

UNIVERSITY OF PITTSBURGH SCHOOL OF NURSING

ADMINISTRATIVE POLICIES  
AFFECTING THE SCHOOL OF NURSING

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**TITLE OF POLICY:** RESEARCH LABORATORIES

**DATE EFFECTIVE:** April 2002

**LAST REVIEWED:** June, 2016

**POLICY:** In order to maintain the integrity of all labs used for research purposes and to continually meet state regulations and OSHA guidelines users of the research laboratories must adhere to the following procedure.

- PROCEDURE:**
1. If the fifth floor biobank or first floor clinical space or the fourth floor lab facilities or equipment are to be used, all SON faculty/staff/ students must obtain approval from the lab director(s) prior to proposal of research. Use of the lab and its equipment will be dependent upon availability, space and documentation of proper training.
  2. All SON faculty/staff/ students utilizing the labs must take the University of Pittsburgh Blood Borne Pathogens and Chemical Hygiene courses offered through the university that conform to OSHA standards as well as complete the Collaborative Institutional Training Initiative (CITI) modules related to human subject protection. Documentation must be provided to the lab director(s) to be kept on file and courses must be updated as per University policy. This policy also applies to persons outside the SON, who upon approval of the lab director(s), can use the lab on a temporary basis. All are expected to adhere to these standards during the use of the lab so that the safety of others is protected and so that the lab meets standards to maintain its open status.
    - a. The lab director(s) must be made aware of all who have access to the labs. Only persons with the above documentation are allowed. Those providing access to the lab to unauthorized people will lose laboratory privileges.
    - b. As applicable to individual projects, faculty/staff/students will provide documentation of completion of other required University courses (e.g., Use and Care of Laboratory Animals, etc.).
  3. If a doctoral student proposes to utilize the lab facilities and/or equipment, the doctoral advisor or his/her designee will provide a memo stating the proposed use of the lab by the doctoral student. The doctoral advisor or his/her designee must adhere to the policy stated in #2.
  4. If a faculty member is proposing a new study that requires the purchase of equipment on their proposed grant, he/she will obtain approval from the lab director(s) to assure that adequacy of space is available and no other accommodations are required. Appropriate financial responsibility for the maintenance of the equipment should also be discussed with the director(s). The approval and discussion must be sought prior to grant and budget submission.
  5. If a faculty member/student is proposing research to use the existing lab facilities and equipment, the use of the lab is contingent upon continued adherence to posted regulations and standard safe operating procedures, correct usage of facilities and equipment, and in certain circumstances financial responsibility for maintenance and/or repair of designated facilities and equipment.

6. All internal or external personnel conducting building maintenance or repair in the labs must schedule a time for entrance to the lab with the Facilities Manager or laboratory personnel. Lab personnel must be present during the maintenance and repair procedures.
7. Standard Operating Procedures (SOPs) are posted within the laboratory for common procedures (e.g., blood processing, DNA extraction, spill clean-up, etc.). Researchers using the laboratory are expected to follow these SOPs. If a researcher using the laboratory needs to modify a SOP or requires a SOP not in place already within the laboratory, the modified SOP or new SOP needs to be reviewed and approved by the lab director prior to initiating the SOP in the laboratory.

Approved by Total Faculty: 4/02

Approved by Dean's Council: 06/16