

# Multi-Purpose Medical/ Science Labs

## Terms and Conditions

### **MPL Room Access**

MPLs will be opened 15 minutes before the reserved start time by medical teaching lab personnel. If additional set-up time is required, it must be included in the reservation time. Contact MPL staff at [MPLstaff@ucdenver.edu](mailto:MPLstaff@ucdenver.edu) or/and [alison.grice@cuanschutz.edu](mailto:alison.grice@cuanschutz.edu) if additional arrangements must be made regarding your reservation.

Additional information for lab access is necessary for after-hours or weekend requests, therefore, after-hours and weekend requests must be submitted at least 72 hours in advance for MPL approval and 5 days in advance for police access or you may be denied. Please request “Room Access” under “Police” option and make a statement to have rooms unlocked or locked based on normal MPL operating hours of Monday-Friday 7:30am-5 pm. If a weekend event is taking place, please email [alison.grice@cuanschutz.edu](mailto:alison.grice@cuanschutz.edu) and [betty.charles@cuanschutz.edu](mailto:betty.charles@cuanschutz.edu) with the name of the instructor/s (and university ID) who will be needing access to the labs, to see if temporary badge access can be granted during your specific reservation time.

*(Example. Reservation time is 6pm-10pm on a Monday. Your note to Police should read “please unlock room 15 minutes prior to event and lock room after event time”).*

In addition, any event that takes place after hours or on a weekend that is not a core or elective course must provide a list of the personnel who will be hosting and participating in the lab. Any student organization must also include the name of the faculty/staff member who will be sponsoring the event and THEY MUST be present during the event.

### **MPL Reservation Conditions**

72 hours’ notice is required when reserving MPLs. Normal hours are Monday-Friday 7:30am-5:00pm.

All functions in Education Facilities, including MPLs, should begin at the scheduled time and end ten minutes before the scheduled end time (for example a reservation of 10 am – 11 am includes in-room time of 10:00 am - 10:50 am). This will allow the lab manager to set up for the next class/event.

### **MPL Supply Storage Conditions**

If your event requires that supplies be stored in the MPLs, storage time must be included in the room reservation request. This additional storage time cannot exceed ½ business day of normal MPL operation hours (Monday-Friday 7:30am-5 pm) from the start of the event time.

In addition to the advanced storage time, 30 minutes should be added at the end of the room reservation request to allow for the removal of any large equipment.

*(Example: Original reservation for 3/3/2017 in MPL 1409 at 10am-12pm, New reservation requested time would be 3/2/2017 in MPL 1409 from 12pm-11pm and 3/3/2017 from 7am-12:30pm).*

Small packages needing refrigeration or freezing can be stored by MPL staff for up to 1 week prior to the class/event and up to 1 day after the class/event. Contact MPL Staff first to verify the availability of refrigeration or freezer availability at [MPLStaff@ucdenver.edu](mailto:MPLStaff@ucdenver.edu) or [alison.grice@cuanschutz.edu](mailto:alison.grice@cuanschutz.edu). Space is available on a first come first serve basis.

MPL staff will be willing to accept packages during normal operating hours (Monday-Friday 7:30am-5pm) at 12800 East 19th Ave. Room 1305 Aurora, CO 80045 and show the delivery personal to your reserved MPL room. Please notify MPL staff of expected delivery date and time.

Please ensure that you have scheduled delivery and pick-up of any large equipment during your “new” reservation time for storage. If your delivery is outside of normal operating hours, and you are unable to receive it yourself, please contact the MPL staff 72 hours prior to delivery to make arrangements to have someone on hand to accept your package. **\*Additional fees will apply.**

**\*MPL staff are not responsible for the relocation of any equipment required for your MPL room reservation. Please notify appropriate delivery personnel that they will must deliver the equipment to the MPL.**

**\*Requestors are responsible for ensuring their materials/packages are out of the lab by end of reservation time.**

**\*Please contact MPL staff if your reservation extends past 24 hours to make additional arrangements for the storage of your items. MPL room storage is not guaranteed for extended events and is dependent on availability.**

**\*Please contact MPL staff if any supply storage requires specific temperature conditions.**

Have the equipment, animal parts and supplies delivered to:  
Research 1 North Room 1305  
12800 East 19<sup>th</sup> Ave.  
Aurora, CO 80045

### **MPL Security Features**

Should the University of Colorado Anschutz Medical Campus become a target of violence, a brand-new, state-of-the-art security system has been installed in the MPLs. Please review the following links for additional information to these new security features.

- <https://www.cuanschutztoday.org/new-security-measures-cu-anschutz/>
- <http://www.ucdenver.edu/anschutz/about/location/Police/CampusSafety/Pages/Active-Shooter-Info.aspx>

## **MPL Safety Requirements**

- The MPL are Biosafety Level 2 Laboratories (BSL). BSL 2 is suitable for work involving agents that pose moderate hazards to personnel and the environment. Specific safety precautions must be followed.
  - [https://www.cdc.gov/biosafety/publications/bmb15/bmb15\\_sect\\_iv.pdf](https://www.cdc.gov/biosafety/publications/bmb15/bmb15_sect_iv.pdf)
- Appropriate lab attire is required in the MPLs. At a minimum, anyone working in a laboratory or other technical work areas MUST wear closed-toe shoes and long pants (or long skirt/dress), so that skin between the pants (or skirt/dress) and shoes is not exposed.
  - <http://www.ucdenver.edu/research/EHS/RS/compliance/Pages/Personal%20Protective%20Equipment.aspx>
- Personal Protective Equipment (PPE) to include aprons or gowns worn over clothing, masks, eyewear and gloves must be worn during procedures, during set-up of the laboratory (manipulation of animal parts), and during clean up.
- Remove PPE before leaving the laboratory. Place disposable PPE in the red biohazard step-can.
- Wear protective eyewear when conducting procedures that have the potential to create splashes of microorganisms or other hazardous materials. Know where the eyewash station is located and how to activate it.
- Gloves must be worn to protect hands from exposure to hazardous materials. Change gloves when contaminated, glove integrity is compromised, or when otherwise necessary.
- Remove gloves and wash hands and non-disposable PPE when work with hazardous materials has been completed and before leaving the laboratory. Safety glasses can be conveniently washed while washing hands, then set out to dry.
- Do not wash or reuse disposable gloves.
- Follow CDC recommended handwashing protocols.
- Persons must wash their hands after working with potentially hazardous materials and before leaving the laboratory.
  - <http://www.ucdenver.edu/research/EHS/RS/compliance/Pages/Personal%20Protective%20Equipment.aspx>
- Lockers are available for storage of personal belongings. Personal belongings are not allowed in the MPL.
- Eating, drinking, smoking, handling contact lenses, applying cosmetics, and storing food for human consumption is not permitted. Food and drinks must be stored outside the laboratory area in cabinets or refrigerators designated and used for this purpose.
  - <http://www.ucdenver.edu/research/Research%20Administration%20Documents/EIHC-FoodDrinkPolicy-AMC.pdf>
- Mouth pipetting is prohibited: mechanical pipetting devices must be used.
- Careful management of needles and other sharps are of primary importance. Needles must not be bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.
- Used disposable needles and syringes must be carefully placed in conveniently located puncture-resistant sharps containers used for sharps disposal.
- Non-disposable sharps must be placed in a hard-walled container for transport to a processing area for decontamination, preferably by autoclaving.

- Broken glassware must not be handled directly. Instead, it must be removed using a brush and dustpan, tongs, or forceps. Plastic ware should be substituted for glassware whenever possible.
- Perform all procedures to minimize the creation of splashes and/or aerosols.
- Decontaminate work surfaces after completion of work and after any spill or splash of potentially infectious material with appropriate disinfectant.

Volunteers, Trainees and minors require additional forms prior to participating in the MPLs. For additional information please visit <https://www.cu.edu/risk/volunteer-trainee-and-minor-participants>

For admittance of minors to the MPLs, please refer to <http://www.ucdenver.edu/research/Research%20Administration%20Documents/Admittance%20of%20Minors%20to%20Hazardous%20Areas%20-%20NIH%20Document.pdf>

Pets are not permitted in the MPLs, and service animals require prior approval from Disability Resources and Services. For additional information please visit

<http://www.ucdenver.edu/student-services/resources/disability-resources-services/Pages/disability-resources-services.aspx> and <http://www.ucdenver.edu/student-services/resources/disability-resources-services/accommodations/Pages/service-animals.aspx>

For additional questions regarding MPL policies or procedures, please contact Alison Grice, Medical Teaching Lab Manager, at 303-724-0649 or [alison.grice@cuanschutz.edu](mailto:alison.grice@cuanschutz.edu).

For questions regarding the EMS Web App scheduling website or classroom scheduling policies and procedures, contact [tss.schedule@ucdenver.edu](mailto:tss.schedule@ucdenver.edu)

Room scheduling policies and deadlines are located on the EMS Web App Site Home web page <https://schedule.ucdenver.edu/emswebapp/>

**FAILURE TO ABIDE BY THE RULES AND REGULATIONS SET FORTH MAY RESULT IN PREVENTING YOU FROM PARTICIPATION IN YOUR PROGRAM OR REMOVAL FROM THE MPL SPACE. CONTINUED VIOLATIONS WILL RESULT IN FORMAL COMPLAINTS TO YOUR PROGRAM DIRECTOR AND DEAN.**

### **Accident or Injury**

Incidents that may result in exposure to infectious material, or that has caused harm, (such as from a cut or fall) must be immediately evaluated. Begin performing first aid or CPR, based on type of incident. First aid kits are located near the sinks in every MPL. Emergency Trauma kits are also located in every MPL and are to be used in the event of severe bleeding or trauma. If these trauma kits are opened, the room will be placed on lock down and university Police will be dispatched. Blue strobe lights will become active. An AED is located near the rest rooms. Contact 911 first or university police at 303-724-4444 if situation requires further medical intervention. MPL staff have medical training and can aid if available. Final step will require a report to be filed with University Risk Management and departmental directors and

school dean, who will advise of any additional requirements based on the incident. Medical evaluation, surveillance, and treatment should be provided and appropriate records maintained.

Report any incidents of microbiological breach to the MPL lab manager, to the Director QPS, and to the school's Dean.

For, more information on Biosafety Level 2 labs, refer to [https://www.cdc.gov/biosafety/publications/bmbl5/bmbl5\\_sect\\_iv.pdf](https://www.cdc.gov/biosafety/publications/bmbl5/bmbl5_sect_iv.pdf)

### **Required Training**

Directors and Instructors of the lab session are to verify director, instructor and student training has been completed and appropriate protective clothing is worn prior to student entry into any MPL.

The MPL Staff have created a safety training video, which will satisfy the above requirement, that each student must view prior to class (video may be uploaded to Canvas). Instructors are required to maintain an attendance log of the MPL training and verify completion by students prior to class. It is recommended to keep these documents for a minimum of 1 year past the student expected graduation date. The safety training video can be located at <https://schedule.ucdenver.edu/emswebapp> under the SITE HOME tab under Multi-purpose (Medical) Labs.

The Instructor will conduct a brief review of safety procedures and the locations of safety equipment at the beginning of each session.

### **Required Documentation**

The form "Notice of In Vitro Use of Blood, Fluid or Tissue for Research or Teaching" must be completed for each use of animal parts whether for teaching or research purposes.

- The form is found at this link: <http://www.ucdenver.edu/research/OLAR/Pages/Forms.aspx>
- Look for IACUC Forms – Tissue, Blood, and Fluid in vitro Use Form.
- The form **IS** required for all uses of animal parts or products whether for teaching or research purposes.
- Send this notice to the IACUC Office (F489) or to [Mark.Douse@ucdenver.edu](mailto:Mark.Douse@ucdenver.edu)
- The form is used to describe the goals and justification for the blood, fluid or tissue use, including a narrative description of the product, source of the product, any hazardous material use, biosafety procedures and any permits that are required.
- Tissue obtained from a slaughterhouse must be described on this form.
- This form must be used for any sample from a USDA-covered species (all warm blooded vertebrate animals, excluding purpose bred mice and rats)
- Completion and submission of this form assures that the IACUC and veterinary staff are aware of the use of the animal blood, fluids or tissues on campus, and assures that occupational health concerns and other health and safety issues (e.g. storage, disposal, etc.) have been addressed.
- Keep a copy of the signed form.

**NOTE:** For research projects, per regulatory requirements, failure to comply with this policy may result in notification of your funding agency (e.g. NIH) and regulatory agencies (e.g. USDA) that your research has violated federal and/or local policies regarding the human use of animals. This notification may affect continuous funding of your animal-related research. Further, depending on the violation, you may be required to take additional training and/or your privilege to conduct animal research at UC Denver might be temporarily suspended or even completely revoked.

**Lab set-up, clean up and animal part disposal**

There is a charge for MPL staff time to set-up and clean up the lab(s). For small classes with minimal lab set-up and clean up (15 minutes or less), the staff charge may be waived. If it takes the MPL more than 15 minutes to get items ready for your class, then there is a charge (\$22.50/30 minutes.) At any time that a lab is not cleaned up after use by the participants, a minimum 30-minute staff charge will apply (\$22.50/30 minutes).

It is the expectation of the MPL that the lab will be left in a clean and orderly manner. Follow the requirements below regarding lab clean up and animal part disposal. It is best to use the MPL PPE supplied.

- Dispose of all sharps into sharps containers immediately after use.
- Dispose of all animal tissue, body parts, and organs in a black trash bag, provided by MPL Staff.
  - Keep bag weight to what can be comfortably lifted. Ask MPL staff for additional bags if needed.
  - Tie the top of the bag in a double knot.
  - Place the black trash bag in the yellow biohazard bin if samples are NOT to be saved for future use.
  - MPL staff will arrange for disposal.\*
- Place disposable PPE into the red biohazard waste step-can.
- Place trash into the trash container.
- Wipe down all work surfaces with provided disinfectant.