

The Ohio State University Medical Center

Dorothy M. Davis Heart and Lung Research Institute

Service Manual

Revised 2/5/08

General

This service manual is designed to provide occupants of the Dorothy M. Davis Heart and Lung Research Institute (DHLRI) with a comprehensive guide to policies, services and facilities. Our primary goal in providing this information is to help DHLRI staff perform their job duties effectively. Should you have questions or encounter problems related to any of these topics, please contact the Assistant Building Coordinator as noted below.

This manual is maintained on the DHLRI website at the following link: <http://heartlung.osu.edu>. All updates will be made on-line, and occupants will be notified of significant changes in these policies or procedures by means of an e-mail from the Assistant Building Coordinator or via the DHLRI FYI (newsletter).

Responsibility

All DHLRI staff (investigators, office staff, research support staff, etc.) are responsible for being familiar with and observing the following policies and procedures.

Requesting General Building Services

The primary method of obtaining building services in the Davis Heart and Lung Research Institute is by directly contacting the Assistant Building Coordinator:

Colette Tornik
Assistant to Administrative Director
Davis Heart and Lung Research Institute
110 DHLRI
473 W. 12th Avenue
Phone: 247-7155
Fax: 247-7799
E-mail: Colette.Tornik@osumc.edu

If she is unavailable, please contact:

Lorri A. Fowler, MBA
Administrative Director
Davis Heart and Lung Research Institute
110H DHLRI
473 W. 12th Avenue

Phone: 247-7098
Fax: 247-7799
E-mail: Lorri.Sayre-Fowler@osumc.edu

For maintenance issues **for service after hours**, call the Facilities Operations and Development Service Desk directly at 292-6158 or via e-mail to service2facilities@osu.edu.

Maintenance Turnaround Times

Turnaround times will depend largely on the complexity of the job. In general, when delays occur (e.g., due to parts being ordered), we will be notified of the status of the job. Communication with customers is important. Generally, we will receive a response to a service call within 1-2 days; however, the actual completion of the work may take longer as noted above.

When excessive delays occur, or if there is no response to a service call, call the Building Coordinator.

Specific Service Areas

The following sections will provide occupants of the DHLRI with more specific information about how to access various services.

- **Animal Use**

All laboratory animal use at The Ohio State University is controlled by a series of checks and balances to ensure all rules, regulations and guidelines are met. There are numerous guidelines and legal requirements pertaining to animal use at OSU. Among the documents that OSU must comply with are the Guide for the Care and Use of Laboratory Animals, Public Health Service Policy on Humane Care and Use of Laboratory Animals, and the Animal Welfare Act. The U.S. Department of Agriculture (USDA) enforces the Animal Welfare Act (AWA) to protect certain animals from inhumane treatment and neglect. Congress passed the AWA in 1966 (Public Law 89-544) and strengthened the law through amendments in 1970, 1976, 1985 and 1990. The USDA's Animal and Plant Health Inspection Service (APHIS) administers the AWA, its standards, and its regulations. The USDA makes periodic unannounced inspections of OSU. In addition, OSU is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) - International. AAALAC International is a voluntary accreditation organization that works with institutions and researchers to ensure the highest standards of animal care and use. AAALAC International supports the use of animals to advance medicine and science when there are no non-animal alternatives, and when it is done in an ethical and humane way. AAALAC accreditation allows research institutions to demonstrate that they are not only meeting the minimums required by law, but are going the extra step to achieve and showcase excellence in animal well-being. In

1966 OSU became one of the first twenty-five institutions in the United States to become accredited.

Oversight

The University Laboratory Animal Resources (ULAR) provides the daily animal care and veterinary care of all research animals. ULAR staff are required to care for the animals every day of the year including Christmas and all other holidays. In addition, all animal research at OSU must be done under a protocol approved by the Institutional Animal Care and Use Committee (IACUC).

Heart and Lung Animal Research Facility Ventilation

The Davis Heart and Lung Research Institute Animal Research Facility has a dedicated heating, ventilation, and air conditioning system. The air from the animal rooms does not mix with the air from any other part of the building. Some people have allergies to animals. Allergies to mice is fairly common and this is one reason why taking animals outside the animal facility is discouraged.

Laboratory Animal Housing Locations

All animals must be housed in the laboratory animal research facility. There are a few exceptions. All exceptions to this must be approved by the IACUC and require specific justification as to why the animals may be kept in the laboratory for more than 24 hours. The PHS Policy defines an animal facility as any area where animals are housed for more than 24 hours. There are a few exceptions wherein animals may be housed in a laboratory for over 24 hours. Any area where animals are housed for over 24 hours must be inspected by the IACUC.

There are some legitimate reasons to take animals to laboratories for less than 24 hours. Surgery on rodents is one such reason. There are guidelines for rodent surgery. A separate facility for rodent surgery is not necessary. Surgery on rats and mice may be done in a laboratory. A room or part of a room that is easily sanitized and not used for other activities during surgery is appropriate. Specific areas should be designated for animals awaiting surgery, prepping, surgery and recovery to prevent cross-contamination. Surgical table and support instruments, e.g. microscopes, head frames, heating blankets, should be cleaned and wiped with disinfectant such as a quaternary ammonium or 70% alcohol and allowed sufficient time to "air-dry" (recommended hard surface disinfectants).

Training of Personnel

The Animal Welfare Act regulations state there is a requirement for OSU to assure that personnel whose work involves animals are sufficiently knowledgeable and skilled to do so humanely:

“It shall be the responsibility of the research facility to ensure that all scientists, research technicians, animal technicians and other personnel involved in animal care, treatment and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel.”

What qualifications are necessary to work humanely with animals?

The necessary qualifications, of course, vary with one's duties. So, to some extent, the decision is made on a protocol by protocol and procedure by procedure basis. Different levels and varieties of qualifications are required. PIs must have qualifications in conducting experimentation in their field of science, including literature search, experimental design, data collection and analysis. Animal care technicians' qualifications relate to observations for health, proper housing, proper feeds and feeding methods, animal identification, etc. Persons performing animal experimental surgery must have experience and training in pre-surgical preparation of the animal subject, and in the surgical procedures they are to perform. Basically, anyone performing any aspect of animal experimentation, or husbandry, must be sufficiently trained or experienced in the techniques they will perform to assure the resultant welfare of the animals.

Who decides if one is qualified to work with animals?

The IACUC is legally required by AWA regulations and PHS Policy to determine that personnel are qualified to properly (humanely) perform animal-related duties conducted within the committee's purview. The protocol form requests, for this purpose, information about all personnel who will have responsibility for animal experimental manipulations. The IACUC requires that the PI provide assurance that he or she has appropriate training and experience to design and conduct the experimentation proposed. Personnel who perform animal-related procedures must also have appropriate training and experience, and the training and experience must be documented. Documented training and experience are generally not required for personnel who perform animal-related procedures only under the direct, i.e., physically present, supervision of a person who has such qualifications.

What can I do if I have concerns?

There are a multitude of rules and regulations dealing with animals. There is a multitude of questions as well. Many simple things can be answered easily. You are encouraged to call someone if you have a question or a concern. Here are listed several options on how to report a concern about animal care and use at OSU:

Notify a ULAR veterinarian:

Valerie Bergdall, D.V.M.	292-1561
Carrie Freed, D.V.M.	292-7319
Judy Hickman-Davis, D.V.M.	688-4880
Stephanie Lewis, D.V.M.	247-7009

Notify the IACUC:

Robert Gaebel, IACUC Administrator	292-0409
Anthony Yonkura, IACUC Administrator	292-4494

Federal law prohibits discrimination or reprisal against any OSU employee or student for reporting violations of the standards applicable to OSU's animal care and use programs or facilities. Any OSU employee, student, or other person who has a concern about how animals are cared for and used at OSU may report their concern about animal care and use anonymously. Simply tell the person you are notifying of your concern that you wish to remain anonymous. It may not be possible to apprise persons who notify the IACUC of a concern anonymously of the outcome. Feel free to call if you have questions.

How do I get into the Animal Research Facility?

Access into the Heart and Lung Animal Facility is by keycard only. You will need a Buck ID or Hospital ID card for entry. Please call 292-8541 for information on how to gain access.

- **Auditorium**

For information about scheduling the DHLRI Auditorium, see “Meeting Room Scheduling” below.

- **Biohazard Waste Removal**

It is DHLRI policy that each laboratory is responsible for disposing of their own biohazard waste. Biohazard waste must be properly packaged and labeled with the building name and room number on the top of the box. You may contact Environmental Health and Safety directly to have them pick up the box in the hallway just outside of your laboratory. You may phone them at 292-1284 or submit a request for pickup form via their website at <https://www.ehs.ohio-state.edu/secure2/>. We also have a pick-up location, Room 180A, which is near the loading dock on the first floor at the southeast corner of the building.

The Office of Environmental Health and Safety (EHS) will pick up waste twice a week (on Tuesday and Thursday). Packaging supplies will be provided in 180A. If supplies run low, please contact EHS at 292-1284. There will be no cost to investigators for biohazard waste removal.

Complete information about biohazard waste removal policies and procedures is available on the Environmental Health and Safety (EHS) Website, which is <http://www.ehs.ohio-state.edu/>. You may also call 292-1284 to speak directly to an EHS representative. For the safety of all building occupants, DHLRI staff are expected to be familiar with and observe all requirements for hazardous waste removal.

- **Building Security**

Exterior Access

1. Exterior access refers to building entrances and elevators.
2. Building hours are from 6:00 a.m. – 6:30 p.m., Monday – Friday. Off-hours access is available only with an approved ID badge.
3. OSU Med Center Security Services is responsible for monitoring and electronically locking/unlocking the auditorium (170 DHLRI) entrance, all exterior building entrances and elevators. Four cardreaders are located on the building entrances (one on each side) in addition to the basement level elevators and service elevator.
4. The service elevator is restricted access after normal business hours.
5. Facilities & Materiel Management (F&MM) is liaison between Security Services and building users and occupants. All requests for access should be submitted to F&MM by approved departmental contacts only (by using an electronic security access form). Approved requests for access will be granted within one business week, although every effort will be made to grant requests sooner.
6. Exterior access can be obtained by either requesting access using a Buck-ID or an OSU Medical Center ID badge. If you have an OSU Medical Center ID badge, you must use that.
7. Badge problems should be reported to the Assistant Building Coordinator. They will report the problem to F&MM for resolution.
8. Lost or stolen ID badges are to be reported to departmental security contact or to the Assistant Building Coordinator immediately. New OSU Medical Center (OSUMC) badges can be obtained through the OSUMC ID processing center, and Buck-IDs can be obtained from the campus ID center. The newly issued badge number will need to be submitted to the Assistant Building Coordinator who will inform F&MM via electronic security access form. The OSUMC ID processing center is NOT responsible for access to this building, only for creating the ID badge. Temporary badges are not available, so it is important that badges be replaced and changes be reported immediately.
9. Any alarms or system errors should be reported to Security Services 24-hour Control Center, 292-2121. A follow-up call to the Assistant Building Coordinator, 247-7155, is recommended.

10. Off-hours building users must not allow other persons to follow them into the building. Each user must receive individual access.
11. Exterior or alarmed doors may not be propped open for any reason. Note: propping open any door with an automatic closure is in violation of fire code.
12. Any off-hours activities (e.g. classes, special events, etc.) needing building access must be requested and approved through F&MM by e-mailing details to room.scheduling@osumc.edu. Notification should be requested at least one week in advance.
13. Any persons not adhering to the guidelines set forth may have their off-hours access terminated.

Interior Access, excluding Animal Vivarium

1. Interior access refers to the battery-operated “local” cardreaders, which have been installed on numerous interior doors.
2. The DHLRI in conjunction with Facilities & Materiel Management (F&MM) manages access and maintenance of all local cardreaders. All requests for access should be submitted by approved departmental contacts only (using a building and lab floor access form). Approved requests for access will be granted within one business week, although every effort will be made to grant requests sooner.
3. Badge problems should be reported to the Assistant Building Coordinator.
4. Lost or stolen ID badges should be reported immediately. A new OSUMC badge can be obtained through the OSUMC ID processing center. The newly issued badge number will need to be submitted to the Assistant Building Coordinator who will inform F&MM via the electronic security access form. The OSUMC ID processing center is NOT responsible for access to this building, only for creating the ID badge. Temporary badges are not available, so it is important that badges be replaced and changes be reported quickly.
5. Any system errors should be reported to the Assistant Building Coordinator at 247-7155.
6. Doors having a local cardreader should not be propped open or doors will not electronically lock and unlock properly. Note: propping open any door with an automatic closure is in violation of fire code.
7. The departmental administrator should submit any requests for local cardreader operational changes via e-mail to the Assistant Building Coordinator at Colette.Tornik@osumc.edu.

Volunteer Access

1. **Volunteer Application - Required by College of Medicine**
All volunteers must complete the appropriate volunteer application. There are two versions of this application, one for adult volunteers (18 years or older) and one for minor volunteers (under 18 years old). Attached are the volunteer applications. If you have any volunteers in your area, please be sure that they complete the appropriate application and return it to the DHLRI HR Office, room 110E DHLRI.

2. **ID Badges**
Volunteers must obtain a medical center ID badge. Volunteers must wear their ID badge while on the premises. Applications for badges may be obtained from the DHLRI HR Office, room 110E DHLRI ID Badges.

3. **DHLRI Building Access**
DHLRI policy is to allow internal building access to volunteers during regular business hours. External building access and after hours access will not be granted to volunteers. Minor volunteers are not allowed any building access or keys. All volunteers should be closely supervised.

- **Deliveries**

The main entrances to the building are unlocked between 6:00 am and 6:30 pm M-F. However, the lab floors are locked 24 hours a day, 7 days a week. This means that deliveries to the labs (i.e., supplies, UPS, etc) cannot be made unless the delivery people have lab access. On rare occasion, this access can be granted via their Medical Center ID badge (this generally applies only to campus delivery people). Delivery people from external vendors will need to check in at the DHLRI receptionist (room 110) to contact someone in the lab so they can make deliveries directly to the laboratory. This removes the responsibility of signing for packages that need special handling from the receptionist. Exceptions to this policy include FedEx and DHL, who have set up a special delivery system within the building. These packages are left in room 110Q and the receptionist will call the labs for special handling packages (i.e. freeze upon delivery, dry ice, etc.). If you need to make special arrangements for a package to be delivered after hours or on a weekend, you will need to arrange to meet the delivery people at the front door, as the doors will be locked after the designated hours. Both FedEx and UPS have standing pickups scheduled after 3:00 pm M-F. If you call for a FedEx pickup other than the normal daily pickup, normal FedEx pickup charges apply.

- **Elevators**

There are three elevators in the Davis Heart and Lung Research Institute: two passenger (one freight-sized) and one freight elevator. The freight elevator is restricted access during non-business hours. This elevator has a rear exit to the back of the University Laboratory Animal Resources (ULAR), which is located on the ground floor of the building. The freight elevator is unlocked during normal building hours, with the exception of the door to the ULAR. To request access to ride the elevator off hours to the upper floors, you may contact your division administrator or the Assistant Building Coordinator at 247-7155. Access to the ULAR via the elevator is granted only by ULAR staff. See the section related to animal use for information on gaining access to the ULAR. The following points provide information about safety procedures:

1. If the doors won't close, please check to assure that there are no foreign objects in the door track (i.e., paperclips, pencils, post-it notes, etc.). If nothing is found, contact the Assistant Building Coordinator at 247-7155.
2. If entrapped, there is an emergency phone in each elevator that is connected directly to the Facilities Operations and Development Service Desk and is answered 24-hours a day/7 days a week. Remain calm and give a very clear description of the problem to the operator. If the situation were to become life threatening, fire safety personnel would be contacted immediately.
3. If service is needed, contact the Assistant Building Coordinator at 247-7155 to report the problem. The Assistant Building Coordinator is responsible for contacting Facilities Operations and Development. The elevator company (Otis) will only be called if on-site maintenance staff cannot repair the problem.
4. In the event of fire, the elevators will not operate. The smoke detectors in the building will signal the elevators, which will be dispatched to the designated means of egress (in the DHLRI, this would be the first floor). If the fire is on the first floor, the elevator would stop at the nearest means of egress, and stairs would be used to evacuate the building.

Any questions regarding use of the elevators or building safety should be directed to the Assistant Building Coordinator at 247-7155.

- **Emergencies**

All building emergencies must be reported to the Building Coordinator immediately. However, if the Building Coordinator or her designee is away from the office, contact the following:

<u>Nature of Emergency</u>	<u>Call</u>
Fire	911

Hazardous Waste Spill	911/and 292-1284 (EHS)
Chemical Fumes	911
Bomb Threat	911
Personal Injury	911
Suspicious Persons/Packages	292-2121
Thefts	292-2121
Vandalism	292-2121
Elevator Malfunction/Entrapment	292-6158
Security Risks (broken glass, doors that don't lock, etc.)	292-6158
Americans with Disabilities Act Issues (broken automatic door, handicap bath- room stall broken, elevator malfunction)	292-6158
Electrical power outage	292-6158
Steam line break	292-6158
Water main break	292-6158
Heating, ventilating, air conditioning failure during bad weather	292-6158

- **Food Policy for Scheduled Events**

The following would apply to any event that includes food:

- Notify the Assistant Building Coordinator immediately if food is being planned for your event so that the Housekeeping staff can be prepared to clean thoroughly after the event.
- All beverage cups, plates, cans, etc. are to be discarded in the appropriate receptacles (there are recycling receptacles available in the building).
- Dispose of all food after your event.
- Notify the receptionist in room 110 DHLRI (247-7766) if caterers will be coming and setting up or cleaning up after an event.
- Put all furnishings back to their original configuration.
- The Assistant Building Coordinator will check all rooms following each function. Charges may be incurred for rooms not left in their original condition.
- Do not remove furniture from other classrooms. These rooms are scheduled based on available seating and moving furniture out of these rooms would affect others who have rooms scheduled.

Any questions regarding this policy should be directed to the Assistant Building Coordinator at 247-7155.

You may also visit the Central Scheduling web site at <http://wwwow.medctr.ohio-state.edu/applications/RoomSchedule/guidelines.html> for more information on scheduling policies.

- **Housekeeping**

Housekeeping in the DHLRI will be provided through Facilities Operations and Development by means of Goodwill Industries. The following frequencies have been implemented for the administrative/research spaces. For a complete listing of cleaning frequencies, please contact your floor emergency coordinator or the Assistant Building Coordinator.

Administrative Areas

Sweep/dust, damp mop or vacuum	2 times/week
Empty trash/replace liners	Daily
Dust furniture/flat surfaces	Weekly
Spot clean carpets	as needed

Research Labs/Cold Rooms

Sweep/dust, damp mop	Weekly
Empty trash/replace liners	Daily
Spot clean walls/doors/partitions	Quarterly

Restrooms

Restock dispensers	Daily
Empty trash/replace liners	Daily
Clean/disinfect toilets, sinks, urinals	Daily
Clean mirrors	Daily
Sweep/damp mop floors	Daily
Clean partitions/doors	Weekly
Dust flat surfaces, spot clean walls	Weekly
Machine scrub floors	Monthly

To request housekeeping services, contact the Assistant Building Coordinator at 247-7155. If you have an emergency housekeeping issue (spill, etc.) and the Assistant Building Coordinator is unavailable, contact 247-2281.

- **Keys/Key Cards**

All requests for new keys and key cards (or for changes in the magnetic strip on existing key cards) for divisional space must be approved by the appropriate division administrator. For space not designated as divisional, the request must be approved by the Associate Director for Administrative Affairs or his/her designee. Currently, this responsibility rests with the following individuals:

Division of Cardiovascular Medicine Offices: Mary Freeh

Division of Pulmonary, Critical Care, and Sleep Medicine Offices: Tim Mazik
DHLRI Offices: Colette Tornik
All Other Space: Appropriate Division/Department Administrator

1. Keys are not available to occupants of a room having a local cardreader in use. Emergency access can be obtained through the departmental administrator or the Assistant Building Coordinator.
2. Key request forms must be filled out and submitted to Facilities & Materiel Management (F&MM), 660 Ackerman Road, 2nd Floor - Cubicle 16 by the departmental administrator or Assistant to the Administrative Director. Notification by Facilities Operations and Development Key Control will be given when keys are available for pickup (2003 Millikin Road).
3. Upon termination of employment, keys must be promptly returned to the appropriate divisional or DHLRI staff member.
4. Any lost or stolen keys should be reported to the appropriate divisional or DHLRI staff member.

- **Landscaping/Building Exterior**

The exterior areas of the DHLRI building are maintained by the OSU Department Facilities Operations and Development, Division of Roads and Grounds. That office is responsible for trimming trees, mowing grass, picking up trash, shoveling sidewalks and other routine maintenance. If problems arise related to the care of the exterior of the building contact the Assistant Building Coordinator at 247-7155.

- **Lost and Found**

The lost and found for the Institute is located in 110 DHLRI. Staff are asked to bring any lost items to the office of the Assistant Building Coordinator or notify that office at 247-7766 about any lost items. Items are sent to campus Lost and Found weekly. Their number is 292-1415.

- **Mail Service**

Campus and U.S. mail addressed to occupants of the Davis Heart and Lung Research Institute (with the address 473 W. 12th Avenue, Columbus OH 43210) will be delivered to the Doan Hall Post Office. Mail is delivered to 110Q DHLRI each morning approximately between 9:00 am and 11:00 am. The Post Office will not sort mail by units within the building. Therefore, it will be the responsibility of DHLRI administrative students or receptionist to sort mail daily. Available student staff will deliver sorted mail to the division mailroom where the faculty or staff's mailbox is located. If they do not have a division mailbox in the building, one will be assigned to

the lab in 110Q DHLRI and the mail will be delivered to the lab. Core Labs will have a mailbox in 110Q but will be responsible for picking up their mail. Mail and non-perishable packages will be delivered daily, as student coverage is available. Receiving personal packages is not prohibited but they will not be delivered. You will need to pick them up in 110Q DHLRI. Perishable packages are handled according to the section titled “Deliveries”.

- **Meeting Room Scheduling**

Room scheduling for the College of Medicine (COM) departments is provided by Central Scheduling under the supervision of the Office of the Sr. Vice President for Health Sciences. Central Scheduling is located in 138 Meiling Hall, 370 W 9th Ave

1. Scheduling requests are to be submitted electronically using the Web link at <http://www.osumc.edu/applications/roomschedule/default.aspx> at least 24-hours prior to the requested event. For emergencies only, contact Central Scheduling via telephone at 292-7346. All schedules will be confirmed via e-mail by Central Scheduling.
2. Scheduling Priority
 - A. Standing Meetings - Events scheduled on a recurring basis
In order of priority:
 1. COM scheduled classes when scheduled in rooms designated as teaching resources
 2. Heart Center administration events
 3. Davis Heart and Lung Research Institute administration events
 4. Davis Heart and Lung Research Institute occupant’s events (i.e. Cardiology, Pulmonary and DHLRI investigators)
 5. COM
 6. Medical Center events
 7. Other Campus-sponsored events may be scheduled after all priority groups’ requirements are met
 - B. Individual Events - Events which are not scheduled on a recurring basis
In order of priority:
 1. COM scheduled classes when scheduled in rooms designated as teaching resources
 2. Heart Center administration events.
 3. Davis Heart and Lung Research Institute administration events
 4. Davis Heart and Lung Research Institute occupants’ events (i.e. Cardiology, Pulmonary, and DHLRI investigators)
 5. Academic Medical Center events
 6. Other campus-sponsored events may be scheduled after all priority groups’ requirements are met

3. While every effort will be made to not “bump” an event, Central Scheduling reserves the right to determine priority on an “as needed” basis. Notice will be given to the event contact as soon as possible if an event is “bumped”. An attempt will be made to find a suitable alternate location within Central Scheduling space. An example of priority would be if the Dean for COM/OHS requests the Auditorium to hold a Town Meeting. If another event is scheduled and in conflict, relocation or rescheduling the previously scheduled event would occur.
4. Standing Meetings
 - A. Standing meetings are scheduled for 6 months at a time and are updated every 6 months.
 - B. It is the responsibility of each event’s contact person to request an extension for the following cycle before the last scheduled date.
 - C. Meetings are subject to review by Central Scheduling at the end of each quarter. Any currently scheduled event may be replaced by another event if Administration determines priority. Notification will be given to find an alternate location at the start of the following quarter.
5. Student organizations may be scheduled if sponsored by a COM department, an OSUMC cost center or Office of Health Sciences personnel.
6. All users will honor the hours as requested and approved by Central Scheduling. Set-up, clean-up, etc. should be figured into the time requested.
7. Central Scheduling must be notified of any cancellations or changes as soon as possible.
8. All contact persons are responsible for clean-up of the requested room.
 - A. It is the responsibility of the event’s contact person to make sure all trash has been properly disposed.
 - B. Any rearrangement of furniture must be returned to the standard set-up posted in each room. Time for rearrangement must be figured into set-up time requested.
 - C. Any group repeatedly leaving a room in poor condition or not using scheduled space may forfeit the use of that space or other space maintained by Central Scheduling.
9. Furniture may not be borrowed or moved from any scheduled room.
10. All Central Scheduling rooms (except 170 DHLRI) are unlocked electronically M-F approximately 6:00 a.m. and locked at 6:30 p.m. 170 DHLRI is electronically unlocked M-F 7:00 a.m. and locked at 6:00 p.m.

11. Special time arrangements for weekend and after-hours activities must be submitted as a request and confirmed in writing by sending e-mail to Central Scheduling at room.scheduling@osumc.edu.
12. No group or individual should assume an unoccupied room is available for use without contacting Central Scheduling. If an impromptu meeting is held without scheduling a meeting time, the group must vacate if a scheduled event arrives.
13. Audio-visual equipment can be ordered by calling Presentation Services at 292-8099. Some rooms may be equipped; however, a reservation must still be completed. Charges for equipment are the responsibility of the scheduling party. Rental charges may be requested from the Division of Classroom Technologies at 292-8099.
14. The use of tape, staples or thumbtacks is not permitted on walls, ceilings or any wood surfaces. Signs approved through Central Scheduling will be permitted only.
15. Alcoholic beverages are not permitted in any space scheduled by Central Scheduling unless the event is in accordance with approved University policies and Procedures and written permission has been obtained. A request should be sent to Brad Harris, 230 Meiling Hall, stating all details of the event (e.g. time, date, etc.) and no individual under 21 will be served alcohol. There is a request form available on the College's intranet at <http://www2.med.ohio-state.edu:90/colmed/policymanual/index.html>. After approval, Mr. Harris' office will forward the information to University Legal Affairs who will approve and file the information. Refer to the COM/OHS policy manual for further information.
16. Service requests for any physical facility need in a scheduled room (e.g. air conditioning, heating, electrical outages) should be reported to the Assistant Building Coordinator at 247-7155.
17. Rooms available for scheduling requests and additional information follow.

<u>Room Number</u>	<u>Style</u>	<u>Capacity</u>	<u>Furniture</u>
159	Classroom	29	9-8' tables 1-5' handicapped table
165	Classroom	70	no tables (4 left-handed tablet-arm chairs)
170	Auditorium	200	fixed seating
301	Conference	10	12' table + credenza

DHLRI Meeting Rooms

Additional conference/meeting rooms are scheduled by contacting the DHLRI Receptionist at 247-7766:

110A (Capacity 6)

160 (Capacity 20)

519 (Capacity 10)

619 (Capacity 10)

These rooms are reserved for DHLRI administrative and lab meetings only. Questions regarding this policy should be directed to Colette Tornik in 110 DHLRI.

- **Posting of Signs**

It is a Facilities Operation and Development policy that signs not be taped to any walls in the building (e.g., conference rooms, elevators, hallways, etc). There will be bulletin boards available on each lab floor and in the administrative areas on the first and second floors, as well as in the main lobby near the elevators. Postings should be placed on the bulletin boards. Anything posted somewhere other than a bulletin board will be removed. Any questions regarding this policy should be directed to the Assistant Building Coordinator.

- **Radiation Safety**

The Website address for Environmental Health and Safety is:

<http://www.ehs.ohio-state.edu/>

All Radiation Safety forms can be accessed through this site by going to the Radiation Safety link and then going to the RS Forms link, or you can go directly there by using the following address:

<http://www.ehs.ohio-state.edu/index.asp?PAGE=radsafe.forms>

Setting up New Labs

For approved supervisors who currently use radioactive material and are moving to the Davis Heart and Lung Research Institute, an amendment form must be filled out. This is the Form RS-7. On this form you will only have to fill out the top section and then attach a narrative to explain which labs will be closing and which labs you will need to have

opened. Radiation Safety will then arrange a time with the individual labs to perform the set-up.

If any new PIs want to use radioactive materials, they will have to start with form RS-1. This form is the Application to Use Radioactive Material. Depending on how involved the research is will determine how many additional forms need to be submitted with this application. There are separate forms for documenting past experience and approval for animal and/or human use. This is all spelled out in the instructions for form RS-1 and will direct them to the appropriate forms that must be attached.

Closing out Posted Laboratories

The first step in the process of closing out a laboratory is formal notification of the need to close out a lab. The narrative attached to the RS-7 form to set up new labs will serve this purpose as long as the reference is provided for which labs are being vacated.

The procedures for closing out laboratories are as follows:

1. Close-out of labs posted for use of RAM normally will be performed only on written request of the approved supervisor, the University Radiation Safety Officer (URSO), or the University Radiation Safety Committee (URSC).
2. Upon receipt of a request or order to close out a lab, Radiation Safety Section (RSS) staff will telephone the approved supervisor and insure that the following tasks have been performed:
 - a. Any radioactive material that is transported to the Davis Heart and Lung Research Institute must be transported without the use of a motorized vehicle (all containment precautions must be observed). Any waste material that will not be transferred must be picked up as Radioactive Waste or transferred on a 100W to another supervisor approved for use of that nuclide and chemical form (RSS must approve of this transfer before the RAM is transferred);
 - b. The lab staff must arrange for the decontamination of equipment used with RAM, the transfer of that equipment to another approved supervisor, or the disposal of the equipment as RAM waste;
 - c. The lab staff must perform a thorough instrument and smear wipe survey of the room(s), find no contamination >200 dpm/100cm² (or clean any contaminated areas to less than 200 dpm/100cm²), and provide copies of all of their results for both their records and RSS files.
3. If the above conditions have been met, an RSS staff member will schedule an appointment to perform a confirmatory instrument and smear wipe survey. If RAM is still present in the lab, the appointment will be postponed until after the

RAM is removed. Decommissioning of equipment may be combined with the confirmatory survey at the discretion of RSS staff. NOTE: All restrictions associated with the posted status of the lab will be observed until the lab is officially closed (see item 6).

4. If any areas of removable contamination are discovered during the survey, RSS staff will notify the approved supervisor, who will be responsible for decontaminating the affected area(s).
5. If non-removable contamination is detected, RSS staff will assist the approved supervisor in arranging for shielding of the affected area(s) and/or removal/replacement of the contaminated fixture. The lab may have to remain open until such time as remediation or decay of the non-removable contamination has been completed.
6. If RSS surveys indicate no removable or non-removable contamination, RSS staff will return to the lab to remove all postings, notices, labels, etc., which might indicate the presence of RAM in the lab. From this time on, no RAM will be allowed in the lab unless RSS officially reopens the lab for use of RAM.
7. After removing the postings and notices, RSS staff will send a letter to the approved supervisor confirming the closure of the lab for the use of RAM. A copy of this letter will be placed in RSS files. The approved supervisor will maintain all RSS records pertaining to the closed lab for a minimum of three (3) years from the date of the letter, even if he or she no longer has any posted labs.

Any questions about these procedures may be directed to the Radiation Safety Section at 292-1284.

- **Recycling**

The DHLRI will participate in a University-sponsored recycling program. Each employee of the DHLRI will be provided with a paper recycling container for his/her office. One container per lab will also be provided.

Each desk and laboratory will have a cardboard “paperpal” that is to be used for mixed paper. Occupants are responsible for emptying paperpals into the “slimjims,” which are the blue plastic rectangular bins. They can be located in a hallway, in a cluster of offices or by a copy machine. There are also beverage rounds that are for aluminum cans and plastic #1 and #2. Aluminum and plastic can be mixed together. Beverage rounds are found in the lounges on floors 4 and 6 and in 110Q (mailroom). Housekeeping is responsible for emptying the slimjims and beverage rounds, and they should check these containers daily. The slimjims and beverage rounds are emptied into the large 96-gallon two-wheel “toters” located in the hallway by the loading dock. There is also a cardboard recycling toter on the loading dock. On lab floors, we have provided bins in the lab suites to recycle pipette tip containers. There are also 2 bins in the hallway for all other

recyclable glass. Toters will be checked on a weekly basis by the staff of the Recycling Office.

What to Recycle

1. Mixed paper includes colored paper, post-it notes, notebook paper, white paper, glossy paper, envelopes, manila folders and campus mail envelopes. It does not include ream wrap, carbon paper, paper towels, styrofoam, facial tissues, fast food containers or food waste.
2. Paperclips and staples are OK to leave in the paper.
3. Cardboard can be placed in the large, blue, 4-wheel carts located near the loading dock. Please break it down.
4. When the new telephone books arrive, the old books can be put by themselves into an available toter or stacked on the floor next to the toters.
5. We also recycle magazines, hard and softbound books, glass (clear, green/blue, and brown) and chipboard (i.e. empty tissue box). The first three items can be placed next to the toters in a cardboard box or plastic bag marked "RECYCLE". The chipboard can be placed with the cardboard. If you have several years' worth of magazines or books to dispose of, Housekeeping will provide you with a large recycle bin to put them in.
6. Pipette containers are placed in the appropriate receptacles on the lab floors. These are emptied into coordinating containers on the loading dock.
7. Any glass that is not heat resistant glass can be put into the bins in the hallway that are marked "Glass Only".

Who to Contact

Housekeeping or the Assistant Building Coordinator – To empty slimjims or beverage rounds.

Recycling Office, 292-1528 – To empty toters.

Refuse Office, 292-0892 – To empty cardboard carts or trash dumpster or if you have hard trash (i.e. broken furniture) to dispose of.

Usable furniture and equipment can be disposed of by contacting your department/division administrator.

- **Safety (General)**

The Website address for the Office of Environmental Health and Safety is:

<http://www.ehs.ohio-state.edu/>

A great deal of information is available to both office and laboratory staff on this site. Building staff are encouraged to visit this site whenever they need more detailed information.

Fire Extinguishers/Alarms

Fire extinguishers and the building alarm system are maintained by the Facilities Operations and Development. The individual to contact is Mr. Ed Berlepsch, Office of Fire and Safety, at 292-3004.

Gloves

Please refrain from leaving the lab suites with gloves on. You must have one ungloved hand when outside of the lab in order to open doors, push elevator buttons, etc. This rule is in place to protect your staff as well as other lab and non-lab staff in the Institute.

Reporting of Emergencies and Alarms

Emergency response for all police, fire and medical emergencies will be initiated by calling 911. In DHLRI, 911 calls go to the campus Police Department.

All alarms sounding in a building are to be reported via 911 as soon as possible. If discernable, advise the 911 operator if the alarm is the building evacuation alarm or the trouble alarm, which is a single, continuous, ringing bell outside the building's mechanical room.

Building Evacuation

Evacuation is announced by the sounding of the emergency evacuation bells/horns. These bells/horns sound continuously for several minutes and can therefore be easily distinguished from the class change bells.

All University personnel are expected to respond promptly to the emergency evacuation alarm and to follow the emergency evacuation plan for the building in which they are located.

Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit. For the DHLRI, the primary relocation point is the lobby of Means Hall. If this area is not available, the secondary relocation point is the lobby of Neuroscience.

Building code requirements result in stairways being the safest locations in a building in the event of a fire. Stairways are routinely checked for people needing assistance by the firefighters.

Personnel should not use elevators as a means of evacuation. The high potential for electrical or mechanical malfunctions coupled with the increased risk of smoke inhalation has resulted in elevators being described as “death traps”. Persons on elevators when the alarm bells sound are advised to exit at the first opportunity and evacuate via the nearest stairway (in DHLRI, the elevators will not work during an emergency and will stop at the nearest means of egress – see Elevator section).

Evacuees should not stop immediately after exiting the building, but proceed well away from the building so as to be clear of the fire and also not impede the movements of firefighters and fire fighting equipment. Everyone must go to the relocation point to be accounted for on the building rosters. This is a federal mandate and must be complied with.

Classroom instructors are expected to interrupt class activity and advise students to evacuate the building. Students are obligated to follow emergency procedures in accordance with the Code of Student Conduct. Provisions of the Ohio Revised Code as referenced in the University Operating Manual similarly obligate faculty.

Disabled students and personnel (e.g., persons with physical, visual or hearing impairments, etc.) have the primary responsibility for requesting assistance. It is suggested that instructors determine, in advance, if any students require assistance during an emergency. If assistance is requested, the instructor should so advise the class without making any specific individual arrangements. Should the evacuation alarm sound, the instructor should request assistance to move students with physical disabilities to the nearest enclosed stairway or designated evacuation point. Other arrangements can include assisting a blind or visually impaired person from the building or informing a deaf student that an alarm is sounding. Instructors must inform emergency officials of the location(s) of disabled students.

Unless specifically requested and considered advisable by those providing the assistance, **moving persons in wheelchairs down a stairway is not recommended.** One individual should remain with the disabled person, if this can be done without unreasonable personal risk. Others should evacuate the building and advise of the location of the persons remaining in the building so that the evacuation may be completed by the emergency personnel. Elevators should not be used to move persons with disabilities for the reasons outlined above.

The building should not be reentered unless indicated safe by fire officials or University safety personnel at the scene.

Tornado Warning

Identified by the sounding of the emergency sirens for three minutes followed by seven minutes of silence, a tornado warning indicates a tornado has been sighted by ground observers or has been confirmed by Doppler radar within Franklin County.

All University personnel are expected to promptly respond to the sounding of the sirens and to take the following precautions:

In most University buildings, the safest area is the basement. If a basement is not available, occupants should move to the central portion of the building on the lowest floor possible, away from outside walls and glass. Large, unsupported roof structures, as typically found in auditoriums and gymnasiums, should be avoided.

Personnel should anticipate the tornado warning will extend for a significant period of time, perhaps thirty (30) minutes or longer. A battery-operated radio turned to any local AM or FM station will provide current weather information. The admin office has an emergency weather radio available in these instances. The radio is located at the reception desk in 110 DHLRI.

Personnel should not leave shelter until a period of at least ten (10) minutes has elapsed without the sounding of the alert sirens, or the local news media announced an “all clear”.

Classroom instructors are expected to interrupt class activity and advise the students to move to the safest area available. Should the allotted class time expire during the warning the instructor should encourage the students to remain in the safe area until the all clear is given.

Persons with disabilities should be provided assistance, if requested, on the same basis as described above for building evacuations.

The advisability of moving a disabled person from one floor to another as discussed above applies equally to a tornado warning. It is recommended that persons in wheelchairs be assisted to the safest area on the same floor. The decision to remain with a disabled person would be the option for any individual providing assistance.

Elevators should not be used to move disabled persons during a tornado warning as the potential for electrical malfunction is considered to be too high to warrant the risk.

Additional information concerning fire and weather emergencies can be obtained by visiting the Environmental Health and Safety Web page at www.ehs.ohio-state.edu.

- **DHLRI Shared Equipment**

The DHLRI Shared Equipment Subcommittee is responsible for the oversight and maintenance of all shared equipment located within the DHLRI and third floor of the BRT. Each floor has at least one individual responsible for reporting repair/maintenance issues to DHLRI Administration.

See below for a complete listing of floor contacts:

Basement – Wesley Johnson
4th Floor – Val Wright
or Srabani Mitra
6th Floor – Manzoor Wani

3rd Floor – Sverre Aune
5th Floor – Mickey Martin
BRT 3rd Floor – Guanglong He

Please contact the person listed above to report any shared equipment issues within your respective floor.

What is shared equipment?

The Dorothy M. Davis Heart and Lung Research Institute Shared Equipment Subcommittee provides investigators access to basic common equipment.

Why do we have shared equipment?

Expensive equipment in science devalues rapidly, sometimes in as little as five years. The DHLRI is committed to supporting investigators and their research programs.

Who can use the shared equipment?

All DHLRI members, as well as their staff, can use the equipment.

What problems arise from sharing equipment?

Often, the shared equipment is not signed out appropriately.

Why should I sign the user log book?

This allows for tracking even minor problems to their source. Recent users can help pinpoint a problem by describing any system errors that they observed.

Should I reserve a time on the user log book?

The answer to this is complex. If you find the equipment is difficult to access, or you have to use it in sequence with experimental parameters, please plan and reserve only the time you know you need. However, many machines see more complete usage through an open availability approach. We recommend, if you are signed up for a time and do not start within 20 minutes, you forfeit your reservation. If there are consistent conflicts, please check the shared equipment list for alternative pieces of shared equipment. If there is none, talk with the DHLRI Shared Equipment Representative for your floor or your P.I. so that alternatives can be considered.

How can I contribute to the shared system?

Know the machine. If you are unsure of how to correctly use something, please consult the listed contact on the shared equipment list before use. Some equipment requires

detailed instruction while others are intuitive. Removing your samples and supplies when finished is important to keeping the area manageable. If you wipe up while waiting for your data, you have made this place better for us all. If the equipment functions improperly, please contact the Shared Equipment Representative for your respective floor.

Can I request the DHLRI Shared Equipment Sub-Committee to purchase new shared equipment?

Yes. Please contact the DHLRI Business Office to obtain an Equipment Request Form as well as the instructions for submission and consideration. You can also find the request form on the DHLRI website link. <http://heartlung.osu.edu/6160.cfm>

Can I see the list of shared equipment?

Yes. Please see the following page for a complete list of all DHLRI Shared Equipment, the physical location, and contact information. Please also refer to the DHLRI website link. <http://heartlung.osu.edu/6160.cfm>

- **Signage**

It is very important that all interior building signs be accurate at all times, in order to be of greatest value to visitors, delivery persons and others. It is the responsibility of the Assistant Building Coordinator to request changes in all interior building signage. When changes in signage are required, contact the Assistant Building Coordinator at 247-7155.

- **Smoke-free Environment**

Smoking and the use of all tobacco products at the OSU Medical Center is prohibited. The tobacco-free policy affects all locations inside and outside of Medical Center buildings and facilities, including the Davis Heart and Lung Research Institute. All faculty, staff, students, patients and visitors are expected to adhere to the policy.

- **Storage/Trash Removal**

It is DHLRI policy that all storage and trash items, whether they be office or laboratory related, will be placed in the designated areas in the building. Items to be stored permanently should be placed either in laboratories or other designated storage rooms. Trash should be placed either in trash receptacles or in the large trash bins at the first floor loading dock, or in the building . dumpster.

In particular, no storage or other items will be permitted in hallways or other public areas in the Institute. Improperly stored items will be moved to the loading dock for disposal. If you have an item that is too large to take to the loading dock/trash area, please contact the appropriate office to remove it, then label it as TRASH (including the pick-up date).

- **Telephones**

All requests for new telephones or changes in service for divisional space must be approved by the appropriate division administrator within the Institute. For space not designated as divisional, the request must be approved by the Associate Director for Administrative Affairs or his/her designee.

Currently, this responsibility rests with the following individuals:

Division of Cardiovascular Medicine Offices: Mary Freeh

Division of Pulmonary, Critical Care, and Sleep Medicine Offices: Tim Mazik

DHLRI Offices: Karel Smith

All Other Space: Appropriate Division/Department Administrator

- **Visitors**

Visitors are asked to report to the DHLRI Administrative Office in 110 DHLRI upon arrival. Visitors may stop by the reception desk and call the area they need to see. Staff in the lab will be responsible for getting visitors to their respective areas. Vendors are only permitted in lab areas if they have a scheduled appointment. They must report to the Administrative Office and call the person they are meeting with to meet them in the lobby or by the elevators on the lab floor. This person needs to assure that the vendor is outside of the locked lab suite after the meeting.

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Updated 11/10/08