

NEOMED ACADEMIC POLICY	POLICY NO: 3349-AC-250
ACADEMIC POLICY TITLE: Use of Multi-Disciplinary Laboratory (MDL) Space Policy	EFFECTIVE DATE: September 24, 2018 - Final
RESPONSIBLE DEPARTMENT: Office of Academic Services	APPROVAL AUTHORITY: VPAA POLICY AUTHOR: Director of Academic Scheduling, Assessment and Evaluation

(A) Purpose

The Office of Academic Services is responsible for the management and scheduling of the large lecture hall facilities on the NEOMED campus that are utilized for academic purposes which includes laboratory facilities known as the Multi-Disciplinary Labs (MDL) which is used for both laboratory and nonlaboratory-based courses throughout the NEOMED curriculum. This Policy provides guidance for the use of MDL space when in use for academic purposes.

(B) Scope

This Policy is established under the general authority of the Vice President for Academic Affairs, the chief academic officer of the University. MDL space on the NEOMED campus is managed by the Office of Academic Services and is used for a variety of purposes. As designated laboratory space, these areas are specifically utilized for many laboratory-based courses within the academic curricula of the respective colleges of the University. These laboratory-based courses may necessitate the presence of any or all of the following but not limited to: infectious agents, carcinogens and other potentially hazardous chemicals.

(C) Policy Statement

(1) Guide to Space Usage

- (a) To maintain regulatory compliance in the use of MDL space, the following restriction are in place AT ALL TIMES in the MDLs:
 - (i) No food or beverages are permitted;
 - (ii) No photography of human specimens is permitted;

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- (iii) Key Card access is restricted to authorized personnel or students;
 - (iv) Doors shall remain secured and not propped open.
- (b) During laboratory-based courses, additional restrictions may be put into effect based upon the hazards present in the MDL. Faculty, staff, and students will be provided specific recommendations about additional requirements for each laboratory-based class as part of course material or instruction when warranted. Additional requirements may include, but are not limited to, the following:
- (i) Use of appropriate personal protective equipment for the direct contact with any of the hazardous agents listed in the Policy Scope.
 - (ii) Placement of all sharp and infectious waste in appropriate containers for their disposal.
- (c) Any special workplace controls that may be designated for work with potentially hazardous materials in the laboratory space as will be specified by the course director or responsible faculty and/or staff. These may include, but are not limited to, the following:
- (i) Hand-washing requirements prior to departing the laboratory space;
 - (ii) Spill clean-up and reporting procedures;
 - (iii) Reporting of any exposures or incidents involving hazardous material is required, including by curriculum coordinators who become aware of such incidents during the courses they support.

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Exposures or incidents should be reported using the following procedures:

- (a) An “Environmental and Occupational Health & Safety Incident Report” form (Appendix A) should be completed and submitted to the Assistant Director of Environmental and Occupational Health and Safety Office (EOHS). Fillable online forms are available on the AIMS landing page as well as on the NEOMED website by following the link: https://web.neomed.edu/web/ats/AIMS/Safety_Incident_Report_NoncomplancA.PDF.
- (b) A copy of this report should also be forwarded to the Director of Academic Scheduling, Assessment and Evaluation in the Office of Academic Affairs.

(3) Procedures

(a) Use of MDLs for Laboratory-Based Courses

All laboratory-based courses utilizing MDLs for academic purposes must adhere to the following procedures:

- (i) Include language in syllabi for courses utilizing MDLs that, at minimum, includes the following statement:

“NEOMED Rootstown campus academic laboratory spaces are used for a variety of purposes, which may include curriculum-related activities in all academic years. As designated lab space, these areas are specifically used for many lab-based courses within the academic curricula of the respective NEOMED Colleges.

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These lab courses may involve the use and, therefore, the presence of any or all of the following but not limited to infectious agents, carcinogens and other potentially hazardous chemicals; therefore, adherence is required for the safety of all.”

- (ii) If additional, specific details regarding MDL usage during courses become necessary, this responsibility will fall to the course director.
- (iii) Conduct mandatory orientation training for all students on the first day of the laboratory-based course. This orientation training should include, at minimum, details about use of protective equipment, description of hazardous agents, and workplace controls for handling any potentially hazardous materials.
- (iv) Conduct a mandatory assessment of all students within the first week of the course. This assessment will include use of protective equipment, description of hazardous agents, and workplace controls for handling any potentially hazardous materials.
 - (a) The course director must determine the assessment strategy, minimum passing scores, and a remediation plan for students who do not successfully pass the assessment. Student assessment outcomes will be documented at the discretion of the course director.
 - (b) Students who do not pass the assessment by the end of the first week of the course will be reported to the curriculum coordinator for that course and the Environmental and Occupational Health and Safety Office (EOHS).

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(b) Use of MDLs for Non-Laboratory-Based Courses

Faculty and staff who wish to use MDLs for non-course or non-laboratory purposes must adhere to the following procedures:

- (i) Include language in syllabi for courses utilizing MDLs that, at minimum, includes the following statement:

“NEOMED Rootstown campus academic laboratory spaces are used for a variety of purposes, which may include curriculum-related activities in all academic years. As designated lab space, these areas are specifically used for many lab-based courses within the academic curricula of the respective NEOMED Colleges. These lab courses may involve the use and, therefore, the presence of any or all of the following but not limited to infectious agents, carcinogens and other potentially hazardous chemicals; therefore, adherence is required for the safety of all.”

- (ii) If additional, specific details regarding MDL usage during courses become necessary, this responsibility will fall to the course director.

(c) Reporting Non-Compliance in MDLs

Any course utilizing MDLs for laboratory-based or non-laboratory-based academic space must comply with this Policy for space usage. Anyone observing non-compliance should document the non-compliance by following the procedures for reporting exposures or incidents previously described in (C)(1)(c)(iii)(a-b).

(d) Requesting MDL Space

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Procedures for requesting MDS space for laboratory-based or non-laboratory-based courses are outlined in the “Procedure for Scheduling Lecture Halls” section of *Academic Space Scheduling Policy*, section (C)(1)(b)(i-vi).

(e) Determining Priority of Requested MDL Space

Procedures for determining priority of requested MDL space for laboratory-based or non-laboratory-based courses are outlined in the “Priority Scheduling of Lecture Halls” section of *Academic Space Scheduling Policy*, section (C)(1)(c)(i-iii).

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REFERENCES

CROSS-REFERENCE

NEOMED University Policy, Security and Access (Policy No. 3349-10-71)

NEOMED Institutional Biosafety Committee and its program can be obtained per the following link: <https://www.neomed.edu/ibc/>.

Institutional Biosafety Committee and its program can be obtained per this link: https://web.neomed.edu/web/ats/AIMS/Safety_Incident_Report%20NoncomplianceA.PDF

REVISION HISTORY

RULES PROMUGLATED UNDER

LEGAL