltiMate 3000 Sample manager



Attachments

PRINT LABEL

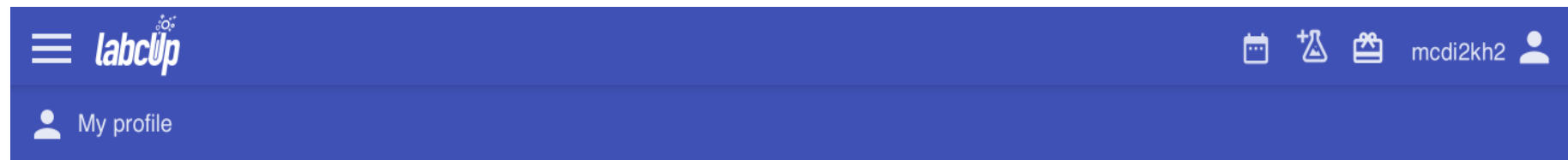
REMOVE

SAVE

Thoughts and considerations

Accessibility

- **Physical – restricted to on campus**
- **LabCup Roles**
 - **Defining groups**



Basic information

Name

Katherine Hollywood

Username

mcdi2kh2

Email *

katherine.hollywood@manchester.ac.uk

User interface language

Email settings

- Receive LabCup update information
- Receive chemical expiration notifications
- Receive booking related emails

Default

Roles and trainings

Roles

Group roles

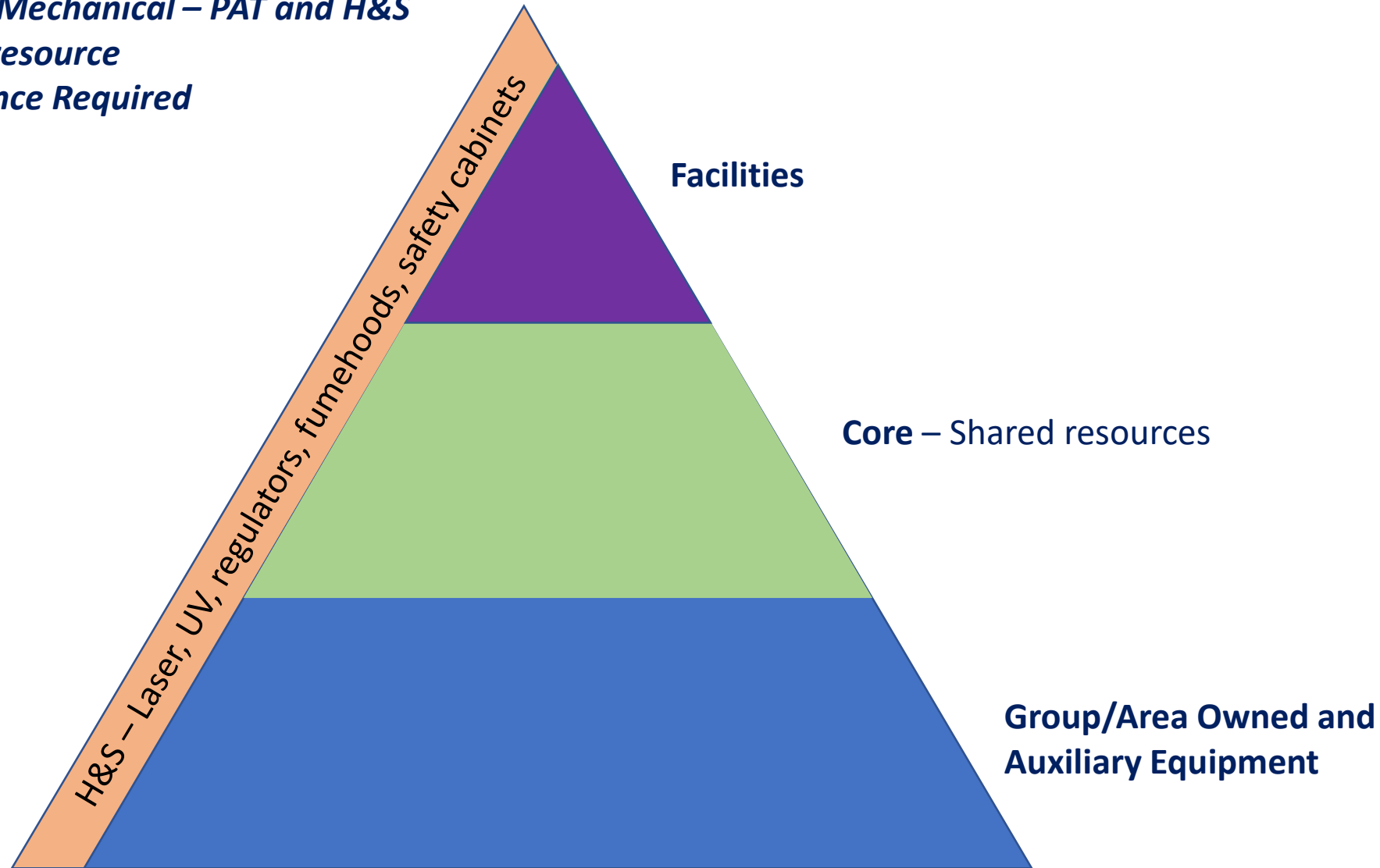
- Group Read: SynBioChem
- Group Edit: SynBioChem
- Group Administrator: chemistry_MS user group, Manchester Institute of Biotechnology
- Group assets admin: chemistry_MS user group
- Group assets booking: chemistry_MS user group

Defining roles & groups

- **LabCup Champions?**

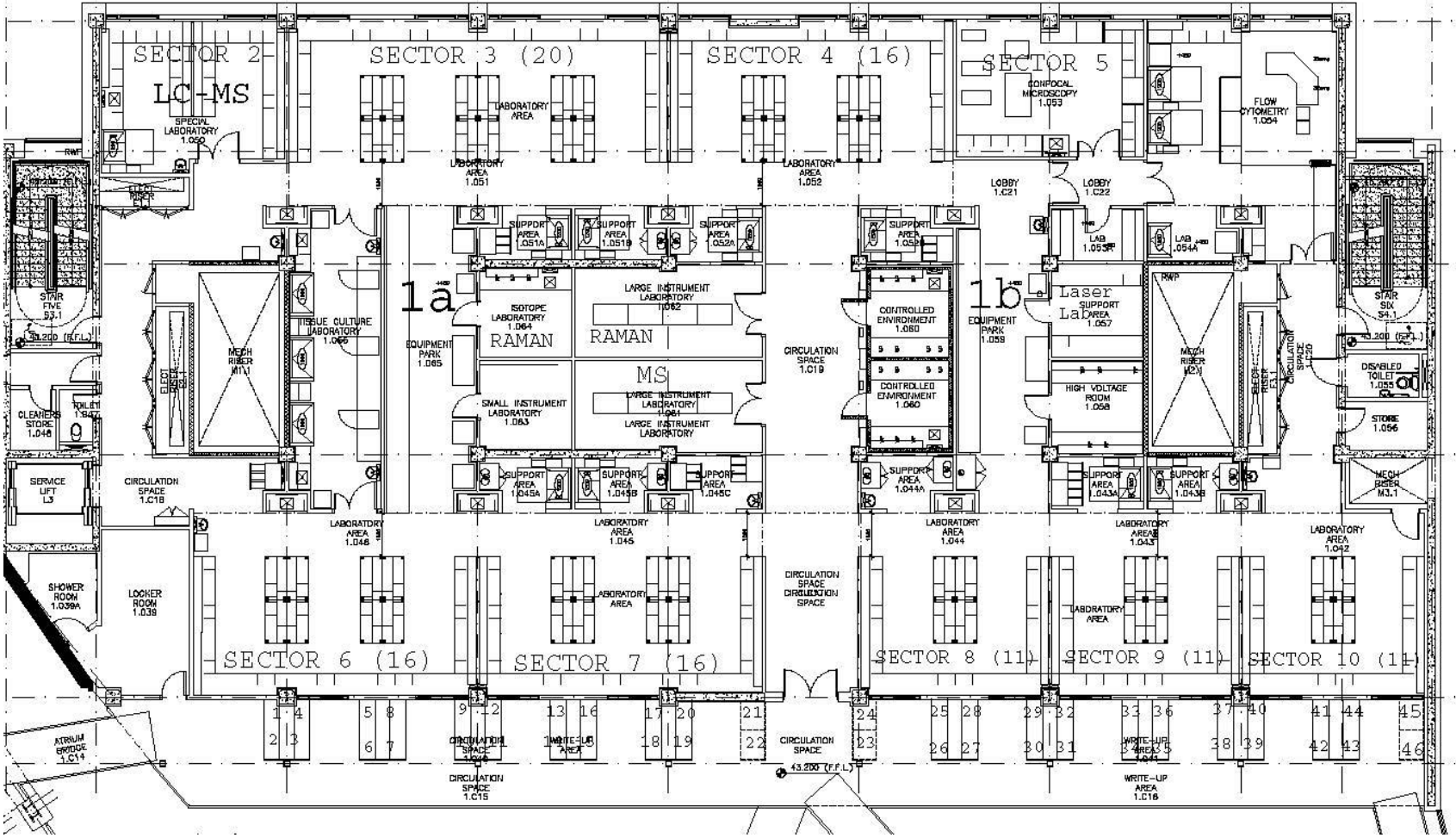
What constitutes an asset?

- > £50,000 – required for insurance register
- Electrical/Mechanical – PAT and H&S
- Research resource
- Maintenance Required



Compiling the correct information

- *Uniformity in information collation*
 - *Locations*
- *Redefining sectors & rooms*
- *Transient assets*



Compiling the correct information

- **Uniformity in information collation**
 - **Taxonomy**
- **In line with research councils**
- **Search clarity**

2. Process Equipment – Biological	A. Growth and Manipulation	1. Bacteriology	2A1
		2. Virology	2A2
		3. Cell Culture	2A3
		4. Fermentation	2A4
		5. Synthesisers	2A5
		6. Transfection	2A6
	B. Centrifuge	1. Ultracentrifuges	2B1
		2. High Speed	2B2
	C. Tissue Processing	1. Tissue Processor	2C1
		2. Cryostat	2C2
		3. Microtome	2C3
		4. Immunostainer	2C4
		5. Dehydration	2C5
		6. Cell Disruptor	2C6
	D. Sterilisation	1. Autoclave	2D1
		2. Water Purification	2D2
		3. Irradiation	2D3
		4. VHP Decontamination	2D4
	E. Characterisation	1. Fluorescent Readers	2E1
		2. UV	2E2
		3. Infra-Red	2E3
		4. Cell Counters	2E4
		5. Plate Readers	2E5
		6. Analysers	2E6
		7. Scintillation Counters	2E7

A. Spectroscopy	1. Raman	3A1
	2. Infra-Red	3A2
	3. Nuclear Magnetic Resonance	3A3
	4. Optical	3A4
	5. EPR	3A5
	6. X-ray Photoemission	3A6
	7. Fluorescence	3A7
	8. Circular Dichrometer	3A8
	9. Auger	3A9
B. Spectrometry	1. Spectrophotometry	3B1
	2. X-ray	3B2
	3. Mass Spectrometry	3B3
C. Imaging	1. Magnetic Resonance	3C1
	2. X-ray	3C2
	3. Infra-Red	3C3
	4. Ultrasound	3C4
	5. In Vivo Fluorescence	3C5
	6. Optical	3C6
	7. Electrical	3C7
D. Optical Microscopy	1. Confocal	3D1
	2. Near Field	3D2
	3. Transmission	3D3
	4. Reflection	3D4
	5. Microdissection	3D5
	6. Live Cell	3D6
	7. Fluorescence	3D7
	8. Stereo	3D8
	9. Accessories	3D9
E. Electron/Ion Microscopy	1. Scanning	3E1
	2. Scanning Transmission	3E2
	3. Transmission	3E3
	4. Detectors	3E4
	5. Sample Manipulation	3E5
	6. Ion Beam	3E6
F. Surface Probe Microscopy	1. Atomic Force	3F1
	2. Scanning Tunneling	3F2
	3. Magnetic Force	3F3
G. Surface analysis	1. Charge	3G1

Thermo Q Exactive Plus - 55069
✕

Basic information

Barcode: 55069

Name: Thermo Q Exactive Plus

Owner: chemistry_MS user group

Administrators: Katherine Hollywood (mcdi2kh2), Reynard Spie...

Public Notes (displayed when users book)

Private Notes (not displayed to users)

Picture

[UPLOAD IMAGE](#)

✕

Reports

[GENERATE REPORT](#)

Model information

Brand: Thermo Scientific

Model: Q-Exactive Plus

Product ID

Serial number: 03517L

[PRINT LABEL](#)
[REMOVE](#)
[SAVE](#)

eter X
LCMS X
ES X
3B3 X

Current Status

- 2352 “assets” listed across Faculty

	Biometra TRIO Machine A - Block 1	Analytikjena	Biometra TRIO 48	846-x-070-723	3123143		Manchester Institute of Biotechnology	3.045 & 3.046
	AKTA 4 Purifier	GE Health Care	Purifier	28406267	1650567	Use must have training	Manchester Institute of Biotechnology	3.046
	Techne Prime PCR machine	Techne	Prime G				Manchester Institute of Biotechnology	3.045 & 3.046
	Cell Disruptor	Constant Systems Ltd.	Ts5	E615	610	Please follow the updated CIP attached or	Manchester Institute of Biotechnology	3.045 & 3.046
	AKTA Pure 5	GE Healthcare (Cytiva)	AKTA Pure 25				Manchester Institute of Biotechnology	3.040
	High-speed centrifuge	Beckman	Avanti J-26 XP				Manchester Institute of Biotechnology	3.040
	Biometra TRIO Machine B - Block 3	Analytikjena	Biometra TRIO 48	846-x-070-723	3525260		Manchester Institute of Biotechnology	3.045 & 3.046
	Biometra TRIO Machine B - Block 2	Analytikjena	Biometra TRIO 48	846-x-070-723	3525260		Manchester Institute of Biotechnology	3.045 & 3.046
	Biometra TRIO Machine B - Block 1	Analytikjena	Biometra TRIO 48	846-x-070-723	3525260		Manchester Institute of Biotechnology	3.045 & 3.046
11425	Hydraulic Lifting Trolley	Clarke	HTL500	7610152	195960		Manchester Institute of Biotechnology	LG.046
11424	Hydrolic Lifting trolley	Clarke	HTL500	7610152	195963		Manchester Institute of Biotechnology	LG.046
11485	Waters Cyclic IMS Qtof	Waters	Cyclic		GBB009		Manchester Institute of Biotechnology	LG.046
NMR7	Hand crank centrifuge					For NMR tubes	Manchester Institute of Biotechnology	LG.029
NMR6	Vortex mixer						Manchester Institute of Biotechnology	LG.029
NMR4	Fridge 2					Service samples only	Manchester Institute of Biotechnology	LG.029
NMR3	Fridge 1						Manchester Institute of Biotechnology	LG.029
NMR2	Benchtop microfuge	ependorf	miniSpin				Manchester Institute of Biotechnology	LG.029
NMR1	pH Meter (NMR prep lab)	Mettler Toledo	FiveEasy				Manchester Institute of Biotechnology	LG.029
18358B	UV Spec	Varian					Manchester Institute of Biotechnology	G.048
53136	BenchTop autoclave 2 L max	Medilab				Please ensure water level is correct before	Manchester Institute of Biotechnology	G.048
18359B	Peltier accessory for UV vis						Manchester Institute of Biotechnology	G.048
53146	Electric pipette filler						Manchester Institute of Biotechnology	G.048
53145	Freezer -80C						Manchester Institute of Biotechnology	G.048
53144	BioRad Power Pac						Manchester Institute of Biotechnology	G.048
53143	Fridge 2						Manchester Institute of Biotechnology	G.048
53142	Freezer -20C						Manchester Institute of Biotechnology	G.048
53141	Fridge 1						Manchester Institute of Biotechnology	G.048
53140	pH Meter						Manchester Institute of Biotechnology	G.048
53139	Magnetic stirrer hot plate						Manchester Institute of Biotechnology	G.048
53138	Vacuum pump						Manchester Institute of Biotechnology	G.048
53137	Microfuge						Manchester Institute of Biotechnology	G.048
NMR5	Incubator cabinet						Manchester Institute of Biotechnology	LG.029
14256	Licor Odyssey Sa	Licor	Odyssey		05a 0327		Manchester Institute of Biotechnology	G.053
14258	Cell Sorter	Sony	SH800		1290001		Manchester Institute of Biotechnology	G.053
14278	Refrigerated centrifuge	Eppendorf	5804 R		32105		Manchester Institute of Biotechnology	G.053
14279	Microwave						Manchester Institute of Biotechnology	G.053
14277	Static heat block	Techne			175598-a		Manchester Institute of Biotechnology	G.053
14276	Water bath	Grant			U31332003		Manchester Institute of Biotechnology	G.053
14275	Plate shaker/incubator	Stuart	SI505		R000100173		Manchester Institute of Biotechnology	G.053
14274	Plate shaker/incubator	Stuart	SI505		R000100204		Manchester Institute of Biotechnology	G.053
14273	Plate shaker/incubator	Stuart	SI505		R000100154		Manchester Institute of Biotechnology	G.053

Roll out.....

- **Buy in from all PIs and Facility Leads**
- **Phase 1: Start at Facility level (March-May 2021)**
 - **Led by Facility managers and SEO/EO/Technical Support**
 - **Tidy up what is included so far – Taxonomy, missing information, location update**
 - **Addition of previously omitted assets**
 - **All items labelled with ‘LABCUP 2021 –P1’ stickers for visible identity**
 - **Iron out issues and snags with process**
- **Phase 2: Core MIB/Shared Assets (June-August 2021)**
 - **Led by core staff**
 - **Include key infrastructure/assets with H&S implications (hoods, regulators, LASERS etc.)**
 - **All items labelled with ‘LABCUP 2021 –P2’ stickers for visible identity**
- **Phase 3: PI/Research Group level (September-November 2021)**
 - **Led by research group with designated key person**
 - **All items labelled with ‘LABCUP 2021-P3’ stickers for visible identity**
- **Phase 4: Overview (December 2021-January 2022)**
 - **Visual inspection**
 - **Identification of unclaimed kit**

**Continuous review
and disposal of
unwanted/unused
assets**

**Continuous review of
criteria for LabCup
Inclusion**

**Continuous inclusion
of newly acquired
assets**

**Benefits - Feb 2022 – Automated output of MIB assets
Annual reports sent to group leader as asset register**