

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Research Laboratories Authorization, Access and Badge Request</b>		<b>SOP #: RSP.013.00</b>
Effective Date	12/13/2019	
Last Revision/Review	12/13/2019	

### **1. Purpose**

Access to the BCOM Research Laboratories (BioScience Research Lab, Human Physiology Lab and Computer Lab) at the SouthWest Research and Production Complex is limited to authorized personnel only. This SOP describes the levels of access that can be requested and details the process to request access and a key card/badge to the Research Labs.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

- 3.1. **Assistant Dean for Research, Director of Research Laboratories, and Scientific Research Associate** are responsible for reviewing approving and monitoring access to the research laboratories.

### **4. Definitions/Abbreviations**

- 4.1. **Access badge** – A BCOM issued electronic key card programmed to permit access to certain buildings or areas of buildings by scanning it against a card reader.
- 4.2. **Scientific Research Associate**– A BCOM employee that reports to the Laboratory Director and may act on behalf of the Laboratory Director by delegation.
- 4.3. **BCOM Research Laboratories** - includes the BioScience Research Lab (BSRL), the Human Physiology Lab (HPL) and the Computer Lab. Located within the SouthWest Research and Production Complex at 9035 Advancement Avenue, Las Cruces, NM.
- 4.4. **BioScience Research Laboratory (BSRL)** - For the purpose of this SOP, BCOM defines the BSRL as the Biosafety Level II area of Building 200 of the BCOM Research Laboratories.
- 4.5. **Computer Lab** - For the purpose of this SOP, BCOM defines the Computer Lab as the upstairs area of Building 300 of the BCOM Research Laboratories.
- 4.6. **Human Physiology Laboratory (HPL)** - For the purpose of this SOP, BCOM defines the Human Physiology Laboratory as the downstairs area of Building 300 of the BCOM Research Laboratories.
- 4.7. **Director of Research Laboratories** - A BCOM employee appointed by the Assistant Dean for Research who has authority for managing research laboratory operations.
- 4.8. **SouthWest Research and Production Complex (SWRPC)** – the collection of buildings that includes the BCOM Research Laboratories; located at 9035 Advancement Avenue, Las Cruces, NM.

### 5. Procedural Steps

#### 5.1. Access Authorization and Levels of Access

- 5.1.1. Each area of the Research Laboratories is restricted access and only authorized personnel are allowed access. Authorization to enter any or all of these areas can be obtained from the Assistant Dean for Research, Director of Research Laboratories, or Scientific Research Associate.
- 5.1.2. Access is controlled using secured entry and granted via a BCOM issued electronic key card/badge.
  - 5.1.2.1. There are four categories of access available (Table 1). Variation among the categories allow access to different combinations of the BSRL and Human Physiology Lab. All categories have access to the Building 200 Common Area and the Building 300 Computer Lab.

Table 1: Categories of Badge Access. An 'X' indicates access will be granted to that area.

Access Category	Building 200 Common Area	Building 200 BSRL	Building 300 Human Phys. Lab	Building 300 Computer Lab
I	X			X
II	X	X		X
III	X		X	X
IV	X	X	X	X

#### 5.2. Process to Request an Access Badge

- 5.2.1. The Principal Investigator must initiate a request for laboratory access by completing the following Qualtrics survey:  
[https://bcomnm.co1.qualtrics.com/jfe/form/SV\\_0uBdeAP6rioLOHr](https://bcomnm.co1.qualtrics.com/jfe/form/SV_0uBdeAP6rioLOHr)
- 5.2.2. The Principal Investigator making the request will receive an email summary of the request and must respond to this email and confirm the request.
- 5.2.3. The Laboratory Director will review the request and will approve, approve with access modification, or deny the request.
- 5.2.4. ORSP must confirm that the badge recipient has completed all required trainings before they may receive the badge. Confirmation of trainings is recorded on the BCOM Research Laboratories Training Checklist.

#### 5.3. Badge Sign-out and Return

- 5.3.1. The Director of Research Laboratories or Scientific Research Associate will provide the badge to the approved recipient.
- 5.3.2. The recipient must sign the BCOM Research Laboratories Badge Sign-out sheet acknowledging receipt of the badge.
- 5.3.3. The recipient is responsible for ensuring their badge is not used for unauthorized access to the Research Laboratories or the SWRPC.
- 5.3.4. When a badge is no longer needed, the badge holder must return the badge to the Director of Research Laboratories or Scientific Research Associate.

### **5.4. Lost or Stolen Badges**

5.4.1. The recipient is responsible for ensuring that they report a lost or stolen badge as soon as possible to the Scientific Research Associate, Director of Research Laboratories Laboratory, or ORSP.

5.4.2. The Director of Research Laboratories or Scientific Research Associate will contact SWRPC personnel and request that the lost or stolen badge be inactivated immediately.

### **6. Reports/Charts/Forms/Attachments/Cross References**

6.1. Badge Request Form: [https://bcomm.co1.qualtrics.com/jfe/form/SV\\_0uBdeAP6rioLOHr](https://bcomm.co1.qualtrics.com/jfe/form/SV_0uBdeAP6rioLOHr)

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## STANDARD OPERATING PROCEDURES

### 6.2 BCOM Research Laboratories Training Checklist and BCOM Research Laboratories Badge Sign-Out

#### BCOM Research Laboratories Training Checklist

Certification of completion of all mandatory trainings is required to access BCOM's Research Labs.

Name	Title	Student Research Mentor
<b>Lab Areas of Access:</b> <b>Trainings by area:</b>	<input type="checkbox"/> <b>All</b> General Procedures SWRPC Site Rules RCR	<input type="checkbox"/> <b>BioScience Research Lab</b> Hazard Communication Lab Standard Initial Biosafety Training Biohazard Spill Response Blood Borne Pathogens Personal Protective Equipment
	<input type="checkbox"/> <b>Human Physiology Lab</b> Human Subjects Research Blood Borne Pathogens Personal Protective Equipment	<input type="checkbox"/> <b>Computer Lab / Conference Area</b> No additional trainings required

Required	Training Name	Type	Date of Training	ORSP Confirmed	Notes
	General fire safety, evacuation and emergency procedures	On-Site			
	SWRPC Site Rules and Information	On-Site			
	Hazard Communication	In Person			
	Lab Standard	In Person			
	Initial Biosafety Training	CITI			
	Biohazard Spill Response	CITI			
	OSHA Blood Borne Pathogens	CITI			
	OSHA Personal Protective Equipment	CITI			
	Human Subjects (Biomedical) Research	CITI			

#### Certification of Completion

\_\_\_\_\_  
Lab Director:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

#### BCOM Research Laboratories Badge Sign-Out

Access to the BCOM Research Laboratories (BioScience Research Lab, Human Physiology Lab and Computer Lab) at the SouthWest Research and Production Complex is limited to authorized personnel only. Access to each area of the Research Laboratories is controlled using secured entry and granted via a BCOM issued electronic key card/badge. Issuance of a key card is reliant upon completion of all mandatory trainings and approval from the Laboratory Director.

- A lost or stolen badge must be reported to the Laboratory Director or Associate Research Scientist immediately.
- Do not share your badge with anyone or allow others to use it to access the premises.
- A badge may be revoked for non-compliance with these or any other Laboratory rules. Re-issuance would require, among other things, completion of all trainings again.

\_\_\_\_\_  
Name (print):

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **7. Maintenance**

To be reviewed by ORSP by May 1<sup>st</sup>, annually.

### **8. Signature**

Signature on File

12/16/19

Joseph Benoit, PhD

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			