

SRTC Building Guidelines

(Updated October 6, 2017 by DR)

General Procedures

- 1. First and foremost, the OU faculty member designated for each lab is responsible for lab safety, following building policies, and all research and activities within their lab area.**
2. All areas of SRTC must maintain a clean and organized appearance.
3. 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. Tenant will be responsible for the cost of repairing the walls upon termination and/or removal of any bolted items. Where whiteboards are installed (by appropriate personnel), the terminating tenant may elect to leave the whiteboard hanging in place in order to avoid a charge for wall repair. No outside furniture is allowed.
4. Signage/posters/flyers should not be affixed to glass (including windows, walls, etc.) or doors. A building bulletin board is available for such items. All signage/posters/flyers should be approved by the SRTC Building Manager before being hung.
5. Items are not to be placed in window sills.
6. Each office is asked to recycle and place all items in one central location for pick up.
7. Visiting children should be supervised at all times. Please see the attached memo from Legal Counsel.
8. Tenants are not allowed to reside in any building space.
9. All employees must complete formal annual Lab Safety through the EHSO website. It is highly advised for all employees to attend the annual Lab Safety and Fire Training done at SRTC, by the Environmental Health Safety Office and Fire Inspector. The online training can be found at https://www.ouhsc.edu/ehso/training-norman/new_logon.asp.
10. Building and lab OneCard access will not be granted until the online training has been completed.
11. All items must be at least 18 inches away from the sprinkler head and 2 feet from the ceiling, to meet the Fire Code. Nothing can be in a three foot radius of the safety showers and eye washes.
12. All walkways must have a width of a minimum of 36 inches, to meet the Fire Code.
13. Large areas of combustibles (cardboard boxes, etc.) are not allowed.
14. All desired space improvements should be directed to the Building Manager.
15. All problems concerning the building, custodians, restrooms, etc., should be directed to the Building Manager.
16. Main building doors are generally unlocked from 8:00 a.m. until 5:00 p.m. For access afterhours or on weekends, please have the designated lab personnel send the

Building Manager an approval email for you to gain access to SRTC and the appropriate lab area.

17. Meeting rooms should be left just as they are found at the beginning of a meeting. If food is present, all trash should be taken to the nearest dumpster and never left in the room trash receptacle **overnight or over the weekend**.
18. The Building Manager should be notified of any after hours or special day time functions that could possibly affect other tenants, after hour closure of the building, parking issues or special clean up needs for common space.
19. Smoking is not allowed on the OU Campus. This includes the Research Campus.
20. All Research Campus parking lots are Multi-purpose lots and require a Parking Permit. Permits may be purchased by University employees and students from the Parking Office.
21. Extension cords are not permitted for permanent use.
22. All injuries should be reported to your faculty member and the SRTC Building Manager.
23. If your lab places an order through the SRTC Store that requires a forklift, the SRTC Storeroom Operator will be sure to coordinate the delivery with her availability. If you place a specialized order through your own department that requires a forklift, please work with the SRTC Store Operator to find an available time before delivery is scheduled. This will ensure that someone is available to operate the forklift when the delivery is made. If you are unable to schedule a specific day/time for your delivery, your lab will need to make sure that "lift gate service" is provided by the delivery company.
24. Items may not be in the loading dock for more than 24 hours, unless special permission has been given by the SRTC Building Manager.
25. All laboratory-related orders must go through the SRTC Store. This includes consumables, chemicals, and equipment. This does not include computers or office supplies.
26. Please adhere to all University of Oklahoma policies as stated in the Faculty/Staff Handbook
27. All appliances must be pre-approved by the SRTC Building Manager.
28. Bicycles are not allowed inside the building. Please see OU Norman Campus Bicycle Policy found at <http://www.ou.edu/police/psafe/bike-security/norman-campus-bicycle-policy.html>

Lab Procedures

1. All labs must have access to a SDS for every chemical present in the lab. These can be electronic copies that are bookmarked.
2. All labs must have an updated chemical inventory list, including compressed gas cylinders, on hand. These lists must be given to the Building Manager at the

beginning of each fiscal year (July 1st). The link to these forms is at <http://www.ouhsc.edu/ehso/introduction.htm>.

3. All labs must complete the online survey for the Department of Homeland Security “chemicals of interest” at the beginning of each fiscal year (July 1st). The survey can be found at <http://www.ouhsc.edu/dhsic/>.
4. All containers must be properly labeled with the container contents and associated hazards. This includes waste.
5. Waste may be taken to the SRTC Store, along with a complete waste disposal form, for proper disposal.
6. All labs must have a first aid kit and spill kit located in a visible area so that anyone can access them.
7. All gloves and lab coats must be removed and disposed of or put away before leaving the lab. Gloves and lab coats should not be worn in the open office space or to the SRTC Store.
8. All containers must be transported using a bottle carrier or a cart with a lip. Bottle carriers are available to be purchased in the SRTC Store.
9. All eyewashes and emergency showers must have a clear path at all times.
10. No containers on the floor with the exception of under the bench and they must have secondary spill containment.
11. Nothing is allowed on the top of the shelving on the wall or on the middle “shelving” of the benches.

Autoclaves

1. Employees should use appropriate hand protections, such as oven mitts for handling hot items and steel mesh gloves for handling sharp instruments.
2. Doors on the equipment must be closed at all times except to place or remove items from the autoclaves.
3. Do not remove items from an autoclave until they have cooled.
4. All items being autoclaved must be in an appropriate tub in the middle of the autoclave, not touching any of the sides of the unit.
5. For waste disposal, after it has been autoclaved, please place the red bag inside a black trash bag and take to the SRTC dumpster. Black trash bags are provided in the Autoclave room.
6. Please do not change or add any cycles without contacting the Building Manager first.
7. Individual labs should not use all the autoclaves at once to allow others in the building to use the autoclaves.

Compressed Gases

1. All compressed gas cylinders and tanks must be secured in an OSHA approved rack.
2. All flammable gas cylinders must be 20 feet from oxygen cylinders.
3. No one is permitted to ride on an elevator with a compressed gas cylinder.
4. All compressed gases should be transported securely on a cylinder dolly. There is one provided and located in the SRTC Store, if your lab does not have one.
5. All compressed gas cylinders should have a protective cap that fits, when not in use or being transported.
6. If a compressed gas leak is discovered, please contact the SRTC Store. Evacuate the area until the cylinder has been removed. If a leak occurs after hours, please contact the Public Safety Officer (PSO) on duty or call the Building Manager (405-308-5507).

Fume Hoods/Biological Safety Cabinets

1. SRTC administration will schedule annual certifications for biological safety cabinets. EHSO will schedule annual certifications for fume hoods. The Building Manager schedules annual certifications for the Biological Safety Cabinets.
2. Please keep the vertical and horizontal sash panels closed when not working at the hood/cabinet.
3. Please contact the Building Manager to have the lights changed out, if needed.
4. Do not connect anything to a fume hood or cabinet without contacting the Building Manager first.

Animal Procedures

1. Animals are not allowed in the buildings unless they are considered service animals or used in bona fide research.

Radiation Safety

1. Radiation safety training is mandatory for anyone who uses radioactive material sources or analytical x-ray devices. Any laboratory that contains radioactive materials or x-ray devices must be properly labeled and secured against unauthorized access. In case of emergency or to schedule training, contact the OU Radiation Safety Office at (405) 271-6121.

Dry Ice/Cryogenics

1. All cryogen containers must have an approved rubber mat placed underneath the tank or container. This includes liquid Nitrogen and liquid Argon tanks.

Ethidium Bromide

1. Any training involving ethidium bromide would be on-the-job training (informal) that should be provided by either the principal investigator or other qualified laboratory personnel.

Bloodborne Pathogens

1. If an employee has the potential for exposure to human blood, human cell lines, or other potentially infectious materials in the course of their duties, Bloodborne Pathogen training should be completed annually.

Roles & Responsibilities

1. The OU faculty member designated for each lab is responsible for lab safety, following building policies, and all research and activities within their lab areas.
2. Laboratory Supervisors have overall responsibility for chemical hygiene in the laboratory.
3. Laboratory Workers conduct operations in accordance with OU's and SRTC's policies.

Equipment Purchases

1. All equipment purchases must be approved by the Building Manager before they can be ordered through the SRTC Store. The following information must be included in the request: Description, dimensions, electrical output, plug configuration, ventilation needs, water, air, vacuum or natural gas hookups needed, proposed placement, and if any training will be needed.
2. Upon approval, the Building Manager will review the order form and will return to the requester. The requester will then need to submit the order form to the SRTC Store for ordering.
3. Any refurbished or used equipment should be verified as operational by a certified technician or other knowledgeable individual prior to procurement or taking possession.