

SAFE RESEARCH GUIDELINES FOR LABS DURING SHUTDOWN

These guidelines apply to those labs who have been granted an exemption by their Assistant Dean for Research and the Vice President for Research Economic Development and Knowledge Enterprise (VPREDKE) to continue with critical research. If an exemption has not been requested then Principal Investigators may conduct only “well-checks” of equipment.

Undergraduate students may not participate in lab activities during the period of shutdown. Any graduate student or postdoc may decline to work on campus, and PIs cannot overrule that decision. Graduate students or postdocs may be designated as essential personnel only if they agree to this designation, and they may change their mind at a later date without fear of retribution. PIs should not ask graduate research assistants or postdocs to come to campus, unless they have been designated as essential personnel by the ADR.

WELL CHECKS

During the period of research suspension Principal Investigators may access their laboratories only to conduct a well check of equipment (for example; checking freezers, refilling cryostorage containers, changing gas cylinders supporting incubators and gloveboxes).

1. Identify one or two individuals who can conduct well checks.
2. Sign in on the sign in sheet posted on the laboratory door.
3. Leave the laboratory as soon as checks are completed do not conduct any research activities.
4. If any problems are noted during the well check notify the Laboratory Safety Division, UTSA PD and facilities personnel as applicable.

CRITICAL RESEARCH

5. Identify the minimum number of staff needed to maintain critical operations and arrange work schedules so that no more than two people are present in the laboratory during one shift.
6. Ensure emergency numbers are clearly posted.
7. Sign in on the sign in sheet posted on the laboratory door.
8. If personnel have to work alone ensure they have notified another lab member that they will be present.
9. Avoid working outside of normal working hours (Mon-Fri, 8:00am to 5:00pm). If working at night or weekends, alone, in unavoidable please notify LSD@utsa.edu and UTSA PD at x4242.
10. Do not conduct hazardous procedures while working alone (Laboratory Safety Division staff assistance can be requested if this is unavoidable).

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11. Practice social distancing while working with other laboratory personnel.

12. Plan to conduct only critical operations while in the lab, as soon as your procedure is complete leave the lab (sign out) and campus.

13. Do not take research items off campus (laptops and lab notebooks can be taken home to facilitate remote working).

14. Do not initiate new research.

EMERGENCY CONTACTS

LABORATORY SAFETY DIVISION

Laboratory Safety Division staff will be on campus on the following rotation:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Alex Santillan O: x8033 M: 210-262-8316	Dianna Olukotun O: x5807 M: 210-347-5571	Natalie Metzger O: x6419 M: 210-415-5082	Cynthia Galindo O: x6507 M: 210-347-8746	Quy Fung O: x6697 M: 210-347-0814
Amanda Haley O: x8515 M: 210-294-3342		Amanda Haley O: x8515 M: 210-294-3342	Dianna Olukotun O: x5807 M: 210-347-5571	

FACILITIES

Facilities Service Center: 210-458-4262

Facilities Operations: 210-458-5277

UTSA POLICE DEPARTMENT

UTSA PD: 210-458-4911

IACUC AND SAFETY COMMITTEES

The IACUC and Safety Committee (IBC, CSC and RLSC) operations will continue, meeting times remain as posted. Please contact Yolanda Acosta at yolanda.acosta@utsa.edu to submit IACUC, CSC and RLSC protocols and amanda.haley@utsa.edu for IBC submissions.