

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

BioScience Research Laboratory: Personal Electronic Device Use	SOP #: RSP.007.01
Effective Date	10/11/19
Last Revision/Review	10/11/19, 11/30/2021

1. Purpose

The increase in ownership and widespread use of mobile phones has resulted in to the need to provide guidance on use of personal devices in Burrell Research Laboratories. The need for such guidance is to provide a balanced approach between risk mitigation and personal convenience in areas where the use of such devices could present a hazard to the owner of the device, and/or to others in the Research Laboratories work areas.

2. Related Policy/Authority

Burrell Standard Operating Procedure: [IT.002.00 Institutional Data Security](#)

3. Faculty/Staff Responsibilities

3.1 Laboratory Director or Scientific Research Associate

- 3.1.1 Informs all employees and students of rules and regulations applicable to the laboratory, including this standard operating procedure (SOP).
- 3.1.2 Responsible for monitoring personal device usage in the laboratory and for enforcing this SOP.

3.2 Principal Investigators

- 3.2.1 Responsible for ensuring that individuals working under their supervision adhere to laboratory procedures.
- 3.2.2 Informs personnel of hazards associated with laboratory procedures.

3.3 Laboratory Personnel

- 3.3.1 Plans and conducts all operations in accordance with established procedures.
- 3.3.2 Are aware of the hazards associated with their work.
- 3.3.3 Uses appropriate safe work practices, personal protective equipment and engineering controls.
- 3.3.4 Reports unsafe conditions or incidents to their PI, Lab Manager, Lab Director, Chemical Hygiene Officer, or the Office for Research & Sponsored Programs.

4. Definitions/Abbreviations

- 4.1 **Biohazardous Agents** – Biohazardous agents include bacteria, viruses, fungi, other microorganisms and their associated toxins, and recombinant and synthetic nucleic acids.
- 4.2 **Chemical Hygiene Officer (CHO)** - is an employee who is designated by the employer, and who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan.
- 4.3 **Hazardous chemical** - Any chemical which is classified as health hazard or simple asphyxiant in accordance with the Hazard Communication Standard (29 CFR 1910.1200).
- 4.4 **Laboratory** - OSHA defines a laboratory as “a workplace where relatively small quantities of hazardous chemicals are used on a non-productive basis”. For the purpose of this SOP, Burrell

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defines laboratory as designated areas of Buildings 200 and 300 of the Burrell Research Laboratories located at 9035 Advancement Avenue, Las Cruces, NM.

- 4.5 Laboratory Director** – also known as Director of Research Laboratories – A Burrell employee appointed by the Assistant Dean for Research who has authority for managing research laboratory operations.
- 4.6 Laboratory Personnel** - The Laboratory Personnel referred to in the Lab Standard are employees, students, and visiting scientists who may be exposed to hazardous chemicals in the course of his or her assignments.
- 4.7 ORSP** – Office of Research and Sponsored Projects
- 4.8 Personal electronic device** – These devices are typically consumer electronics, capable of communications, data processing and/or computing. Examples include laptop computers and mobile devices, such as tablets, e-readers, smartphones, and MP3 players.
- 4.9 Principal Investigator (PI)** - The lead scientist that plans and/or conducts the laboratory research and assumes the overall supervisory responsibility of individuals working under their direction in the conduct of approved research activities in the Burrell Research Laboratories.
- 4.10 Research Laboratories** – The Burrell Research Laboratories are located at 9035 Advancement Avenue and include the BioScience Research Laboratory (BSRL) in Building 200 and the Human Physiology Laboratory located in Building 300.
- 4.11 Scientific Research Associate** – A Burrell employee that reports to the Director of Research Laboratories and may act on behalf of the Laboratory Director by delegation.
- 4.12 Standard Operating Procedure (SOP)** - established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations.

5. Procedural Steps

- 5.1 Personal electronic devices pose risks to laboratory personnel and therefore are not allowed in Burrell College Research Laboratories.**
- 5.1.1 Handling personal electronic devices in the laboratory creates a contamination risk to personnel from the inadvertent transfer of hazardous biological or chemical agents via gloved hands. Furthermore, phones are held near the mouth and eyes, which are most susceptible to infection or damage following contamination with biological or chemical agents. Therefore, in order to minimize the potential for injury from hazardous agents via this mode, Burrell College does not allow personal electronic devices to be used in research laboratories.
- 5.1.2 Personal electronic devices may serve as distraction to workers at the bench, which may increase risk of an accident or error during critical processes.
- 5.1.3 It is possible that personal electronic devices that have not been authorized for use in the research laboratories may ignite flammable vapors under certain conditions. The Laboratory Director and Scientific Research Associate have placed electronic equipment in the Research Laboratories to minimize explosive risks and cannot account for any safety risks associated with personal electronic devices.
- 5.1.4 Personal electronic devices should be left outside of Burrell College Research Laboratories in provided locker space or in the individual's vehicle.
- 5.2 Accessing the internet**
- 5.2.1 One of the advantages of personal electronic devices is the ease with which individuals can access information relevant to laboratory work. However, for the reasons described

above, laboratory personnel should seek alternative methods for accessing the internet and email as described in Sections 5.2.2.1, 5.2.1.2, and 5.2.1.3 of this document.

5.2.1.1. Three laboratory computers are provided for laboratory personnel to access the internet and email. These resources should be utilized in place of personal electronic devices.

5.2.1.2. The research laboratories also provide photomicroscopes with capabilities of storing images on removable media as well as other means of data capture from equipment in the laboratory. Laboratory personnel should use the capabilities provided in the laboratory to transfer data to Burrell College servers or other secure forms of removable media.

5.2.1.3. If all laboratory computers are occupied or otherwise unavailable then an individual should remove all personal protective equipment, wash their hands and then step outside the lab to access information on their personal device.

5.3 Authorization and Introduction of Dedicated Research Electronic Devices into the Laboratory by Investigators

5.3.1 ORSP recognizes that investigators may have the need for specialized computational or electronic devices that are specific to their research and for reasons such as licensing may not be available or appropriate for use on shared devices. In such instances the principal investigator must seek guidance and approval from the Director of Research Laboratories who will make a decision in consultation with the Scientific Research Associate and Assistant Dean for Research.

5.4 Photography

5.4.1 Personal electronic devices provide a simple and rapid means for capturing photographs; however, use of personal devices during laboratory procedures increases the risk of contamination.

5.4.2 Laboratory personnel are prohibited from using personal electronic devices to capture photographs of laboratory procedures and outcomes. This includes photographs of any human subjects that would result in identification of human subjects on research protocols.

5.4.3 ORSP will provide tablets capable of capturing photographs for documentation of laboratory procedures and outcomes. These photographs can then be transferred via email or USB for documentation. Inconsistency in image quality by different devices can also be minimized by using standardized image capture devices provided by the Research Laboratories and use of such devices is strongly encouraged. ORSP recognizes that in certain circumstances specialized dedicated imaging equipment may be needed by investigators. In such instances, the Principal Investigator should follow procedures defined in Section 5.3 for introducing dedicated equipment. After receiving approval, users may capture photographs as long as they adhere to the all other provisions of this SOP.

5.4.4 The laboratory tablet or image capture device including dedicated investigator owned equipment must not leave the laboratory under any circumstances, except under the direction of the scientific research associate and after the device has been thoroughly decontaminated.

5.4.5 To protect patient information and confidentiality, photography is prohibited in the Human Physiology Lab when IRB approved studies are in progress or under any

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circumstances where identification of study participants could occur, unless the PI has received prior approval from the Institutional Review Board and written consent of the subject.

5.5 Revocation of lab access

5.5.1 The Laboratory Director may at any time revoke an individual's laboratory access if the individual exhibits repeated violations of these procedures. Restoration of access may be restored after the individual has successfully completed a retraining process appropriate to the event that precipitated the action of access revocation.

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

7. Maintenance

Office of Research and Sponsored Program; reviewed annually.

8. Signature

Signature on File	12.6.2021
Assistant Dean for Research	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]			
11/30/2021		Removed reference to BCOM and replaced with Burrell College		12.6.2021
11/30/2021	4	Updated definitions		12.6.2021