

New Research Team Member On-Boarding

Effective April 7, 2017

Scope

The College of Pharmacy is committed to developing a comprehensive on-boarding program to better support new and transitioning personnel working in our research laboratories. Below are some helpful resources:

- The [Office of Research Compliance](#) supports and promotes ethical research practices at Ohio State and provides faculty, post-doctoral, graduate, and undergraduate researchers with a comprehensive list of [General Research Policies](#)
- The [Office of Responsible Research Practices](#) provides administrative support services to university researchers that facilitate research, improve review efficiency, and ensure regulatory compliance for all research involving [human subjects \(IRB\)](#), [animals \(IACUC\)](#), and [recombinant DNA \(IBC\)](#).
- The Technology Commercialization Office supports researchers in navigating issues related to the creation, acquisition, protection, and commercialization of [intellectual property](#)

Data Management

Data Management is the process by which you control your data. For research data, it's knowing what you have, where and how you got it, annotating and documenting it, keeping it secure and intact, sharing it, getting credit for sharing, and/or preserving it in an archive.

- Ohio State's [Research Data Policy](#) outlines the responsibilities and rights concerning access to, use of, and maintenance of data resulting from research planned and conducted by faculty, students, and staff employees of the university.

Training

All employees are required to have EHS training. If you are working in a laboratory then you may require additional training as well.

See table below for specific EHS and eProtocol training requirements

	Non-Lab personnel	BSL1 Personnel	BSL2 Personnel	IACUC Protocol	IBC Protocol	IRB Protocol	Radiation Lab
OSU BEAP (building emergency action plan)	ONCE	ONCE	ONCE	ONCE	ONCE	ONCE	
EHS Haz Com Training	ONCE						
EHS Lab Standard		ONCE	ONCE	ONCE	ONCE	ONCE	
Biologic Safety Training for BSL2			ONCE		ONCE		
Bloodborne Pathogens Initial Training			ONCE (if using ANY human products)		ONCE (if using ANY human products)	ONCE (if using ANY human products)	
Bloodborne Pathogens Refresher Training			ANNUALLY (if using ANY human products)		ANNUALLY (if using ANY human products)	ANNUALLY (if using ANY human products)	
Radiation Safety Short Course							Once (in lab training annually)
eProtocol System Access				ONCE	ONCE		
Animal Usage Orientation and Occ Health & Safety Training - CITI				EVERY 3 YEARS			
Occ Health Risk Assessment				ANNUALLY	ANNUALLY	ANNUALLY	
Conflict of Interest Screening/Disclosure		ANNUALLY	ANNUALLY	ANNUALLY	ANNUALLY	ANNUALLY	
Experience and Training Narrative				ONCE (UPDATE REGULARLY)	ONCE (UPDATE REGULARLY)		
Human Subjects Protection - CITI						EVERY 3 YEARS	
Recombinant DNA Human Gene Transfer rDNA involving Plants Using LentiVirus					ONCE (If working with Recombinant DNA or Lentivirus)		

EHS has other useful (but not required) training that you can use for lab specific activities. This training can be found at [EHS Training](#).

Lab Safety

Working safely in the lab is a priority. EHS conducts an annual inspection of all labs on campus to ensure all safety procedures are being followed and personnel are appropriately training. Additionally, each lab has an on-line and print version of a lab specific Chemical Hygiene Plan (CHP) that has lab specific SOPs on how to handle the chemicals in your lab. If you are working in a BSL2 lab your lab will additionally have an Exposure Control Plan to follow in case of a biologic exposure.

Part of your CHP is an on-line chemical inventory of all chemicals in your lab which must be updated at least annually. If you have any [Department of Homeland Security Chemicals of Interest](#), you must update your inventory anytime you change the quantity of these chemicals that you have on hand.

Lab Waste

Labs generate quite a bit of waste that must be disposed of properly. Getting rid of waste is quite expensive for the university as well as potentially dangerous to the environment if disposed of improperly. Be sure to dispose of all waste properly.

- **Do not put chemicals down the sink.**
- All solid chemical waste should be collected in a rigid white or blue bucket/barrel that is supplied by EHS. Special collection buckets are needed if you are using Ethidium Bromide as that waste needs to be separated out from other chemical waste.
- Liquid chemical waste needs to be collected in either a large carboy, also supplied by EHS, or a 4 liter glass waste bottle.
- Solvents can be collected in a red solvent waste container.
- Biologic solids should be collected in a biobox and liquids in a carboy. Label all carboys with what has been put inside of the container.
- Sharps must be collected in a rigid, puncture proof container. If they are chemical sharps (needles, razors, small glass pipettes) you can use a plastic jug or glass container or special [green sharps containers](#) can be purchased from Fisher. Biohazard sharps should be collected in a [red biohazard sharps container](#).
- All biologic pipettes should be collected in a secondary, bio bag lined container (the cardboard box that it came in is fine) When the box is full, seal and place inside of the biobox for pick up.
- Normal, uncontaminated trash should be put in regular trash.

You can request a lab waste pick up from the [EHS web site](#).

EHS will supply & deliver waste containers as well as pick up full containers. Go to the [request page](#).

You may also exchange any mercury thermometers in your lab for free. Please see the [Exchange](#) page

Instructions for your Annual EHS Inspection

- The [check sheet for annual lab inspections](#) has listed everything your EHS inspection will be looking for during your annual inspection. The college recommends that you do a quarterly check

to make sure that come inspection time you will be all set and that you are working safely throughout the year.

- Your [chemical inventory](#) should be updated every time new chemicals come into your lab. Annually you will also need to electronically sign an [Inventory Annual Review Statement](#).
- Your [Chemical Hygiene Plan](#) also needs to be verified annually. The cover sheet also needs to be printed out prior to your inspection and placed in your print version of your CHP.
- If you lab has a fume hood or BioSafety Cabinet, those will need to be inspected annually. OSU Facilities will service the fume hoods however BSC are the labs responsibility to certify. There are a few companies in the area that do certifications. ([Brunner](#), [Lab Certification Services](#), [Agape](#), [Scientific Instrument Center](#)). Be sure to submit an eRequest prior to scheduling services. P-Card is the preferred method of payment for certification.
- Be sure your eye wash is flushed on a **weekly** basis and log that you have flushed it. You can request eye wash flush tags from EHS or just use a lined sheet of paper.
- If you are in a BSL2 lab, 10% bleach is the ONLY method suitable for decontamination of your work area. This solution needs to be made up fresh at least bi-weekly.
- Be sure you have appropriate personnel protection equipment (lab coats, gloves, goggles etc) and are using these items appropriately. No shorts or open toes shoes are permitted in the lab. No eating or drinking is allowed in labs either.
- All vacuum lines must have filters on them and collection bottles must be inside of a secondary, leak proof container.

Instructions for Working with Animals in the Lab

The College takes using animals in research very seriously. All animal use must follow the Institutional Animal Care and Use Committee ([IACUC](#)), The Office of Lab animal Welfare ([OLAW](#)) and other [Federal guidelines](#). The humane and ethical treatment of any animals used is of utmost importance. Prior to using any live animal you must be on an **approved** IACUC protocol as a study team member. If you will just be doing administrative duties related to the protocol you can be added as Other Contacts and not have to do the training listed above – however in this case you may NOT physically handle any animal on the protocol. If your protocol or amendment is still in a submission state or your name is not on the approved protocol you may not do any animal work. You may also not do any protocol activity that you are not approved for.

Prior to being added to any protocol, you must complete all training as noted above. Your PI must also add you to the study team, which is a 2 step process. Your must request being added to the study team then your PI must approve this request. The PI is the only one who can approve the addition of study team members. To add someone to the study team you need to go to the front page of your [protocol](#) then click on the left hand side of the page under “My Activities” the request study team change” button and add your name. You must also assign only those activities that you will be doing. Be sure that your training narrative discusses proficiency in the activities that you are requesting approval for. Once the request has been submitted the PI must go to the protocol home page and click on the “Submit Study Team Request” button for final approval.

If an activity, drug or procedure is not on your approved protocol you MUST submit an amendment PRIOR to doing the additional work. Failure to follow your approved protocol can result in disciplinary action. [The Office of Responsible Research Practices web site](#) posts all of the Policies and Guidelines that you need to follow. Be sure to read all applicable polices and check back to the page frequently for policy updates. If you have an [anesthetic machine](#), want to use [non-pharmaceutical grade](#)

[drugs/chemicals](#), [euthanize animals](#), do [rodent surgery](#) or [breed rodents](#), be sure to read these policies and check for updates frequently.

If you house animals in your lab or work with a USDA covered species (anything other than mice, rats or birds) your lab will be inspected twice per year by the IACUC and once tri-annually by the accrediting agency [AAALAC](#). Also if you are using a USDA covered species you are subject to up to 2 unannounced lab inspections annually. Violations in these inspections may be reportable to OLAW and based on severity can result in suspension of protocols up to revocation of grant funding at the national level. If you need assistance with writing protocols or amendments, need specific animal handling training or have any other questions please contact Jeanne Green (green.516@osu.edu)

Instructions for Working with Biohazards in the Lab

You must be on an approved Institutional Biosafety Committee (IBC) protocol if you are:

1. Creating or Inserting recombinant or synthetic nucleic acid molecules into cell lines/tissue cultures, whole animals, humans, or plants
2. Using or creating transgenic or knock-out animals
3. Using a microorganism that is pathogenic to humans (including immunocompromised individuals), plants, or animals (based on wild-type organism)
4. Using or collecting human or non-human primate materials (body fluids, tissues, cells and established cell lines, etc.)

Please see the [IBC web page](#) for additional details. Many of the procedure and training for IBC are the same as for IACUC protocols and all can be found on the web page. IBC protocols can also be found at [eProtocol](#). Remember to be sure your PI has added you to the IBC protocol PRIOR to working with any covered biohazard.

If you need assistance with writing or amending your IBC protocol, need specific training or have any other questions please contact Jeanne Green (green.516@osu.edu)

Instructions for Working with Human Subjects

The Human Research Protection Program is responsible for all Ohio State research involving human subjects. The HRPP's primary responsibility is to protect the rights and welfare of human research subjects, in accordance with Department of Health and Human Services (DHHS) and Food and Drug Administration (FDA) regulations.

You must have an IRB protocol in place prior to doing any human subject work or enrolling any human subjects. To access the new Buck-IRB system, login at go.osu.edu/Buck-IRB. Be aware that IRB protocols and amendments can take a few week to a few months for approvals so please plan accordingly. Please see the [Buck-IRB systems](#) page for help with working within the system.

Instructions for Ordering Lab Supplies

Be sure to check with the College CBO on proper procedures for ordering. Generally speaking, all orders must go through [eRequest](#) and the preferred method is eStores. If you are ordering off of departmental funds (that do not use 590000 as the fund number) and you are not using eStores, the P-C

ard is the preferred method of payment. If you are using grant funds (accounts that use 590000 as the fund number) you may NOT use the P-Card. If you have questions on who to contact for information regarding ordering please contact Linda Emmenegger (Emmenegger.1@osu.edu) or Kristin Genchi (genchi.1@osu.edu).

The [Molecular Biology Supply Center](#) is a supply core that can supply you with chemicals and biologics. They are located in the Biological Sciences Building Room 117A. Contact: mbsc@osu.edu for a current catalog.

Pharmacy Shared Facilities and Core Labs

- [College of Pharmacy In-House Shared Equipment](#) (located in room 345 Parks Hall)
- Autoclaves are located on the 7th and 9th floors of the Biological Sciences building, accessed from the Riffe Building Elevators. These are shared equipment with 3 other colleges so please be considerate with your autoclaving. For access codes to the autoclaves or for questions/problems please contact Jeff Jahnes (Jahnes.2@osu.edu) or Jeanne Green (green.516@osu.edu)

Other Campus Shared Facilities and Core Labs

- [Microscope Servicing](#)
- [Campus Microscopy & Imaging Facility](#)
- [Specialty Glassblowing](#)
- [DHLRI Core Labs \(Interventional Cardiology Cath Lab, Small Animal Imaging Lab, Comprehensive Lab Animal Monitoring System\)](#)
- [Campus Chemical Instrument Center](#)
- [Pharmacoanalytical Lab](#)

