COLLEGE OF
Engineering, Architecture
&Technology

CEAT Research Laboratory and Office Use	Policies and Procedures CEAT-L-003 Effective Date: 10-13-16

Introduction

1.01 Oklahoma State University (OSU) College of Engineering, Architecture, and Technology (CEAT) endeavors to provide research laboratories and offices for funded research efforts by faculty, staff, visiting faculty/scholars, graduate students (MS and PhD), and outside entities with an appropriate facilities-use agreement. CEAT laboratories in Stillwater and Tulsa can accommodate a variety of research and small-scale development efforts. Large projects requiring space modification and large-scale production-like operations that will potentially occupy space for a long duration require coordination with the CEAT ADR.

Procedures

Space Requests

2.01 CEAT Faculty may request a laboratory assignment by utilizing the following form: Research Laboratory Request (Attachment A). Department Heads are expected to verify whether or not there is joint/multiple research opportunities within currently assigned labs prior to requesting additional laboratory space. Costs for laboratory-specific utilities, casework, etc., are expected to be a shared cost (Department, start-up, Research, and/or CEAT Facilities).

2.02 CEAT Faculty may request an office/desk space by utilizing the following form: Office Assignment Request. Assignment of a desk also requires agreement with office etiquette and practice/safety guidelines (Attachment B). All keys will be issued from ATRC 201 front desk or HRC 122 as applicable using the Key Issue/Return Form (Attachment C). Departments are responsible for providing computers and other desk accessories.

2.03 CEAT Faculty may request lab keys to be provided to students and/or visiting faculty by utilizing the following form: Lab Key Request (Attachment D - same form as office assignment request). All keys will be issued from ATRC 201 front desk or HRC 122 as applicable.

2.04 Non-CEAT entities must have a Facilities Use Agreement in place prior to requesting laboratory or office space. These entities must contact the CEAT ADR to determine the financial terms and insurance requirements of the Facilities Use Agreement.

Space Return

3.01 Access privileges are revoked when one or more of the following apply:
- The student graduates
- The student or post-doctoral is no longer in a funded position with OSU (for more than a full semester)
- A work permit expires, or
- The visiting faculty term ends; see the ISS webpage at http://iss.okstate.edu/general-information-scholars for complete requirements
- A notification by OSU Human Resources as to change in employment status is received.

3.02 Faculty and/or Department graduate student coordinators will ensure that all visiting faculty and students return all lab and office keys prior to departing. Students must request and complete a lab office inspection using the following form: Lab Office Inspection (Attachment E). The inspection must be completed prior to returning keys and being cleared to receive a diploma or leave OSU.

3.03 All keys will be returned to ATRC 201 front desk or HRC 122 as applicable using the Key Issue/Return Form (Attachment C).

3.04 The Departments are responsible for removing all computers, cables, cords, printers, and any other provided items.

Building Access and Lab Security

4.01 Entities with an OSU issued identification card will need to provide that number in order to be granted card access to the ATRC and/or HRC laboratory and/or office space(s) as well as to be issued keys.

4.02 Entities without an OSU issued identification card will need to obtain a "business affiliate" badge directly from campus police. Campus police will conduct security checks of individuals. Upon police approval, access to buildings and keys will be provided.

4.03 It is the responsibility of the primary researcher to periodically review who has access (i.e. keys) to their lab and ensure keys are returned to CEAT Facilities or the HRC Research Technician, as applicable, when lab personnel depart.

4.04 Research that requires additional security protocols must coordinate the specific requirements with the CEAT Associate Dean for Research and the OSU Research Services Director of Sponsored Programs and Export Compliance (405-744-9995). Researchers are NOT to take any arbitrary measures such as changing locks, putting up blinds, etc., on their own.

Mail, Packages, and Delivery Notifications

5.01 Mail for researchers (faculty, staff, students) should be addressed to the applicable department mailing address. Mail is not received or distributed by CEAT Facilities.

5.02 The contact person for all packages and deliveries is the person placing an order. CEAT Facilities cannot sign for packages. If assistance is needed with a delivery (access to the loading dock, moving equipment, etc.), contact one of the following PRIOR to the expected delivery and make appropriate arrangements:

- HRC Tulsa locations: HRC Research Technician located at HRC 122 can be reached at (918) 594-8607
- ATRC locations: CEAT Building Maintenance Technician located at ATRC 123A can be reached at (405) 744-0388

5.03 The ordering personnel are responsible for removing all packaging material, including crates, to the appropriate trash or recycling container.

5.04 If new equipment is being ordered, PRIOR coordination with CEAT Facilities or the Tulsa Facilities Maintenance (via HRC Tulsa Research Technician) is required to ensure the lab has the necessary utilities (power, water, compressed air, etc.). If the lab does not have the necessary utilities, then a cost and time estimate will be developed for the researcher's review. The researcher should provide a sketch of the room identifying preferred equipment location along with manufacturer's information detailing utility and connection requirements. Lack of prior coordination does not constitute an emergency.

5.05 If research staff plans to ship items by air, water, rail, public road or "private vehicle" that qualify under any of the Department of Transportation (DOT) Dangerous Goods classification, e.g., explosives, gas (flammable, non-flammable or toxic), flammable liquids, other flammable substances, oxidizing substances or organic pesticides, toxic and/or infectious, radioactive, corrosive, or items that can be classified as miscellaneous dangerous goods, call the Dangerous Goods Unit at University Mailing (405-744-5385) or the Hazmat Section of EHS (405-744-7241) PRIOR to making shipping or transportation arrangements.

Core Facilities and/or Machine Shop Usage

6.01 The Stillwater campus currently does not have any core lab equipment or facilities. Please check with the Associate Dean of Research about the future potential.

6.02 The Tulsa HRC core labs include equipment, an imaging suite, a cleanroom, and a machine shop. Core specific training must be completed before access can be granted and time scheduled for usage using

iLab. People who wish to utilize the core labs must sign up at this link: https://my.ilabsolutions.com/service_center/show_external/3657.
The list along with rates and scheduling requests can be found at: https://www.osu-tulsa.okstate.edu/helmerich.

Title IX Training Compliance

7.01 All OSU faculty, staff, and students are required to complete Title IX training in accordance with OSU policies. Training can be found online through OSU Human Resources (HR) Learning Management System (LMS) website.

7.02 Non-OSU entities will comply with requirements as detailed in the Facilities-Use agreement.

Laboratory Safety

8.01 The Designated Principal Investigators (DPI's) in each laboratory are responsible for developing a laboratory-specific safety plan that includes hazardous communication information, chemical inventory list, requirements for personal protective equipment, and lab-specific training. Templates for the various plans can be found in the "Safety Items" library of the CEAT Portal located at:

https://stw.sp.okstate.edu/ceat/deansoffice/Safety%20Items/Forms/AllItems.aspx

and at the OSU Environmental Health and Safety (EHS) website:

https://ehs.okstate.edu.

8.02 All DPI's must follow the EHS Chemical Hygiene Plan which is found in the "Safety Items" library of the CEAT Portal, see link above. The plan provides guidance on how to be compliant with numerous regulations.

8.03 The DPI's in each laboratory are responsible for completing and posting a laboratory emergency contact form (found in the "Safety Items" library of the CEAT Portal, see link above). The completed form must also be emailed to OSU EHS, Attn: Brenda Sorenson. For the CEAT Tulsa laboratories (in the Helmerich Research Center (HRC)), send the completed form to the Safety Officer for OSU Tulsa & Center for Health Sciences.

8.04 The DPI's in each laboratory are responsible for determining lab hazards and posting at the laboratory entrance the appropriate hazardous communication (HAZCOM) placards and labels. Sample signage and ordering information is found in the "Safety Items" library of the CEAT Portal (see link above).

8.05 Every laboratory member (faculty, staff, and student) must complete the "Safety Culture" and "Safety Orientation" training located on D2L (https://oc.okstate.edu/). Specific instructions are as follows:

1. Logon to D2L (https://oc.okstate.edu/) with Okey Username and Password.

8.06 From D2L home page, select the "Self-Registration" link at the top of the page.

1. Scroll down and select the "STW_CEAT_Safety-General" and/or the "STW_CEAT_ Safety-Intro to Safety Culture" link(s) from the list of courses.
2. From the "Description" page select "Register" in the bottom right corner of the box.
3. Verify information is correct in the "Registration Form" box. Then select "Submit".
4. The confirmation box will now appear, thus confirming registration for the course. Select "Ok".
5. If there are registration questions, contact Professional Development at 405-744-9226.
6. Upon successful completion of the course, a certificate will be emailed to the students. Departments should keep a copy of this certificate with applicable safety training records.

8.07 All lab users (faculty, staff, and student) must also comply with CEAT-S-004 (Quarterly Safety Training Requirements), which adheres to Oklahoma state law as well as OSU policies, procedures, and guidelines. Safety coordinators can obtain assistance with training subjects/materials from OSU EHS Occupational Health Program Manager at 405-744-3017 or ehs.okstate.edu/training.htm. The Tulsa HRC should contact the Safety Officer for OSU Tulsa & Center for Health Sciences for assistance with lab-specific training.

8.08 The DPI's in each laboratory are responsible for reviewing and complying with specific information found at: http://ehs.okstate.edu/hazmat/Lab_Tips.htm for the formal approval and training requirements for the use of any of the following:

- Respirators
- Radioactive materials
- Bloodborne pathogens (present in human blood, body fluids, or tissues)
- Recombinant DNA
- Infectious agents
- Animals or animal-derived materials or biological materials
- X-ray producing devices
- Registration of all laser devices

8.09 The intent of EHS is to provide annual, formal inspections which are intended to verify compliance with regulations and provide guidance to staff on best safety practices. The inspections are coordinated in advance with each department head. However, laboratories are subject to inspection at any time by EHS, CEAT, and/or departmental laboratory/safety staff.

8.09 All injuries/illness must be reported the same day as the incident occurred to the supervisor, EHS Stillwater and/or the Safety Office for Tulsa. Forms are provided in the Chemical Hygiene Plan to record the injury/illness. These forms are also found in the "Safety Items" library of the CEAT Portal at: https://stw.sp.okstate.edu/ceat/deansoffice/Safety%20Items/Forms/AllItems.aspx and at the OSU Environmental Health and Safety (EHS) website: https://ehs.okstate.edu.

Attachment A

Oklahoma State University (OSU)
College of Engineering, Architecture, and Technology (CEAT)

Research Laboratory Request

1. **Requestor Information:**

   Request date:

   Need date:

   Department:

   Name:

   Location Preference (HRC (Tulsa), ATRC, HRL, ERL, other):

2. **Research Information:**

   Funded/Active Research (yes/no):

   Source/Grant Information:

   Funding/Grant expiration (date):

3. **Laboratory Requirements** (indicate what is required):

Fumehood	Snorkel	Lab Chilled Water	RO Water	Sink	Drain
Vacuum	Power other than 110V, < 10A	Compressed Air	Natural Gas	Floor (carpet, concrete, anti-slip)	Other

Details on requirements indicated above:

Note:

Department heads are expected to verify whether or not there is joint/multiple research opportunities within currently assigned laboratories prior to requesting additional space.

Costs for laboratory-specific utilities, casework, etc., are expected to be a shared cost (Department, Start-Up, Research, and/or CEAT Facilities).

Completed form should be returned to: CEAT Facilities Support Services Manager, ATRC 201, 405-744-3734.

Attachment B

Oklahoma State University (OSU)
College of Engineering, Architecture, and Technology (CEAT)

CEAT Laboratory and Office Use Procedures and Agreement

Agreement of Office Etiquette and Practice/Safety Guidelines

1. I understand that I am assigned a specific desk in an office, and that I am not to use or move to other "open" desks in the office or another office.
2. I understand that my office activities will be periodically monitored, and that this may generate departmental queries related to possible reassignment or removal.
3. I understand that neither CEAT nor any of its employees are responsible for my personal items left in office spaces and/or labs.
4. I understand that my office trash must be placed in the hallway at least once a week or prior to overfilling.
5. I understand that, if I leave my office or laboratory unlocked, I am putting the belongings of other's and/or research activities at risk.
6. I understand that CEAT provides a room, desk, and chair per office. All other items (computers, cables, cords, printers, etc.) are provided by the department or individual.
7. I understand that offices are not to be used for living or sleeping quarters, and that I must have a separate place to live and sleep.
8. I understand that break areas with refrigerators, microwaves, and coffee makers are provided within the building. Therefore, I am not allowed to bring personal electrical appliances into the office itself. Consumption and storing of food and beverages in the office space is allowed as long as it does not pose or create a hazard to others.
9. I understand that only OSU computers are allowed to be connected to an internet port. I will not connect routers, switches, hubs, or printers without prior approval from OSU Information Technology (IT). Upon request, I must be able to provide written (email) approval from OSU IT to the CEAT Facilities Support Services staff. The OSU IT policy on Network Devices is located at http://it.okstate.edu/policies/pol_nd.php.
10. I understand that all request from OSU IT, Facilities Maintenance (FM), or Environmental Health & Safety (EHS) should be forwarded to either:
    a. HRC Tulsa, Mark Owen, Research Technician, HRC 122, 918-594-8607
    b. ATRC Stillwater, the CEAT Building Maintenance Technician, ATRC 123A, 405-744-0388
    c. ATRC and other Stillwater locations: CEAT Facilities Support Services Manager, ATRC 201, 405-744-3734.

Keys

1. I understand each lost or misplaced key will result in up to a $100 re-keying charge to my bursar account.
2. I understand that a professor may ask me to return keys to their lab at any time.
3. I understand that keys will only be given to the person for whom the request was made.

When I graduate or leave OSU and/or CEAT,

1. I will contact the applicable representative listed in 9 a, b, or c above and schedule a check-out inspection (see separate form) to have the CEAT graduate clearance form signed by the Dean's office.
2. I will remove all personal belongings when I leave my office and/or lab.
3. I will return all office, lab and desk keys to CEAT Facilities Support Services (ATRC 201) or HRC Tulsa Research Technician ((HRC 122) when I am finished with the research project and/or graduate.

Key(s) issued: _____

Name (printed): _____ OSU CWID #: _____

Signature: _____ Date: _____

Return signed form and all office and desk keys to

- HRC Tulsa: Mark Owen, Research Technician, 918-594-8607
- Stillwater: ATRC 201 Front Desk (across from the 206 conference room)

Attachment C

Oklahoma State University (OSU)
College of Engineering, Architecture, and Technology (CEAT)

Key Issue/Return Form for Laboratory and/or Office/Desk Assignments

(CIRCLE THE ACTION) **KEY RETURN** **KEY ISSUE**

DATE: _____/_____/_____

STUDENT NAME: (Please Print) _____

CWID: _____

STUDENT PHONE NUMBER: (____)_____-_____

EMAIL ADDRESS: _____

DEPARTMENT NAME: _____

FACULTY MEMBER'S NAME :(Please Print) _____

EXPECTED GRADUATION DATE: _____

ROOM NUMBER: _____

KEY NUMBER: _____

1. I understand each lost or misplaced key will result in up to a $100 re-keying charge to my bursar account.
2. I understand that a professor may ask me to return keys to their lab at any time.
3. I understand that keys will only be given to the person for whom the request was made.

Student Signature: _____

Person accepting or providing the key: (Please Print) _____

Please insure the information is legible.

Return signed form and all office and desk keys to

- HRC Tulsa: Mark Owen, Research Technician, 918-594-8607
- Stillwater: ATRC 201 Front Desk (across from the 206 conference room)

---------- **CEAT USE ONLY** ----------

_____Card swipe access provided/removed

_____ Database information updated

Attachment D

Oklahoma State University (OSU)
College of Engineering, Architecture, and Technology (CEAT)

Research Office Assignment and/or Laboratory Key Issue Request

1. **Requestor Information:**

   Request date:

   Need date:

   Department:

   Name:

   Location Preference (HRC (Tulsa), ATRC, HRL, ERL, other):

2. **Research Information:**

   Funded/Active research (yes/no):

   Source/Grant information:

   Funding/Grant expiration (date):

3. **Student/Visiting Scholar Information:**

   Student name (first and last):

   Student CWID:

   Student email address:

   Swipe-Card access requirement (Yes/No):

   HRC/ATRC/Other:

   Anticipated graduation date/end of access requirement:

4. **Assignment Information:**

   Office desk space (yes or no)

   Key access to labs (yes or no)

   If yes, which labs (location, building, and lab/room number):

Completed form should be returned to: CEAT Facilities Support Services Manager, ATRC 201, 405-744-3734.

Attachment E

Oklahoma State University (OSU)
College of Engineering, Architecture, and Technology (CEAT)

CEAT Graduate Office/Desk Check-Out Inspection

Bldg/Room number: _____ Inspection Date: _____

___ All personal textbooks and binders have been removed.

___ All bookshelves and hutches have been cleared and wiped down.

___ All shelves, drawers and cabinets have been cleared and wiped down.

___ All desk and counter surfaces have been cleared and wiped down.

___ All personal appliances have been removed.

___ All trash has been removed from office and building.

___ All departmental items (computer, monitor, etc.) have been returned to the Department, unless the Department has contacted the CEAT Facilities Manager and has approval to place another Department student at the desk.

_____
Department/ Professor/ Office #

_____
CEAT Facilities Support Member

_____
Graduate Student Name (Printed)

Student present for inspection:
____Yes ____No

_____
Graduate Student Signature

Schedule inspections with CEAT Facilities:

a. HRC Tulsa, Mark Owen, Research Technician, 918-594-8607
b. ATRC Stillwater, the CEAT Building Maintenance Technician, 123A ATRC, 405-744-0388
c. ATRC and other Stillwater locations: CEAT Facilities Support Services Manager, 201 ATRC, 405-744-3734.

Return signed form and all office and desk keys to

a. HRC Tulsa: Mark Owen, Research Technician, 918-594-8607
b. Stillwater: ATRC 201 Front Desk (across from the 206 conference room)

Date review completed by CEAT Facilities Management: 4/4/16

Date review completed by CEAT Research Council:5/27/16

Date approved by the CEAT Dean and CEAT Executive Council: 10/13/16