

**Department of Chemistry Stony Brook University**  
**Return to research common bio-lab shared instrument facility, cold room,**  
**and tissue culture facilities.**

**This plan describes polices for use of rooms 634, 574, 572, 566 and autoclaves and ice machines located on the 5<sup>th</sup> and 6<sup>th</sup> floor of the Chemistry Building**

Return Plans following the March 2020 Stay at Home Order due to the Coronavirus Outbreak

**During Phase 2 of the COVID-19 return to research plan, our Department will adopt the following revised policies for the shared bio-labs and tissue culture facilities effective immediately. Anyone not adhering to the new policies will no longer be allowed to use facilities.**

**Required Standard Operational Procedures**

**1. Allowed Access:** Only members of groups currently authorized to use these facilities will be allowed access during phase-2. This includes the: Boon, Boros, Carrico, Laughlin, Raleigh, Sampson and Tonge groups. This restriction also covers access to ice machines and autoclaves and centrifuges.

**2. PPE:** All individuals in facilities must wear a mask, gloves, standard eye protection and lab coat during the duration of their time in the lab.

**3. Allowed Occupancy:**

**Room 634** Common Bio-lab Instrumentation-Cold Room: 1 user only.

**Room 634** Common Bio-lab Instrumentation-Non Cold Room: 1 user only.

**6th floor Chase Way** containing autoclave: 1 user only.

**Room 574** Large Shared Tissue Culture lab: 2 users only, *BUT* because of configuration of hoods only one person from Raleigh or Boros lab may use a hood at a given time. Also only one person from Laughlin or Sampson labs may use a hood at a given time.

**Room 566** Small Tissue Culture Lab:1 user only.

**Room 572** Common Bio-lab Instrumentation: 2 users only.

**5th floor Chase Way** containing autoclave and ice machine: 1 user only.

#### 4. Entrance and Exit From Labs. **Note fire or other emergency supersedes these rules.**

##### 6<sup>th</sup> floor:

**Room 634:** Enter and exit via front lab entrance (but see access to ice machine).

**Autoclave:** Enter and exit via chase way only.

**Ice Machine:** Enter and exit via chase way only. The machine is located in room-634 immediately adjacent to chase way door. Users will enter chase way and proceed to chase way door to the lab: They will announce themselves and then access ice machine. They will exit via the chase way. *Note Access to any other equipment in 634 MUST be via the front door.*

##### 5<sup>th</sup> floor:

**Autoclave & Ice Machine:** Enter and exit via chase way only.

**All other labs:** Enter and exit via main entrance only *with the following two exceptions.*

- I) Members of the Laughlin lab may use the chase way door to enter and exit room 574 from their lab, room 512. But, room 574 must not be entered if it is not booked. There is no access to 574 by the backdoor.
- II) Members of the Boon lab may use the back door to enter and exit room 572 from their lab, room 534. The room must not be entered if it is not booked. There is no access to room 572 via the chase way.

#### 5. Lab Hygiene:

Users must wipe down anything they will touch or have touched. I.e wipe down prior to use *and* after completing use.

Users will clean/disinfect the space and equipment they will be using, before and after use. 70% ethanol or 70% isopropanol to be used. This includes, but is not limited to: door handles, faucets, centrifuge latches, key boards, touch pads on instruments, centrifuge rotors etc. Note keyboards and keypads and sensitive equipment should be wiped down with 70% alcohol, not sprayed, in order to avoid damage.

Hands must be washed before entering room and after leaving. Hand wash stations will be provided by the front entrances.

Trash (paper towels, plastic wear, gloves! etc.) cannot be left on the benches or in hoods.

Pipettes are not to be shared.

#### 6. Scheduling of Facilities:

All facilities with the exception of the ice machines must be scheduled in advance via the common bio-labs google calendar. There is a separate google calendar for the large tissue culture lab (room 574) and a third for the small tissue culture lab (Room 566).

Use of the facilities without scheduling will result in loss of access for at least the remainder of phase-2.

Slots can be booked to begin on the hour or on the half hour. Slots are designed to ensure that the worker has adequate time to complete their task, clean surfaces and exit the room by the end of their slot. *Workers must exit by the end of their slot.*

When signing up for time please enter your name/lab and the equipment to be used. Time will be booked in the following blocks.

- I) Room 634, Room 634 Cold Room, Room 572: 30 minute slots and 2 consecutive blocks may be signed up for these rooms.
- II) Autoclaves: 1 hour slots and 2 consecutive blocks may be signed up for the autoclaves.
- III) Tissue culture: Room 566: single, 30 minute to 3 hour slots.
- IV) Tissue culture Room 574: single, 30 minute to 3 hour slots.

Note many users of room 566 and 574 will require shorter time periods. Thus a user can “de-select” their slot when finished *after* they have cleaned and exited the room. This will make it available for other users. For example, user-X books a 3-hour slot from 10:00-1:00, but finishes their work at 11:40. She/he will clean and exit the room and then unreserve their slot. The room will then be free to be booked for a slot that starts at 12:00, i.e the next normally scheduled slot. The newly opened slot must be booked by the next user prior to his/her use. “Walking on” to finish someone else’s slot without a reservation, even if from the same lab is not permitted.

**7. Additional information:** We are not allowing training of new users during phase-2.

In so far as possible, users are encouraged to use equipment on their floor. Some equipment is found only on one floor so this is a recommendation only.

**8. Travel between floors.** Departmental plans concerning traffic in stairwells must be followed.

**9. Contact Information for questioning concerning lab and access: Please Note Contacts are NOT to be used in lieu of scheduling.**

**Emergency:** User to contact their PI and if there are building issues (flood etc) contact the building manager and director of laboratories as per normal departmental polices.

**For questions concerning polices contact:**

Prof Raleigh at [daniel.raleigh@stonybrook.edu](mailto:daniel.raleigh@stonybrook.edu) or Prof Laughlin at [scott.laughlin@stonybrook.edu](mailto:scott.laughlin@stonybrook.edu)

**For questions concerning chase ways and rooms 634 and 572 contact:**

Ms. Patricia Nolan [patricia.nolan.1@stonybrook.edu](mailto:patricia.nolan.1@stonybrook.edu)

**For questions concerning room 566 contact:**

Prof Boon at [elizabeth.boon@stonybrook.edu](mailto:elizabeth.boon@stonybrook.edu)

**For questions concerning room 574 contact:**

Prof Yang at [xinxin.yang@stonybrook.edu](mailto:xinxin.yang@stonybrook.edu) or Prof Boros at [eszter.boros@stonybrook.edu](mailto:eszter.boros@stonybrook.edu)

**For general questions re the building contact:**

Ms April Musano at [april.musano@stonybrook.edu](mailto:april.musano@stonybrook.edu)

**9. Laboratory Safety** If a researcher is alone in any of these Core Facilities after hours, she/he must have an online partner and maintain periodic communication.

**10. Signage.** Signs will be posted by the entrance to each lab and chase way indicating occupancy and PPE required and reminders that reservations are required for all equipment, but the ice machines. Additional signs will be placed on back doors, chase ways door etc, where appropriate, indicating access regulations.