

SLSRC Building Policies

1. All personnel shall abide by the University of Oklahoma Laboratory Safety rules and regulations. [Note 1]
2. Security is a very important issue on the Research Campus. It is explicitly prohibited to prop open any exterior doors. The main building doors are generally unlocked from 7:45 a.m. until 5:00 p.m from Monday-Friday excluding official university holidays. [Note 2]
3. Emergency contact information for the laboratory occupants and the faculty mentor shall be placed on the placards in the laboratory entryways and in visible areas in the individual laboratories. [Note 3]
4. Each laboratory and RSS unit shall maintain an updated chemical inventory and have this readily available for the emergency crews that respond to building alarms. [Note 4]
5. The university prohibits the presence and/or parking of bicycles and motorized/mechanized mobile personal equipment inside the building. [Note 5]
6. Animals are not allowed in the buildings unless they are service animals or used in bona fide research. [Note 6]
7. Visiting children should be supervised at all times. Please consult OU's policy regarding minors on campus when hosting minors. [Note 7]
8. No material shall be placed on any of the interior windows in the building (graduate student areas, faculty/staff offices, conference rooms, etc), and no items should block the glass windows (e.g., bookcases). Inside shades or blinds may not be used for any of the interior glass windows or glass walls, and no bottles, paper stacks, and books may be placed on any windowsill. [Note 8]
9. The north-south hallways poster boards are strictly reserved for research and research-related posters. [Note 9]
10. The showers contained in the first floor south restrooms should be kept clean and free of personal items when not in use. [Note 10]
11. The common areas such as the 3rd floor kitchen shall be kept clean at all times. [Note 11]
12. The shared specialized laboratory support rooms (autoclave and dark rooms, etc) shall be kept clean and free of personal laboratory items. [Note 12]
13. Meeting rooms should be left just as they are found at the beginning of a meeting. If food is used in these rooms, all trash should be immediately disposed of. [Note 13]
14. Structural modifications to laboratory and office spaces may not be made without express written permission from the Chair. Items may not be nailed, screwed or bolted to the walls without prior approval. Small finish nails (to hang small pictures or certificates) may be used without prior approval. The tenant will be responsible for the cost of repairing the walls upon termination and/or removal of any bolted items. [Note 14]
15. Laboratory safety phones should be shared by departmental personnel working in the common laboratories. [Note 15]
16. Laboratory check-outs shall follow established university procedures. [Note 16]
17. General notes on building room numbering and the use of conference rooms are provided in Note 17.

- Note 1. Each lab and unit has been supplied with a copy of the OU Laboratory Safety Manual. If you do not have one, or if you have misplaced it, the lab manual can also be found at the following website
<http://www.ouhsc.edu/ehso/Normanlabman/NormanLaboratorySafetyManual.htm>
It is important that occupants pay special attention to the sections dealing with physical hazards (e.g., stuff on the floor, blocking access ways, etc).
Research groups are strongly encouraged to develop Standard Operating Procedures for routine laboratory procedures. Each researcher must determine which of the OU safety training modules are applicable to them, and the researchers are responsible for taking the appropriate training. Each faculty research mentor must ensure laboratory compliance with safety and security.
- Note 2. Please follow general security precautions to keep your personal property, as well as your laboratory property, secure:
- Lock your office and lab support room doors when no one is present.
 - The last person in your group to leave should ensure the hallway door is locked.
 - If you discover an unlocked door on your wing and there are no personnel present from your neighboring groups, do not hesitate to lock the hallway doors. Remember, access to any one of the hallway doors gives access to the whole wing.
 - If you see an exterior door braced/propped open, remove the brace/prop and shut the door, and confirm that it shuts. No unauthorized personnel are allowed into the building after hours and weekends.
 - If you see someone suspicious, especially someone you don't recognize, in the building during the "off hours" (e.g., evenings/weekends), do not hesitate to call OUPD (emergency: 911, non-emergency: 325-2864). You may ask the person for identification first if you are comfortable doing so.
- Note 3. The contact information will be used to contact designated laboratory personnel and/or the faculty mentor in case of an emergency. At least one person on the contact list must be available 24/7, as accidents and emergencies happen when you least expect them to. If you are not comfortable with displaying your personal cell phone numbers on the front of the placards, you can place this information in a tab'd insert behind the placard. In any event, OUPD and the OU Fire Marshal fully expect that they should be able to reach (by phone) a lab representative at home immediately in case of an emergency.
- Note 4. Each laboratory is required to maintain an updated chemical inventory. The OU Police Department and the OU Fire Marshals office need information on the chemicals that are used and/or stored in each room in the building. In some instances, this can be a matter of life and death for the police officers and firefighters who have to enter these spaces to put out fires.
- Note 5. Bicycle racks have been installed at the NE corner of the building adjacent to the handicapped parking zone. OU has established policies on the operation and storage/parking of bicycles and mechanized mobile equipment inside campus buildings.
- OU's Parking and Traffic Regulations handbook (www.ou.edu/parking) states that "Bicycles may not be parked indoors. Bicycles parked indoors shall be subject to removal and impoundment without prior notice". This also applies to any mechanized mobile equipment. For more information, please consult the handbook on definitions of motor vehicle and parking (p3; p5, section V.J.; and p6, section V.N.).

In addition to the normal bicycle racks, the building has been provided with 18 bicycle lockers for the temporary storage of bicycles. Anyone assigned a bicycle locker will have to sign a document agreeing to the terms and conditions of usage (e.g., will maintain the interior in good condition, not sub-let, will not store combustibles or boxes, etc). The normal term of usage will be 12-months, but can be renewable on a competitive basis. A bicycle committee has been charged with formulating plans and soliciting applications for the lockers, and making recommendations to the Chair.

- Note 6. OU has a policy regarding animals in university buildings "Dogs, cats and other live pets will not be permitted in University buildings, including housing and property leased by the University, with the exception of service animals and animals that are used for bona fide research".
See <http://www.ouhsc.edu/police/AnimalsonOUProperty.asp> for more complete information on OU's animal policies.
Any animal research will require an IACUC approval (iacuc.ou.edu).
- Note 7. University policies regarding minors on campus shall be followed. Some guidelines include:
(i) Employees should obtain supervisory approval prior to bringing their children to the workplace,
(ii) children are not to be brought to work on a regular basis in lieu of childcare,
(iii) A parent or guardian must provide supervision at all times,
(iv) Children should not be left unattended or with other employees,
(v) Children should not interfere with workplace activities,
(vi) Minors are not allowed in high risk areas such as laboratories.
The full policy document may also be downloaded from the website <http://www.ou.edu/web/landing/policy.html>. For questions regarding OU's policy on Minors on Campus, please send an email to minorsoncampus@ou.edu.
Please note that there are many potential sources of injury to children. This includes falling down stairs, getting tangled in the window shade strings, potential for electrical shocks in the common areas when the unattended children play with the lamps, etc. Running up and down the halls and stairwells is not allowed, as it could lead to injury of the minor or other personnel. The minor's host is directly responsible for the minor.
- Note 8. Glass windows shall be kept clear of paper postings, post-it notes, etc. Signage, posters, flyers, announcements, post-it notes, postcards, etc should not be affixed to window glass or doors. Such items will be removed and immediately disposed of. Building bulletin boards are available for such items in the general-purpose mail room by the main office.
- Note 9. Only research-related (chemistry-biochemistry/Life Sciences) posters are allowed in the main north-south hallways on all three floors of the building (on both the west and east wings). There are several researchers per wing on each floor, and the poster boards are not evenly distributed along the hallways that run between the lab areas and the faculty offices. Thus, researchers within a particular wing must be sensitive to the needs of the other researchers regarding advertising their programs using hallway posters. Any "unresolvable" issues (e.g., faculty member "A" has too many posters, not allowing faculty member "B" to place a poster) will be resolved by the Chair.
Important: No non-research related posters or items (e.g., apartment rental, car sale, Chem/Biochem tutoring) should be displayed in the main hallway areas. Ample space in the departmental mail room has been assigned for such items. Items not meeting the hallway poster display requirements will be removed and discarded.

All items posted in the main hallways must be dated, and should be replaced with newer or updated material as they become available (e.g., at least once every 1-2 years). Older items are usually a depressing eyesore and will be removed and disposed of.

- Note 10. There are showers in the women's restroom (Rm 1090) near the main office, and one in the men's restroom (Rm 1540) near the electronics shop. Users need to clean up after each use (soaps, towels, clothes, etc).
- Note 11. As a result of several requests by various departmental personnel during the building design period, a general departmental kitchen (food prep) area on the north bridge of the 3rd floor was designed and constructed. There are two large refrigerators and two large microwave ovens located there. This should help eliminate or minimize the need for individuals to store individual microwaves/fridges that occupy precious space in their currently assigned areas.
All food stored in the refrigerators must be labeled with your name/initials and the date. Any foods not labeled this way will be discarded immediately, and any foods left for more than 3 days will also be discarded. Many national laboratories use similar policies for common refrigerators. Unfortunately, there have been a few instances in some institutions regarding deliberate food poisoning. Thus, we have to be extra cautious in protecting the integrity of the food stored in this area.
- Note 12. We have several rooms that are assigned as common research areas, and these include departmental autoclave rooms (Rms 2170, 2680, 3680), ice-machine rooms (2170, 2680, 3030, 3680), shared cold rooms, hydrogenation room (Rm 2065), perchloric acid room (Rm 3170), dark rooms (2620, 3620). Please keep these spaces clean and free of "personal lab" items, as these are shared departmental spaces. Aside from the hydrogenation and perchloric acid rooms (where permission from PI is needed to work in these rooms), the doors to these rooms will generally remain unlocked.
- Note 13. Users are responsible for their cleanup after events that they host.
- Note 14. Detailed construction drawings have been provided to OU A&E Services for warranty related issues.
- Note 15. Safety phones can call locally, and long distance with a long distance code. Safety phones can be called from any University line, but they cannot be called directly from off-campus.
- Note 16. Improper vacation of occupied rooms put other OU personnel at risk. Every laboratory manager (i.e., faculty member, RSS unit manager) is required by OU to sign a statement documenting that a vacated lab has indeed been vacated properly and in accord with OU's policies on environmental health. OU's Laboratory Safety Manual details some general points and provides a Checklist that should be used when PIs/managers finally vacate their laboratories. On page 7 is the document that lab managers need to sign prior to handing in their keys to the various rooms that were under their supervision. A university official from Environmental Health will accompany a departmental representative to examine the vacated areas during the close-out. The OU Laboratory Close-Out Policy (OU Laboratory Safety Manual Section III.F., may be found at <http://www.ouhsc.edu/ehso/labman/labsafetymanualtoc.htm>),

General notes on building room numbers: Each room has 4 numbers (abcd)

- a = floor number
- b = 000-399 indicates that the room is in the west wing, with numbering in ascending order from south-to-north
 - 400-499 indicates that the room is in a bridge connecting the west and east wings (400-449 is the south bridge)
 - 500-899 indicates that the room is in the east wing
- c & d = (see b; in ascending order from south-to-north)

For example,

- i. Rm 1060 indicates that "1st floor, west wing, and near the southmost end of the building".
- ii. Rm 1720 indicates that "1st floor, east wing, and near the north end of the building".
- iii. Rm 3460 indicates that "3rd floor, bridge area, north end of building"

Conference rooms and open meeting rooms:

There are six types of conference/meeting spaces. In the new building, every research group has access to shared conference rooms.

A. *The main office Conference Room:* The use of this room-1001 is by reservation only through the main office. It is a Public room usable by any Research Campus unit. Our department will have first priority for our faculty meetings on Tuesday afternoons at 3:30 pm.

B: *The main office "small" Conference Room:* This Rm-1060 is across from the southwest elevators. The use of this room is by reservation only through the main office.

C. *The south bridge Work/Conference Rooms:* These rooms are under the control of the main office. However, research groups will have direct access to these rooms as Shared Conference Rooms. The assignments are as follows:

- 2nd floor west wing = Rm-2410
- 2nd floor east wing = Rm-2430
- 3rd floor west wing = Rm-3410
- 3rd floor east wing = Rm-3430

The 1st floor occupants can choose which of these rooms they would like to use. The general expectation is that these rooms will be locked in the evenings and weekends and on holidays. However, researchers can use their lab keys to open these conference rooms.

D. *The north bridge Conference Rooms near the grand staircase:* There are two of them on the 2nd floor north bridge (Rms 2460 and 2470), and two on the 3rd floor north bridge (Rm 3460 and 3470). These rooms are available only by reservation through the main office; they will be locked by default. These rooms are available to other Research Campus units as part of the Research Campus shared facilities agreement.

E. *The RSS Conference Room:* This is Rm 1701 in the NMR area. This is primarily for the RSS staff, although the staff have access to the other conference rooms as well.

F. *Small meeting rooms:* These small meeting rooms on the 3rd floor [Rm-3020 (south west) and 3440 (south east)] will always be unlocked, and are available for short-term use only. These rooms are not associated with any particular group of users on any floor or wing. There is no storage in these rooms either. Thus, users will have to completely vacate these rooms after each short-term use. The custodial staff will be instructed to dispose of any items left in these rooms overnight.