

UNIVERSITY OF PITTSBURGH SCHOOL OF NURSING

ADMINISTRATIVE POLICIES
AFFECTING THE SCHOOL OF NURSING

TITLE OF POLICY: RESEARCH LABORATORIES

DATE EFFECTIVE: April 2002

LAST REVIEWED: February 2024

POLICY: In order to maintain the integrity of all labs used for research purposes and to continually meet state regulations, OSHA guidelines, and Pitt's Environmental and Health Safety guidelines, users of the research laboratories must adhere to the following procedure.

PROCEDURE:

1. The Associate Dean for Research and Scholarship will oversee the research laboratory spaces [5th floor biobank, 4th floor laboratory spaces, 1st floor clinical research spaces] in collaboration with Principal Investigators conducting research within the laboratories.
2. All individuals utilizing the laboratory must maintain proper training, including all required CITI research-training modules, the University of Pittsburgh Blood Borne Pathogens training, and the University of Pittsburgh Chemical Hygiene training. Additional training and documentation for specific projects may also be required. Documentation of up to date training compliance must be provided to the Associate Dean for Research and Scholarship.
3. The Associate Dean for Research and Scholarship must be aware of all who have access to the laboratories. Only persons with up to date documentation (see #2) are allowed to work in the laboratory. Those providing access to the lab to unauthorized people will lose laboratory privileges.
4. The purchase and placement of major laboratory equipment must be approved by the Associate Dean for Research and Scholarship, including financial responsibility for the maintenance of the equipment. This approval and discussion should occur prior to grant submission or purchase of equipment.
5. 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.
6. Standard Operating Procedures (SOPs) are posted within the laboratory for common procedures (e.g., blood processing, DNA extraction, chemical and biohazardous 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 Associate Dean for Research and Scholarship in collaboration with Principal Investigators conducting research within the laboratories prior to initiating the SOP in the laboratory.

Approved by Dean's Council: 06/16

Reviewed by Administration: 06/16, 02/24