# Quick Contacts

<table>
<thead>
<tr>
<th>Three Parkway</th>
<th>Office</th>
<th>Email</th>
<th>Phone / Intercom Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director of Research Labs</strong></td>
<td>Arun Ramakrishnan, PhD</td>
<td>223</td>
<td><a href="mailto:ar88@drexel.edu">ar88@drexel.edu</a></td>
</tr>
<tr>
<td><strong>Building Security</strong></td>
<td>Available 24/7</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Contact</strong></td>
<td>For All Emergencies</td>
<td></td>
<td>9-911</td>
</tr>
<tr>
<td><strong>Drexel Public Safety</strong></td>
<td></td>
<td></td>
<td>Ext. 2222 or 215.895.2222</td>
</tr>
<tr>
<td><strong>Drexel Public Safety</strong></td>
<td>For Non-Emergencies</td>
<td></td>
<td>Ext 2822 or 215.895.2822</td>
</tr>
<tr>
<td><strong>Research Subject Scheduling</strong></td>
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<tr>
<th><strong>Common Areas Three Parkway</strong></th>
<th>Room</th>
<th>Phone/ Intercom Numbers</th>
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<tbody>
<tr>
<td><strong>Clinic Reception Area</strong></td>
<td>201</td>
<td>215.553.7011/7012 IC 00, 02, 03</td>
</tr>
<tr>
<td><strong>Specialized Data Lab</strong></td>
<td>215</td>
<td>8542/ IC 71</td>
</tr>
<tr>
<td><strong>Specialized Data Lab</strong></td>
<td>345</td>
<td>8550/ IC 79</td>
</tr>
<tr>
<td><strong>Big Data Lab</strong></td>
<td>322B</td>
<td></td>
</tr>
<tr>
<td><strong>IRB File Room</strong></td>
<td>227/329</td>
<td></td>
</tr>
<tr>
<td><strong>Research Consenting</strong></td>
<td>222</td>
<td>8511/ IC 36</td>
</tr>
</tbody>
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<thead>
<tr>
<th><strong>Center for Family Intervention Science</strong></th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director Center for Family Intervention Science</strong></td>
<td>Guy Diamond, PhD</td>
<td>Suite 510</td>
<td><a href="mailto:gd342@drexel.edu">gd342@drexel.edu</a></td>
</tr>
<tr>
<td><strong>Nutrition Sciences- 3711 Market St, Science Center</strong></td>
<td>Office</td>
<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td><strong>Nutritional Biochemistry Lab</strong></td>
<td>Kavitha Penugonda, PhD</td>
<td>Suite 750</td>
<td><a href="mailto:kp922@drexel.edu">kp922@drexel.edu</a></td>
</tr>
<tr>
<td><strong>Locations</strong></td>
<td>Mailing Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Three Parkway</strong></td>
<td>1601 Cherry St, 2nd Fl, 3 Parkway Bldg., Philadelphia, PA 19102 For FedEx/ UPS shipping: use an office number not mailstop</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Center for Family Intervention Science</strong></td>
<td>Center for Family Intervention Science, Drexel University, 3020 Market Street, Suite 510, Philadelphia, PA 19104</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nutritional Biochemistry Lab</strong></td>
<td>Science Center, 3711 Market Street, Suite 750, Philadelphia, PA 19104</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## CNHP Compliance

| Clinical Compliance Coordinator | Cecile McDuffie ([caj57@drexel.edu](mailto:caj57@drexel.edu)) | 1601 Cherry Street, 10th Floor, Room 1024, Philadelphia, PA 19102 Tel: 267.359.5878 | Fax: 267.359.5949 E-mail: [cnhpcompliance@drexel.edu](mailto:cnhpcompliance@drexel.edu) |

## CNHP IT

| IT Support Specialist | George Merritt | 1601 Cherry Street, 11th Floor, Room 11622, Philadelphia, PA 19102 Tel: 267.359.5700, Hours: Mon - Fri 8:00 AM - 4:00 PM | E-mail: [cnhpit@drexel.edu](mailto:cnhpit@drexel.edu) |
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Access to CNHP Research Space and Labs:
Clearance for Use of All CNHP Research Space and Labs (Three Parkway, 3020 Market- Center for Family Intervention Sciences, 3711 Market- Nutritional Biochemistry Lab, NCB- Food Microbiology Lab):
Clearance must be obtained to access and use the CNHP Research Laboratory spaces, including all research spaces that also serve as clinical treatment space. Depending upon your role and type of research performed, background clearance, medical requirements and research training may be required.

Operation of CNHP Research Space:

CNHP Research Website
The CNHP research website (https://drexel.edu/cnhp/research/overview/) is constantly being updated with information pertinent to research operations as well as useful resources, FAQs and event notifications. Major announcements will however be made via email or messages in BlackBoard or via SharePoint.

Three Parkway Lab Space Reservation Policy
A SharePoint electronic calendar is used to reserve the labs, consenting rooms, library materials and computers in the specialized data labs. Access to this calendar is granted to only those working in the research labs. CNHP research faculty and PhD students can have access to the research lab and conference room calendars. Please remember this is multiuse space primarily for research. Maintenance of an accurate calendar is imperative for smooth functioning of the labs. This calendar also includes sign outs for equipped lab spaces. Access to these lab spaces and equipment is by permission of the primary researcher using that lab or via collaborations on projects with the primary researchers in that area. In some areas, research lab space also functions as clinical treatment space; therefore, permission/ approval must be granted to avoid impinging on clinical treatment schedules (i.e., creative arts therapies, dance/movement, art, music areas and couple and family therapy rooms). In these cases, the system will allow you to see open times and you can request a reservation. You will receive an email indicating if the reservation is granted or not. Please note: This calendar system is also used to document use of CNHP labs and therefore should accurately reflect actual use of the research space. Please use your calendar times according to your actual use.

Contact the lab research engineer in order to obtain access to the SharePoint Calendars.

List of Calendars:
Three Parkway Research Lab Calendar
https://colleges.moss.drexel.edu/cnhp/parkway/rooms/Lists/AllResearchLabs/calendar.aspx

Three Parkway Clinical Lab Calendar
https://colleges.moss.drexel.edu/cnhp/parkway/rooms/Lists/AllClinicalLabs/calendar.aspx

Three Parkway 2nd & 3rd Floor Conference Rooms Calendars and Phone Numbers
https://colleges.moss.drexel.edu/cnhp/parkway/rooms/default.aspx
Research Small Conference Room (207) 215-553-7036 Polycom
Research Small Conference Room (343) 215-553-7049
Research Large Conference Room (206) 215-553-7035 Polycom
Clinic Small Conference Room (234) 215-553-7022 Polycom 215-553-7023/ IC 19
Clinic Large Conference Room (235) 215-553-7037 Polycom 8498/ IC 18

Reservation of Conference Rooms, Labs, Computers and Equipment:
Sign up information and general rules:
• Please sign out the labs, consenting office, computers and library materials, only when you know you will be using it. Please indicate the computer number you are reserving. A list of computers, location and software is below. Blanket sign out of times or days is not allowed, as it will unduly limit access to other researchers and students.
• If you find that you will not be using a previously signed out time, please delete your calendar entry in a timely manner.
• When signing out the labs or consenting room, please do not indicate the subject’s full name, only your name as the person reserving the room.

Specific sign out requirements for calendar:
• Each entry should start with your first name or research study name.
• Indicate the computer # or library material being borrowed or the activity, as appropriate.
  o Examples: Jane- Computer 1, Maureen-SPSS Basic Stats Manual, Move & Play, consenting office, Dave- Sports Study 1-3 PM, Subject Testing, Stella- Nutrition Research, 2-3, methods testing

Conference Room Reservation Policy
Conference rooms are for research or clinic related meetings ONLY. You can request open times on the SharePoint scheduling system website. These requests will be confirmed through the Parkway clinic reception, the lab research engineer or clinic director. So please check that you have received confirmation. All primary research and clinical faculty working in Three Parkway will have access to these calendars. If you do not have access, please contact either the lab engineer or clinic director. You may use these conference rooms for impromptu research meetings, as long as no one has the room scheduled. A weekly schedule of reserved times is posted outside of each conference room door. These rooms may not be used for lunches or as classrooms.

Computer Policy
Specialized computer programs shared by faculty and graduate students in all PhD programs are located on computers within the specialized data labs. These computers are equipped with Drexel software packages, as well as proprietary software used for research data reduction (SPSS, NVivo, MaxQDA, MatLab, BEP Software, LabVIEW, Visual 3D...) Therefore, you must reserve computer time using the lab calendar. If you have not signed up for use of the computer and someone has reserved it, he/she has priority. If computers are not functioning or are suspected of malwares or viruses, stop use immediately and notify the lab research engineer immediately, via phone or e-mail. You should not leave personal projects on the lab computers. Do not download programs, screen savers, personal material or music files onto these computers as these computers may be wiped clean at any time and without notice. Please log off of these computers when you are finished with data reduction. Storage space on these computers is “at your own risk” and should be for research data and lab related work ONLY. These computers are also connected to the department printer called “Main Entrance” located in each floor. You need to obtain the copier code provided to you by your Department Chair.

If a researcher, PI or Department has a program they would like loaded to any of these computers, please contact Dr. Ramakrishnan for approval and assistance.

Software by Computer
Common software loaded on all specialized data labs computers include: QSR Nvivo, Matlab, IBM SPSS, Microsoft Office, EndNote, Adobe Acrobat Pro, Google Chrome Browser, etc. Additional software installed as per request include:

2nd Floor Specialized Data Lab (Rm 215)- 4 Computers (with dual screens)
  • LabVIEW 2015, C-Motion; Vicon Nexus 1.8.5; Visual 3D; Winsteps Rasch; SAS University; DSS Olympus Transcription, MaxQDA 2018, Autodesk Suite

3rd Floor Specialized Data Lab (Rm 345)- 6 Computers
  • MAXQDA 2018, FoodWorks 17

3rd Floor Big Data Lab with VPN access to REDCap (Rm 322B)- 2 Computer (will be expanded to 3)
  • REDCap, ArcGIS, Adobe Creative Suite, Autodesk suite

2nd Floor Library, PhD Dissertations and Equipment Manuals
Faculty provided textbooks from their personal libraries for student use. These items are located in the Data Reduction Lab and PhD breakout area. These texts should remain in the lab for all to use. If it is necessary to remove a textbook, reference materials, dissertation or software from the lab for a short period of time,
please sign out the **text or software** on the research lab calendar (your name, text or software, dates out of lab).

**Equipment Policy**

Faculty and students share research equipment for research, clinical practice and teaching purposes. Therefore, you must reserve equipment and lab space using the lab calendar. Some equipment and lab space is naturally signed out together, for example: gait lab/Vicon motion analysis; biomechanics lab/EMG/Polhemus/force plate). If you have not signed up for use of a particular piece of equipment or the lab space and someone has reserved it, they have priority.

If equipment is not functioning, it is your responsibility to notify the primary researcher in the lab and the lab director immediately via phone or e-mail. The condition of the lab equipment is the responsibility of all those using the lab. Please clean up the space and equipment when you are finished using it. Please handle sensitive equipment with care and return to appropriate storage units when done.

Much of this equipment is expensive and sensitive to inappropriate use. If you have not been trained to use a particular piece of equipment, please contact the lab director who can assist you, or refer you to specific faculty or PhD students who will be able to assist you. If several students are interested in similar equipment, software (data collection/analysis programs) or testing paradigms this provides the impetus for an educational session or seminar. If you are interested in learning more about particular pieces of equipment, for which you have basic use competency, please refer to the equipment manuals located in the library within the 2nd floor Specialized Data Lab. These manuals should not leave the lab.

Read the equipment manual before operating it. Make sure you understand procedures dictated by your protocol. Wear proper attire and take necessary precautions while handling sensitive lab equipment. When done, leave the lab equipment clean and ready for next use. Report any malfunctions immediately.

A detailed list of lab equipment available at CNHP can be found here:  
https://drexel.edu/cnhp/research/facilities/hardware-list/

**AV Facilities**

CNHP facilities provide a variety of Audio Visual recording and monitoring services for on-campus and off-campus research. We also host a state-of-the-art secure video streaming service via HIPAA compliant Zoom. These services are available for research and clinical use and need to be provisioned prior to start of the project. Please contact the lab research engineer for any questions related to use of AV equipment.

**Software services**

A list of available software including discounted software can be found here:  
https://drexel.edu/cnhp/research/facilities/software-list/

**Purchasing Hardware and Software**

All research related purchases must be approved by Drexel’s purchase policy. You must check “Research Equipment Purchase Guide” for information to guide your purchasing.

**General Operations for Three Parkway Space:**

**Delivery to 3 parkway research areas:**

To ensure that packages get delivered to the research areas on 2nd and 3rd floors, please ship them to the following address:

[Your Full Name]  
Attn: Arun Ramakrishnan,  
1601 Cherry St, 2nd Floor Suite 223,  
Philadelphia, PA 19102.  
Ph: 215.553.7018

Packages will be received by the front desk staff and kept in the chart room until it is picked up.
Three Parkway Reminders

• Please keep your Drexel DragonCard with you at all times. You will need to scan your DragonCard at the building lobby every time you enter the building. More information about DragonCards is available here: http://www.drexel.edu/campusservices/dragonCard/obtaining/.
• You may not bring bikes inside the building. Please lock your bike up outside.
• Do not ride scooters inside the building. You may fold the scooter up and carry it with you.
• Do not use the stairwells except in emergencies.
• Lost and Found – If you have either lost or found an item, please see Phil Young in the reception area of the 10th Floor of Parkway. If you are retrieving a lost item, please have your DragonCard with you.

Restroom use for study participants
Since the restrooms are located outside the secure area in the research floors, you must escort your research participant in case they need to use the restroom. Do not prop the doors open as this is a violation of security.

Security Procedures

• Drexel Public Safety offers a walking escort service Monday through Friday between 6:00 p.m. and 10:00 p.m. Please phone in your request and leave a voice mail at 215-852-7996. All requests must be called in at least 30 minutes in advance of the escort time. If you have any questions or would like more information regarding this service, please contact Robert Taylor, Assistant Director/Director of Security Center City Campus, at robert.a.taylor@drexel.edu.
• Please report any suspicious activity by calling Philadelphia Police at 911 or Drexel Security at 215-895-2222. If you are in the Bellet Building or New College Building, please call Hahnemann Security at 215-762-7111.

Housekeeping
Housekeeping does not have access to the research labs or consenting rooms; therefore, general lab cleanliness is the responsibility of all using the labs. There is NO eating or drinking in the research labs (unless it is study-related), consenting rooms, data labs. Please help keep the labs clean by picking up trash and placing the trash and recycling cans out in the hall each evening. Door signs are available in lab binders that inform the cleaning staff to mop the lab floor. Check with the lab research engineer on how to use it.

There will be a Mandatory lab cleaning on the first Thursday of every month (5-6pm) where the housekeeping staff will mop/vacuum the floor. Contact the lab director if you have any concerns.

Laundry
There are rooms for clean and soiled towels and linens in room 249/250 (clinic side). Linens are replaced in these rooms every Thursday morning and replaced based solely on what is present in the soiled linen room. Please have all dirty linen deposited into the appropriate room by Wednesday evening. If this does not occur we will run short of clean linen. It is the responsibility of those individuals using the clinic and lab spaces to make sure this occurs.

Cell Phones
Cell phone use in the labs is limited to the hallway and common areas. Cell phones will interfere with some of the instrumentation in the labs and therefore cannot be used in the research lab areas particularly when data is being collected.

Lab Phones
The 2nd and 3rd floor research areas have separate phones with internal phone and intercom numbers. The 2nd and 3rd floor are on the same intercom system and this system should be used for internal communication. These lines cannot be called directly from the outside. The lab phones should be used for research related issues and emergencies ONLY. There is no long distance service on these phones. The reception staff will also use these phones to contact researchers regarding the arrival of a research subject for a scheduled appointment. In case of an emergency, call 911 first and, if possible, call extension 2222 (Drexel public safety).

Lab Manual/ Inspection
Every lab will have a binder that will have the following documents: (please keep this updated)
Incident reporting form: Use this to report any safety issues and incidents within 24 hours
Lab safety self-audit form: Use this to periodically inspect the lab for safety hazards
Inventory: List all major items in the lab. Notify the lab research engineer of any new purchases.

Device manuals: Save a list of the equipment use manuals for all the items in the lab

Emergency contact: List the primary contact number for the person in charge of the lab equipment

Floor Mop Sign: Paste this sign at the door and leave the door open for building facilities to mop the lab floor

Every lab will be periodically inspected by the lab research engineer for safety hazards (physical, electrical, etc.). If there are any concerns regarding these issues, please consult the lab research engineer immediately.

Printer/ Copy/ Scan/ Fax

Networked black and white print/copy/scanner are available on the 2nd and 3rd floor research spaces. These are available to PhD students and faculty working in the space and allow you print based upon entering a 4-digit Department code. The lab research engineer will assist you in gaining access to these printers. This should be used for research related work and not for personal projects. Please notify the lab research engineer when supplies are low. A separate fax machine is available for research use. Unnecessary prints containing PHI MUST be disposed at the DocuVault bins located next to the printers.

Internet Access

Internet access is both hardwired and wireless in the clinic and research lab space. This access is on the Drexel Domain. Dragonfly3 is preferable to Drexelguest for wireless internet access.

Pantry

The research area pantries are provided for use of the PhD/ MS students and researchers. Please keep these areas clean. Please use these areas to prepare and eat food. These areas contain a refrigerator with water dispenser, microwave, and K-cup coffee maker. You must supply your own coffee, creamer or sugar. The college will provide plates, napkins and plastic or paper cups. The college will stock basic cleaning supplies so that you can wash dishes and clean off the countertop and table. Please put all recyclables in the blue cans. Do not leave unwashed dishes in the sink. First-Aid Kits can be found in every pantry. Please notify the lab research engineer if any of these supplies are running low.

Garbage and Recycling

Garbage cans in the offices, common areas and those placed outside of the lab doors will be emptied nightly. If there are unusually large items or boxes that need to be cleared, please contact the lab research engineer, so they may alert the maintenance staff. Recycling cans are available in the pantries and throughout the research and clinic area, please use these containers for appropriate recyclables.

Exercise Equipment

The exercise equipment in the 2nd floor physical therapy gym is NOT available for personal use at ANY time. Staff can request access to the Building Gym that is located in the basement of 3-Parkway.

Prayer Room Facility

Students, faculty and staff who need space for prayers can use the prayer room located on the 6th floor Rm 652. The prayer room will be available for use during normal building hours.

Lactation Room

Students, faculty and staff who need to breastfeed or breast pump can use the lactation room located in the 3rd floor Rm 350. The lactation room will be available for use during normal college hours (Monday through Friday 9.00AM to 5.00PM). It is a private, locked room that accommodates one person. You must bring your own pump. The college will provide a chair, table and power supply. There is a pantry across the hall with a refrigerator for temporary storage and a microwave for steam cleaning equipment.

Three Parkway Building Hours and Rules

Building Hours: 7 AM to 6:30 PM Monday- Friday. After hours and weekend access requires scanning the Dragon Card outside the west side door, and sign in procedure at the security desk. Request for expanded access must come from your Department chair to the lab research engineer via the process outlined under access. You can leave the building at any time. Please NOTE: On weekends the building temperature is put on energy saving mode.
Bike must be place in the bike racks located at Cherry St and 16th St along the sides of the building. NO use of stairs other than for emergencies. **Stairwells are alarmed.** This is a *smoke-free* building. Ashtrays are placed a designated areas outside the building.

**Messages and Flyers**
Posting of messages or recruitment flyers is not allowed in the building common areas. Flyers for research studies may be posted in the clinic on the recruitment board in the waiting area, if appropriate, and on the bulletin board located in the common space near the PhD/MS student cubicles. The boards near the cubicles can also be used for communication of lab activities and seminars. Please keep postings to lab and educational opportunities only. Make it a habit to check this for educational opportunities and/or lab announcements. NOTE: Recruitment flyers require and IRB-approved stamp.

**Research presentation and Posters:**
Whenever presenting CNHP research data in conferences and meetings, please use the poster and slide-show templates that are available at [https://colleges.moss.drexel.edu/cnhp/research/](https://colleges.moss.drexel.edu/cnhp/research/). Additionally, Drexel Logos are also available on this site along with other useful templates like bio sketch, letters of support, etc.

We have poster and journal article displays throughout the 3-Parkway building. Please contact the lab research engineer if you would like to showcase any interesting posters and articles in the hallway.

**Three Parkway Security and Emergencies:**

**Security Policy**
Please DO NOT give out the lab door-codes to individuals outside your Department faculty or PhD/MS students working in the labs. Do not loan out your Drexel ID (Dragon Card) for those not cleared to be in the research space. Your swipe access is recorded by your name. Please keep the entrance doors to labs closed at all times. This is a lab safety issue.

**Emergency Evacuation**
All-purpose fire extinguishers are located at stairwell entrances and along the hallways. Manual pull stations (fire alarms) are located on every floor throughout the building outside every stairwell. Evacuation plans are posted throughout the floor.

**Security Emergencies**
You should immediately contact security from a lab phone. Please dial 9-911.

Building security is available 24/7 at 215-399-5755/5757.

Drexel Public Safety is available at extension 2222 from any Drexel landline phone or 215 895 2222.

**Medical Emergencies**
First aid kits are located in the pantries (see diagram). An AED (emergency deliberator) is located on each floor. On the 2nd floor it is located between the pantry and Biomechanics lab (Rm 212). On the 3rd floor it is located outside the Metabolic Research Lab (Rm 325). In the event of a medical emergency, dial 9-911 from the lab phone and also contact building security.

**Reporting Emergencies and Incident Reports**
You are required to notify the lab research engineer of any incident within 24 hours. Use the incident report form found in the end of this manual. If it is a weekend, leave a voice message or e-mail for the lab research engineer, and or grant PI and follow up the next business day. Students should contact your faculty advisor or grant PI as a follow up. In some instances, an incident report may need to be filed within a specific time frame, therefore contact the lab engineer via phone or e-mail within one business day.

**Office / Cubicle Space on Research Floors in Three Parkway:**
Access to dedicated post-doctoral and grant manager/coordinator office space on the research floors can be obtained through communication with the lab research engineer following completion of all required CNHP compliance and training. This process of gaining access to the research floors must be started with the
Department Chair who is responsible to communicate with CNHP Compliance, the Associate Dean of Research for CNHP and the lab research engineer regarding these hires.

Access to cubicle space for graduate students (MS, PhD) working in the research labs can be obtained through the lab research engineer. This process must be started by communication between the graduate student’s advisor or PhD program director from your department and the Department Chair. Once roles and type of access required has been determined, this information should be communicated by the Department Chair to CNHP Compliance and the lab research engineer. Once cleared by Compliance, the student must meet with the lab research engineer to obtain cubicle space and keys to the cubicle cabinets. This may be a shared cubicle in some instances. This process may be streamlined to some extent and orientation to the labs may occur during a group meeting, particularly in the beginning of an academic year. Please note: This space is limited and will be granted based upon the student’s designated role and whether the student is grant supported or supported by a stipend from the Department or College.

**General Operations for 3020 Market Street Space- Center for Family Intervention Science:**
For information regarding operations of the research space at 3020 Market Street in the Center for Family Intervention Science, please contact Dan Sullivan, Director of Center Operations.

**Office / Cubicle Space at 3020 Market:**
Guy Diamond (Center Director) will determine use of space in the Center for Family Intervention Sciences.

**General Operations for 3711 Market Street Space-Nutritional Biochemistry Lab:**
For information regarding operations and services available at 3711 Market Street in the Nutritional Biochemistry Lab, please contact Juan Muniz, PhD the lab’s director.

**Human subjects research**

**Before you collect your first data sample**
Research projects are meticulously planned and hence need to be executed with utmost care. Our human subject participants put their trust in our ability to execute our research queries with utmost precision and confidence. Before collecting the first data sample, it is very important to run mock-trials if the project permits. These mock-trials should serve as a test for the data collection, data analysis and data storage aspects of the project. The more rigorous these tests are, the more confidence you will have in your testing mechanisms. If you have any questions regarding your data collection methods, it is imperative that you consult your PI or the Lab director before proceeding with your research study.

**Research Subjects, Data and IRB Materials:**
Drexel university policies regarding usage of the research space are listed at the end of this document.

**Subject Privacy**
When you are collecting data on a consented subject, please post the “STOP DO NOT ENTER” sign on the lab door so that subject privacy can be maintained. See the Office of Research website for HIPAA regulations and training [http://www.drexel.edu/research/administration/compliance/overview/](http://www.drexel.edu/research/administration/compliance/overview/). There are signs on the lab and consenting room doors that are to be used when privacy is required for consenting or testing of subjects or clients. Please use and obey these signs.

**IRB and PHI Materials**
Secure storage for IRB materials, subject files and any research articles containing Protected Health Information (PHI) is provided in the IRB File Room 227 and Room 329. Designated areas also exist with the other CNHP research spaces. All IRB materials/consents **MUST** be located in these designated file rooms. Research faculty can obtain keys to their designated file cabinets from the lab research engineer. These cabinets should be locked at all times given they hold study protocols and data for previous and ongoing studies in the labs. See the Human Research Protection Program website for issues related to protection of human subjects, research project approvals and training requirements [http://www.drexel.edu/research/administration/compliance/humanSubjects/](http://www.drexel.edu/research/administration/compliance/humanSubjects/)
Dedicated Research Project Server Space
CNHP Research rents server space on the Drexel main server for storage of research data. Faculty access and dedicated folders in this space is limited to permission of the Associate Dean of Research for CNHP. Faculty researchers determine access to faculty folders for graduate students, research assistants, etc. Please see your Department representative for new or additional needs. Individual folders on this space are password protected.

Video Conferencing and/or Recording
Video conferencing including participant faces inherently contains PHI. There are approved solutions that can be used to conduct video conferencing and/or recording for research purposes. These may include Skype for Business (provided by Drexel University Office 365 portal), Zoom (HIPAA compliant versions provided by the College), etc.

Research Data Management (RDM)
Research Data should be stored only under the primary custodian (in most cases the PI of the project) and shared as per the above policies. Students, project managers, staff and other faculty should access this data using shared folders from the PIs account. Research data should not be stored in students’ accounts. A detailed guide to research data management is currently available here: https://drexel.edu/cnhp/research/resources/data_management/

Encrypted file server (EFS)
Encrypted file server space is available to store sensitive data and can be obtained by filling out the EFS Request form (in the Appendix). This form can be obtained from the lab research engineer. Once approved by the Associate Dean of Research and provisioned by CNHP IT, a link to this server space will be setup on the computers that are authorized in the SDIF. Access to EFS is limited to Drexel issued computers which run the Sophos Encryption. If accessing EFS from offsite locations, a VPN login is necessary. Provisioning this space may take a couple of weeks, so please submit the requests to the lab research engineer, well in advance.

Office 365
Office 365 is available to faculty, staff and students at different tiers of functionality. It comprised of 30 web applications that we have arranged in 13 functional groups. More information can be found here: http://drexel.edu/it/help/a-z/office365/

Drexel OneDrive
Drexel offers 5TB online storage to research personnel which can be accessed via https://portal.office.com/. It comes with the full suite of Office 365 desktop and browser apps that allow collaborative editing of Microsoft office documents. For more information and acceptable use policy, visit the Drexel OneDrive terms of service: http://drexel.edu/it/about/policies/tos/OneDrive/.

REDCap @ Drexel
Research Electronic Data Capture (REDCap) is a leading tool for collecting (amongst others) survey data.

Steps to get REDCap access using your Drexel login credentials (e.g. abc123):
1. Register for REDCap: Register for REDCap access by filling out the form located at: https://portals.drexelmed.edu/tools/redcapaccessregistration/.
2. Complete the Training: Go to http://learn.drexel.edu to access the online learning management system. Detailed instructions will be in the email.
3. Notify the team: After you have passed the test, please send an email to Research.Informatics@Drexelmed.edu informing them that you have taken and passed the REDCap quiz.
4. Login to REDCap: Once notified that you have access, go to https://redcap.drexelmed.edu/redcap/ and login with your Drexel credentials. This will be your REDCap portal. Bookmark this link if necessary. You are ready to start your first project!

Note: There is a similar site https://redcaptraining.drexelmed.edu/redcap/. This site is for training purposes only. Do not use this site for research data.

Data Backup Plan
All research data must be stored with the Data custodian who is typically the PI listed in the project.
Custom Drexel Email for Research Studies

Using non-Drexel emails can potentially compromise confidentiality, privacy and research integrity. Custom Drexel emails should be used for recruitment, follow-ups and any other correspondence with research subjects. This must be setup prior to the commencement of the study. Also these emails can be periodically backed up into the encrypted file server to free up space and archival purposes. To use this feature, please contact the lab research engineer.

Recruitment assistance from CNHP

If your research study involves participant recruitment, we can offer a variety of services through which the study can be advertised. Only IRB approved study flyers can be posted.

1. We can post it on the CNHP research website so that any link can be redirected to the site.
2. The CNHP office of research can send out an email blast to the Drexel community
3. Marcom can highlight it on our daily-dose online newsletter
4. Flyers posted in various approved areas in Drexel buildings
5. Online recruitment sites like Researchmatch, clinical-trials.gov, social media posts would need special approval form the IRB.

Subject Recruitment Phone Number

A custom landline phone number may be requested for any study by contacting the lab director. Having a number for research study incurs cost. Hence along with the request, you must provide a cost-center code. Along with that, the following information is also required:

- Location where the desk-phone must be installed
- Capability to call out and/or voicemail
- Caller ID that will be displayed within the exchange

All of the mailboxes will initially have the security code of 373935 and currently have the password of Drexel1 (3739351). You will be asked to change the security codes when you first login to the mailboxes. To login, just pick up your phone and press the “Msg/Inbox” key or call 215-895-4900. When Voicemail asks for a security code press * then enter one of the 10-digit mailbox numbers listed next to your mailbox (above) then enter the security code “373935.”

If you would like to use this number and have a mailbox added to the system, your Department or grant will incur the costs of the mailbox. Please contact the lab research engineer if you interested in this service.

Three Parkway Scheduling Research Subjects --Notification of Office Staff

This process is REQUIRED to notify 2nd floor office staff and building security that a subject will be arriving. If the subject does not have Drexel ID, he/she will need to sign into the security desk log and provide a reason for their visit. The information provided to security allows them or our main reception office staff to notify you when a subject arrives.

Three Parkway Subject Check-In & Notification of Subject Arrival

1. Appointments during regular building hours: Please tell your subjects they will need to check in with security on the ground floor prior to using the elevators to gain access to the research/clinic floors. Instruct them to go to the front desk/ waiting area on the 2nd floor and check in with the office staff. The office staff will notify you of the subject’s arrival as per your instructions in above.
2. Off-hour access (working during nights and weekends including bringing research subjects): Make sure you request 24-hour access during compliance clearance. Students who need to conduct a study outside the normal working hours (nights, weekends, holidays) must obtain approval from Dr. Mary Gallagher Gordon mag45@drexel.edu. The students research supervisor can request access for a specified period of time. A list of student researchers with off-hour access will be provided to security. Students are encouraged to have the letter of approval available should the security guard not have the list.

Note: The building HVAC system will be on eco mode during weekends.
FLOOR PLANS

Three Parkway: 2\textsuperscript{nd} Floor Clinical and Research space

Three Parkway: 3\textsuperscript{rd} Floor Research and Faculty areas
3020 Market Street-
Center for Family Intervention Science (CFIS)
Drexel university policies for research investigators

All principal investigators listed in a research study should review all Drexel University policies. Contact the lab research engineer for any questions regarding adherence of your research to these policies. Pay close attention to the following.

Acceptable Use Policy (IT-1):
http://www.drexel.edu/irt/about/policies/policies/01-Acceptable-Use/

Drexel University's Acceptable Use Policy (AU) sets forth the standards by which all students, faculty, staff and authorized guests (hereafter referred to collectively as "User(s)"") may use their assigned computer accounts, email services and the shared Drexel University network.

Security of Enterprise Systems Policy (IT-3)
http://www.drexel.edu/irt/about/policies/policies/03-Enterprise-Systems/

Any breach in the security of these systems or networks could disrupt the University. Recognizing these vulnerabilities and the need for institutions to limit access to such information, the Federal Government has passed numerous laws concerning personal information viz. FERPA: The Family Educational Rights and Privacy Act, HIPAA: Health Insurance Portability and Accountability Act. Enterprise Systems, System Owners, Administrators, Custodians, Computing Systems, Server are defined. Accounts management, authorization and access control, password policies are covered in this policy. For general Password Policy See IT-4-Appendix 2: http://www.drexel.edu/irt/about/policies/policies/04-Info-Sec-Net-Sys/

Clinical Research Data Storage Policy (IT-6):
(For Protected Health Information (PHI) Data Elements and the definition of sensitive data.)
http://www.drexel.edu/irt/about/policies/policies/06-Clinical-Data-Storage/

This Policy applies to all Users performing research activities with sensitive information as defined in this policy. Sensitive Information: Sensitive Information is defined as PHI, credit card numbers, financial account numbers, dates, and other individually identifiable information protected by HIPAA, FERPA, and other laws. PHI Data Elements are listed. Drexel University reserves the right to monitor and identify files on network drives that would violate the Clinical Research Data Storage Policy. Penalties for violating the Clinical Research Data Storage Policy may include restricted access or loss of access to Drexel networks or systems, termination and/or expulsion from the university and in some cases, civil and/or criminal liability.

Records Management Policy (OGC-4)
http://www.drexel.edu/generalcounsel/policies/OGC-4/. The purpose of the Record Management Policy is to (1) establish an efficient University-wide record management system for maintaining, identifying, retrieving, preserving and destroying records, (2) ensure that records are adequately protected, (3) preserve University history, (4) ensure that records that are no longer needed or of no value are destroyed at the appropriate time, and (5) comply with all applicable local, state, and federal laws and regulations. Please note the Record Retention Schedules and links to the On-line training video on record management.

Email Policy (IT-7):
http://www.drexel.edu/irt/about/policies/policies/07-Email/ Use of Email, Encryption of Emails containing sensitive data. Emails containing sensitive data must be encrypted by approved University email encryption software before being sent over a network. http://www.drexel.edu/irt/help/a-z/encryption/email/. There may be times when a sender wants to encrypt a message being sent outside even if it does not contain any of the type of information that the system always protects. To manually encrypt any message being sent to someone on a less secure mail system, simply add [encrypt] to the subject line.

Security is extremely important.

As the gatekeeper to your account and therefore Drexel University Intellectual Property and (possibly) sensitive data, you are responsible to maintain your computer at the highest security standards and best practices by following all of the policies established by Drexel University. We appreciate your cooperation. All software you use should be vetted by Compliance and IRT. IRT recommends that you do not install any additional software unless you have written permission to do so.

Research Compliance:
Drexel University is committed to the highest standards of ethics, honesty, integrity and compliance with all applicable laws, regulations and policies.

We never guess. We ask!

Click the following link where you will find information to help you with common questions like research integrity, conflict of interest, human research protection, Environmental health and safety, export control, financial audits, etc.: http://drexel.edu/research/compliance/overview/
Terms of Service for Drexel OneDrive

REVISED APRIL 10, 2017

The April 10, 2017 revision changes the name of the service from OneDrive for Business to Drexel OneDrive and adds a description of it as a "cloud-based file storage service." There are no other changes in the April revision.

The Drexel OneDrive Service (the "Service") is a cloud-based file storage service based on OneDrive for Business, a part of the Microsoft Office 365 productivity suite licensed by Drexel University (the "University"). BY USING THE SERVICE, YOU AGREE TO ABIDE BY THE FOLLOWING TERMS OF SERVICE. IF YOU DO NOT AGREE WITH THESE TERMS OF SERVICE, YOU MAY NOT USE THE DREXEL ONEDRIVE SERVICE.

1. POLICIES. You acknowledge and agree that the Drexel University Acceptable Use Policy and other applicable policies apply to the Service regardless of the computer or network used to access the Service.

2. DEFINITIONS.
   1. "Sensitive Data" means data containing a) protected health information (PHI), b) information covered by the Family Education Rights and Privacy Act (FERPA), c) credit card-related information covered by the Data Security Standards of the Payment Card Industry (PCI), d) other personally identifiable information (PII), or e) business or research information.
   2. "Export-Controlled Research Data" means data resulting from research that is bound by access or dissemination controls, including information, technology, and software considered to be strategically important to the U.S. in areas of national security, economy and/or foreign policy.
   3. "Non-Sensitive Data" means publicly available data and other data not included in the definition of Sensitive Data.

3. LIMITATIONS ON USE. Export-Controlled Research Data should never be stored on Drexel OneDrive or any other cloud storage service. (Additional information is available about Drexel Export Compliance.)

4. DATA SHARING.
   1. You may share Non-Sensitive Data, if doing so does not violate any copyright, laws, regulations or other contractual obligations.
   2. You agree that you will not share any Sensitive Data arising from human subjects research activities, except with individuals named in the data handling protocol which has been approved by an Institutional Review Board and the Drexel University Privacy Board. (Information about the IRB and the Privacy Board can be found at the Human Research Protection Program website).
   3. You agree that you will not share any Sensitive Data arising from non-human subjects research activities, unless you are the principal investigator of the research activity. Data and information resulting from sponsored research projects may be subject to additional specific confidentiality or limitations of use requirements imposed by the sponsor and/or federal regulations. You acknowledge and agree that any such restrictions take precedence over these Terms of Service.
   4. You agree that you will not share any other Sensitive Data, except with employees of the University who are authorized to access the information.

5. SHARING EXCEPTIONS. You agree that before sharing Sensitive Data with individuals not provided for in #4 above, you will request permission to do so via email to SensitiveDataSharing@drexel.edu and will comply with all the terms under which permission may be offered. (Permission requests must contain a description of the Sensitive Data, a list of the identities which are being provided access, and the purpose of their access.)

6. BUSINESS USE. The Service is primarily for University business purposes and, as such, follows the same de-provisioning rules as other systems when an individual is no longer affiliated with the University.

7. MONITORING. You agree that your usage and sharing characteristics and all data is subject to review at any time by the University for purposes of ensuring compliance with University policies.

8. COMPLIANCE. You will not take any action that encourages or assists others in engaging in any acts prohibited under this Terms of Service (including, without limitation, providing others with the ability to access Sensitive Data outside the scope of these Terms).

9. DIRECTION. You will abide by administrative directives issued from time to time by Microsoft and/or Drexel University concerning access to or use of Office 365 or the Service.

If you are found to be in violation of these Terms of Service or any of the additional terms imposed as part of an authorization to share Sensitive Data, the University may take disciplinary action, including restriction of and possible loss of access to the Service, other computing, networking, or service privileges, or more serious consequences, up to and including suspension, termination, or expulsion from the University. You may also be subject to federal, state and local laws applicable to the misuse of computer systems.
Occupational Health Guidelines

(PLEASE PRINT)
Employee Name __________________________ Date of Hire ______________________
Department __________________________ Phone Number ______________________
Supervisor Name __________________________ Supervisor Phone ______________________

CHECK ALL APPROPRIATE CATEGORIES (YOU MAY HAVE MORE THAN ONE):
☐ Research Activity 1 (do not work with animals, human subjects/patients/human blood or where bodily fluids or exotic etiologic agents are present)
☐ Research Activity 2 (work with human blood, bodily fluids, tissues or cell lines)
☐ Research Activity 3 (work with human subjects/patients)
☐ Research Activity 4 (work with potentially pathogenic botanical agents)
☐ Research Activity 5 (work with animals)
☐ Research Activity 6 (work with biological agents known to be infectious, animals exposed to infectious/exotic agents or human subjects/patients, blood or bodily fluids known to be exposed to or contain/carry infectious/exotic agents). List known agents: __________ , __________
☐ Research Activity 7 (work with anesthetic gasses or chemical agents known to be carcinogenic, teratogenic or mutagenic). List known agents: __________ , __________
☐ Clinical Activity 1 (direct contact with human subjects/patients)
☐ Clinical Activity 2 (work with non-fixed human cadavers or tissues, human blood or bodily fluids or work in a clinical setting, hospital or provider office)
☐ Clinical Activity 3 (work with anesthetic gasses)
☐ Administrative 1 (located within a clinical setting, hospital or provider office where human subjects/patients are present)
☐ Administrative 2 (located within a clinical setting, but in an area where no human subjects/patients are present)
☐ Administrative 3 (located in a separate, non-clinical setting where no human subjects/patients are present)

Employee Signature __________________________ Date ______________________
Chair/Supervisor Signature __________________________ Date ______________________

IF YOU ARE IN ONE OF THE FOLLOWING CATEGORIES, PLEASE COMPLETE PAGE 2:
- Research Activity 2, 3, 6, 7
- Clinical Activity 1, 2
- Administrative 1

PLEASE SCAN AND EMAIL COMPLETED AND SIGNED DOCUMENT(S) TO
CHNPCOMPLIANCE@DREXEL.EDU
Name of involved person: __________________________________________________________

Date & Time of Incident: _________________________________________________________

Location of Incident: _____________________________________________________________

If associated with HRPP approved research, provide the protocol number: ______________

Was the person a Drexel Employee: ☐ Yes ☐ No

Description of Incident (Please include names of individuals involved, nature of incident, narrative of what occurred)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Was an EMT/ Ambulance called? ☐ Yes ☐ No

Was building security called? ☐ Yes ☐ No

Did a family/friend escort the person out of the facility? ☐ Yes ☐ No

How was incident handled?

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

What was the outcome? (i.e., symptoms resolved, subject able to complete testing, testing discontinued)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Print Name of Person Completing Incident Report Form: ________________________________

Signature of Person Completing Incident Report Form: ________________________________

Print Name of Person Involved: ____________________________________________________

Signature of Person Involved: _____________________________________________________

* Please provide a copy of this report to the lab research engineer (cnhplabresearch@drexel.edu) within 5 business days, to determine if additional reporting is required.
### Encrypted File Server (EFS) Request Form

Drexel CNHP-Secure Data Identification Form for Encrypted File Server

Please use this form to inform CNHP IT about the storage needs in the encrypted file server. List each sub-folder separately with data type and users access (read/write), etc.

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server address (will be completed by CNHP IT)</td>
<td></td>
</tr>
<tr>
<td>Primary owner (custodian) of the data</td>
<td></td>
</tr>
<tr>
<td>Drexel User ID (abc123) and Job Designation</td>
<td></td>
</tr>
<tr>
<td>CNHP Department</td>
<td></td>
</tr>
<tr>
<td>Emergency contact (name and phone number)</td>
<td></td>
</tr>
<tr>
<td>Project / Sub-Folder Name</td>
<td></td>
</tr>
<tr>
<td>Server address (will be completed by CNHP IT)</td>
<td></td>
</tr>
<tr>
<td>Estimated space required (e.g. 8GB)</td>
<td></td>
</tr>
<tr>
<td>Nature of the Information contained</td>
<td>☐ HIPAA ☐ Financial ☐ Student ☐ Research ☐ Other</td>
</tr>
<tr>
<td>List all user who need READ access ONLY</td>
<td>(e.g. John Smith (abc123))</td>
</tr>
<tr>
<td>List all user who need READ and WRITE access</td>
<td>(e.g. John Smith (abc123))</td>
</tr>
<tr>
<td>List all devices that will be accessing this space</td>
<td>(e.g. CNHP-ABC123-9000)</td>
</tr>
<tr>
<td>Other Notes</td>
<td>e.g. Accessing from off-site locations, etc</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

Please email the completed forms to the Lab Research Engineer (cnhplabresearch@drexel.edu). For questions, call 215-553-7018.
| List all user who need READ and WRITE access (e.g. John Smith abc123) |
| List all devices that will be accessing this space (e.g. CNHP-ABC123-9000) |
| Other Notes e.g. Accessing from off-site locations, etc |

| Project / Sub-Folder Name |
| Server address (will be completed by CNHP IT) |
| Estimated space required (e.g. 8GB) |
| Nature of the Information contained | ☐ HIPAA  ☐ Financial  ☐ Student  ☐ Research  ☐ Other |

| List all user who need READ access ONLY (e.g. John Smith abc123) |
| List all user who need READ and WRITE access (e.g. John Smith abc123) |
| List all devices that will be accessing this space (e.g. CNHP-ABC123-9000) |
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| Estimated space required (e.g. 8GB) |
| Nature of the Information contained | ☐ HIPAA  ☐ Financial  ☐ Student  ☐ Research  ☐ Other |

| List all user who need READ access ONLY (e.g. John Smith abc123) |
| List all user who need READ and WRITE access (e.g. John Smith abc123) |
| List all devices that will be accessing this space (e.g. CNHP-ABC123-9000) |
| Other Notes e.g. Accessing from off-site locations, etc |
LAB PERSONNEL ROUTINE CHECKLIST

To be inspected **each time** you leave the lab

- ✓ I have notified the Lab Director ([cnhplabresearch@drexel.edu](mailto:cnhplabresearch@drexel.edu)) of any incidents, emergencies, violations, damage, breakage and relocations
- ✓ The benchtop and aisles are clear of clutter and ready for next use
- ✓ I have cleaned or disinfected these surfaces with an appropriate agent
- ✓ All sharps, biohazardous solid/liquid, chemical and regular waste have been properly disposed (see attached guide)
- ✓ All chemicals, tools and equipment have been returned to their proper storage locations
- ✓ All samples, assays and perishables have been moved to their designated spot (cold storage/incubators/countertops)
- ✓ I have labeled my chemicals with the chemical name, my initials and date
- ✓ Any equipment or materials left ON must be marked with “IN USE” label
- ✓ Device usage logs are updated, and lab notebooks are up to date
- ✓ All cold-storage equipment (Liquid nitrogen storage, -20 / -80 freezers, Lab refrigerators) are closed shut
- ✓ All heating elements and water-baths are shut-off unless they are in use
- ✓ Sinks and water faucets are shut and no leaks or spills in the lab
- ✓ No audible or visual alarms are active on any lab equipment

**THE LAB IN SAME OR BETTER CONDITION AS WHEN I CAME IN**

**YES** | **NO**

**THE LAB IS SAFE FOR USE BY THE NEXT PERSON**

**YES** | **NO**

YOUR ANSWER MUST BE “YES”. IF “NO” CONTACT LAB DIRECTOR 215.553.7018
This guide is intended to serve as a quick reference only. Detailed procedures are outlined in the EHS Lab Compliance Package found in the lab binder. Contact Dr. Arun Ramakrishnan if you have any specific questions.

<table>
<thead>
<tr>
<th>Trash Type</th>
<th>Items Include</th>
<th>NOTES</th>
<th>Pickup Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHARPS</strong></td>
<td>Hypodermic needles, syringes, tubing</td>
<td>No Gloves</td>
<td>Weekly (Friday) by Curtis Bay</td>
</tr>
<tr>
<td></td>
<td>Blunted needles, Pasteur pipettes, Pipettes and tips, Blades (scalpels, razors, microtomes), Broken lab glassware, Microscope slides, Glass capillary tubes</td>
<td>No Paper towels</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Close Lid if ¾ full</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Do not force objects or shake container to make more space</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SOLID, NON-SHARPS BIOHAZARDOUS WASTE</strong></td>
<td>Disinfected fluid sample containers (10% bleach), Contaminated gloves, Waste items contaminated with blood in a manner that would present a personnel exposure risk (i.e., more than incidentally contaminated).</td>
<td>No Sharps</td>
<td>Weekly (Friday) by Curtis Bay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Open Liquids</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request new boxes and bags when out of stock</td>
<td></td>
</tr>
<tr>
<td><strong>LIQUID BIOHAZARD WASTE</strong></td>
<td>This includes bulk biological liquids such as culture media, pooled clinical specimen liquids, saliva, blood, urine, etc.</td>
<td>Treated liquid waste may be disposed of via the lab sink.</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>**Decontaminate with adequate amount of 10% bleach for at least 10 minutes. ** <strong>Bleach is not safe to autoclave.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER CHEMICAL WASTE</strong></td>
<td>Expired chemicals</td>
<td>Place in secondary containers marked “DISCARD”</td>
<td>Pickup requested via online form</td>
</tr>
<tr>
<td></td>
<td>Chemicals in unsafe containers</td>
<td>Place inside fume hood if volatile or damaged container</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contaminated chemicals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Liquid-based chemical or biohazardous waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unknown or unlabeled chemicals</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TISSUE WASTE</strong></td>
<td>This includes any unfixed animal or human tissues (including organs and bones) that have been used in a research lab.</td>
<td>Tissue waste needs to be incinerated for effective treatment and disposal.</td>
<td>Contact EHS for pickup</td>
</tr>
<tr>
<td></td>
<td>Tissue wastes should be collected in biohazard bag that is securely closed and placed in a secondary leak proof container, and then placed in a designated cold storage unit with a biohazard label.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REGULAR TRASH</strong></td>
<td>Uncontaminated gloves, paper towels etc.</td>
<td>NO Sharps, Chemical or Biohazards</td>
<td>Daily by Building Housekeeping</td>
</tr>
<tr>
<td></td>
<td>Triple-rinsed and defaced chemical containers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General trash</td>
<td></td>
<td></td>
</tr>
</tbody>
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Purpose
This guide provides a researcher looking to setup their new lab space within CNHP research areas. This primarily applies to principal investigators but may also apply to students (undergraduate and graduate), co-ops, grant managers, research assistant, research collaborators, post-doctoral fellows, volunteers or visiting professors who are starting active research.

Pre-Award: Budget Requests for Software and Instrumentation
Arun Ramakrishnan, Director of Research labs and research engineer is available for consultation regarding computer hardware, software, and lab instrumentation. A first step is to determine whether the computer software and instrumentation for the proposed research is already available in the CNHP. Arun can assist with identifying what items to purchase and the costs for preparing the budget.

Post-Award: Consultation for Purchase of Computer Software and Hardware
Arun Ramakrishnan, Director of Research Labs in the CNHP is available for consultation on purchasing computer software and hardware and other lab equipment. Arun will contact the vendor and obtain a price quote. He is not involved in purchasing.

Inventory
All equipment (hardware and software) purchased for research activities must be inventoried in the Lab Director’s hardware and software log.

Even if you have already purchased the device, please send the invoice and where the device is located to the research lab director immediately.

Hardware:
All hardware must be purchased according to Drexel’s equipment purchase policy. Most lab hardware can be found in smart-source. There are occasions where an item may not be found in smart-source or might be cost-prohibitive. Exceptions can be made for those instances but must be done in consultation with the lab director.

Capital equipment: Devices costing more than $5000 must be purchased through university procurement office, inventoried in the university capital asset management system and will receive a barcode. Capital equipment condition must be updated yearly. You may appoint the Lab Director as a custodian. It is also recommended that capital equipment warranty and service agreements be kept current as long as the device is actively being used. The office or research discovery and innovation may be able to assist with this especially if the device is being used in multiple projects.

Computers and tech: Tech devices must be purchased through CNHP IT. In case of specialized devices including devices not found in smart-source (e.g. hi-tech computers, portable devices, prototypes, etc), contact the lab director who can work with IT and the vendor to setup the device as per the research need. Computer and tech devices will be separately asset-tagged by CNHP IT and their condition need to be updated periodically (every quarter).

Software: Check with the lab director prior to any software purchase as we may already have existing licenses that can be reused or bundled with. All software purchased for research activities must go through the vendor vetting process that is done by CNHP IT, prior to purchase/install of the product. If the software is unique or in prototype stage, and may not have vendor support, special provisions need to be applied on the installed devices to ensure safety and privacy. Occasionally software packages might be created for consumer devices which may not work in enterprise devices (like the ones managed by Drexel). In those cases, please contact the lab director so that the software is thoroughly tested on a test system with different user logins to ensure that it works. All research related computers are managed by the lab director along with CNHP IT. If software is purchased on a subscription basis, make sure to allocate payments for the entire lifecycle of the project. The lab director maintains an inventory of all software purchased for research.

If you need software installed in the data labs so that your lab members can have access to it, contact the lab director. CNHP has 3 specialized data reduction labs with a combined total of 10 desktops and several loaner laptops that are accessible to research faculty, staff and students.
Large, heavy or special install equipment: Lab equipment that are either large, heavy or requiring specialized installation must be purchased in consultation with the lab director. Special provisions may be needed to handle delivery, moving the device to the lab and final installation and calibration inside the lab. Not all lab spaces might be suitable for big devices. Special installation might include air-conditioning, venting fumes, leveling concrete, carpet/vinyl flooring, cutting through drop ceiling (for height), painting walls, etc.

Warranty, service contracts, maintenance fees and licenses: Lab equipment must be under some form of device protection for the duration of the study. Failing equipment not only lead to delay in work but also unreliable data. Redundancy is always the key, but in some cases, it might be cost prohibitive. For this, we require that research equipment must be covered by some of the recommended agreements. Our office may be able to cover certain costs. You must account for the device service and maintenance during purchase. Contact the lab director to choose from the following:

- manufacturer provided extended warranty
- accidental damage protection with device replacement option
- periodic (mostly yearly) service contracts from the manufacturer
- periodic (mostly yearly) maintenance charges like preventative maintenance, calibrations, etc
- License upgrades and renewals for software accompanying the equipment.

Operating a lab equipment without any protection plans puts the study at risk. If your equipment is not covered, contact the lab director so that may work out a long-term plan.

Arun Ramakrishnan, Director of Research Labs
Robert Palisano, Associate Dean for Research
June 2019
Purpose
This guide provides a researcher who is looking to setup their lab space within CNHP research areas. This primarily applies to principal investigators who are faculty but may also apply to students (undergraduate and graduate), co-ops, grant managers, research assistant, research collaborators, post-doctoral fellows, volunteers or visiting professors who are starting active research.

Locations
CNHP Currently has research spaces in the following buildings:
1. Three Parkway Building
2. New College Building
3. Science Center Building
4. CFIS at 3020 Market St

Apart from there above there are also community partners who can assist with setting up labs in the outreach centers in the community.

Procedure
Researchers requiring physical space must send a request to the Associate Dean for Research with the following details:

1. Size of research space required to conduct work
2. Duration of the research activity and associated funding agency
   a. Funding agency specific restrictions (door locks, card access, etc)
3. Special floor/ceiling/wall/door requirements.
   a. Floor: vinyl, carpet, tiles
   b. Wall paint, drop-ceiling or no drop ceiling
   c. Doors: Double vs single door entry
   d. Special ventilation: fume hood, Biosafety cabinet, etc.
   e. Electrical: extra outlets, 220V, 3phase, etc.
   f. Plumbing: Sinks, shower, eyewash, etc.
4. Furniture and research equipment that will reside in the lab
   a. Telephone service, voicemails, caller ID
   b. Desks, white-boards, filing cabinets, bookshelves, etc.
   c. Number of computers that need hard-wired internet access.
5. Number of personnel who will be working on-site during the research
   a. Workspaces for individuals within the lab / in the research cubicle areas.
6. Proximity to other CNHP facilities i.e. gait lab, DXA, tissue storage, general storage space, data labs, etc.

Once you have identified your needs, the Director of Research Labs will work with you in finding the best location for the lab. Once location can be established and approved by the ADR, the lab will be added to the building log and begin the compliance verification process to identify all the necessary clearances, safety trainings, orientation, etc. These are custom fitted to match the nature of the work / equipment that will be conducted in the lab.

At this time, you may want to also feature your lab on your research profile that can be found in the CNHP research website.

Prior to the lab being formalized, the lab director will establish an SOP for the lab that will be posted in a lab binder which should always remain in the lab.

The lab binder will include:
1. Contact info of the PI and a list of all members authorized and trained to use the lab
2. A list of local emergency contacts and quick contacts like local security, housekeeping, etc.
3. An inventory of all the lab items
4. Incident reporting form
5. General lab maintenance guide and a daily lab safety/cleanliness checklist
6. Self-inspection checklist to be performed twice a year

For any special requirements and accommodations, contact Dr. Ramakrishnan.

The Director of Research Labs is available to assist in identifying needs for space, equipment, furniture, utilities, and supplies.

Once approved, the Director of Research Labs will guide lab setup.

Arun Ramakrishnan, Director of Research Labs
Robert Palisano, Associate Dean for Research
May 2019
Purpose

This guide provides instructions on how to gain access to and properly utilize the CNHP research lab space. This applies to ALL individuals who are working in the CNHP research space, including research space within the clinical areas. This includes faculty, students (undergraduate and graduate), co-ops, grant managers, research assistants, research collaborators, post-doctoral fellows, volunteers, and visiting professors.

Access to CNHP Research Space and Labs

All CNHP Research Laboratory spaces, including all research spaces that also serve as clinical treatment space, are secure areas and working in them requires specialized compliance clearance. Depending on your role and type of research performed, background clearance, medical requirements and research training may be required.

You may start the compliance clearance process even before you obtain your Drexel ID. However, only individuals with a Drexel User ID can be granted card access to CNHP research spaces. Non-Drexel collaborators can obtain Drexel User ID by filling out a Non-Employee Associate (NEA) form. Non-Drexel personnel must be accompanied by a Drexel faculty, staff or student AT ALL TIMES while within clinical and research spaces. You may use the following guide to help navigate the process.

1. Compliance: (approx. 3-4 weeks) Required for all personnel conducting research at CNHP

Contact the CNHP compliance coordinator Cecile McDuffie caj57@drexel.edu to begin your compliance process and get card swipe access to the research areas. There might be costs involved (up to $80) with compliance verification. You will need to send the following details to get the compliance process started:

- Email for the person seeking access
  - You can start the process without Drexel email (in case you are waiting on HR)
  - Drexel Email Id/ University Id professed (if available)
- Cost center (fund/org)
- All the labs (including building/room numbers) where door access is required
- Kind of access: 9am-5pm or 24-hour access (you must provide justification)
- Duration of access: Specify academic quarters or start/stop date

Cecile will contact you with a compliance packet via castlebranch that includes a unique login and lists all the required documents to upload based on your requirements. Once all requirements are completed, Cecile will grant you card access to the requested research areas.

2. Human Resources (approx. 3-4 weeks) Required to work as a Drexel personnel

Please contact the HR Talent coordinator Emily Taylor ek26@drexel.edu to begin your HR process and get Drexel User Id, Dragon card, Drexel email, etc.

Volunteer and Unpaid Intern/Co-Op Process

Information on hiring volunteers/unpaid interns is available on the HR website: https://drexel.edu/hr/about/volunteers/. The supervisor must complete the Volunteer/Unpaid Intern Assignment Description form: https://drexel0-my.sharepoint.com/personal/ar88_drexel_edu/Documents/Director-ResearchLabs/Policies/Click%20here%20to%20download

This form is used for any and all unpaid positions (volunteer, unpaid intern, unpaid co-op) with Drexel University. The Form should be completed by Supervisor and signed by both Supervisor and unpaid intern/volunteer/co-op.

3. BioRAFT (approx. 2 days) Required for conducting research in CNHP premises

Contact the CNHP research lab director Dr. Arun Ramakrishnan ar88@drexel.edu to begin your BioRAFT process. All lab certifications MUST be complete before entering any CNHP research areas or labs. You will need to send the following details to get the BioRAFT process started:
• Drexel Email Id
• All the labs (including building/room numbers) this person will be conducting research
• Optional Modules: Chemical Hygiene, Clinical Hazardous Waste Management, Pyrophoric Chemical Safety, Shipping Biological Materials, Laboratory Equipment Safety, Clinical Electrical Safety,

Once certifications are complete, notify the research lab director to obtain confirmation.

4. Citi Training (approx. 2 days) Required for being included in IRB protocols

CITI training in ethics and research compliance is completed online. The modules include HIPPA (Health Insurance Portability and Accountability Act) training. [https://drexel.edu/research/compliance/human-research-protection/institutional-review-board/training-requirements/](https://drexel.edu/research/compliance/human-research-protection/institutional-review-board/training-requirements/)

A certificate of training is required to submit an application to the Institutional Review Board. A faculty and student joining an ongoing study that involves interaction with human subjects must complete CITI training and an amendment to the IRB adding the faculty/student must be approved before the person can participate.

Off-hour access (working during nights and weekends including bringing research subjects)

Make sure you request 24-hour access during compliance clearance. Students who need to conduct a study outside the normal working hours (nights, weekends, holidays) must obtain approval from Dr. Mary Gallagher Gordon mag45@drexel.edu. The students research supervisor can request access for a specified period of time. A list of student researchers with off-hour access will be provided to security. Students are encouraged to have the letter of approval available should the security guard not have the list.

Note: The building HVAC system will be on eco mode during weekends.

Request for new lab space and equipment for research:

After gaining card access to CNHP research area, you can request lab spaces and equipment for use in your projects. All requests including lab assignments, relocations, sharing, add/remove personnel, bulk lab equipment, must receive prior authorization from the Associate Dean for Research. You might require a meeting with Dr. Ramakrishnan to find the lab space that best suits your need and to review lab policies and procedures. If the device or space is used by another researcher, the lab director can help plan a shared use agreement between the interested parties.

• Full contact information of the PI (including emergency phone numbers, email)
• Nature of activity that will be conducted (i.e. clinical trials, data analysis, tissue collection)
• Duration of the project
• Room/rooms that you would need to operate in.
• A full list of people who will be part of the project. (separate Drexel and Non-Drexel users)
• A full list of internal and external equipment that will be used in the space.
• Some equipment will need special training and certification before use.
• Things that you might need:
  o Office keys, IRB file room keys, swipe access, Kastle cards.
  o SharePoint calendar, custom email, phone, desktop/laptop setup
  o Storage/Backup/Archive setup, OneDrive, Encrypted file server, CrashPlan
• In cases of completion of work, extended leave of absence, graduation, etc., access may be revoked. You will be required to return all keys and Kastle cards when requested.

Request for using shared lab spaces for classes and group activities:

Some research lab spaces are big enough to hold classes, workshops, and group lab activities. In order to reserve these spaces would require prior authorization from Dr. Ramakrishnan. You may request use of lab space by emailing cnhplabresearch@drexel.edu with the following details:

• Full contact info of the instructor (including emergency phone numbers, email)
• Nature of activity that will be conducted
• Day/date, time, range of dates (if this is a recurring event)
• Room/rooms that you would need to operate in.
• A full list of people who will be attending. (separate Drexel and Non-Drexel users)
• A full list of internal and external equipment that will be used in the space.

Instructor(s) MUST:
• Be compliant to enter the research lab space.
• Be first-in and last-out of every session.
• Maintain a sign-in list of all members for each session
• Instructor can borrow bathroom key cards from the clinical front desk
• Read the lab manual and be aware of all building and lab safety protocols. (fire evacuation procedure. locate the nearest emergency exit, fire extinguisher, AED, first-aid kit. know how to report incidents, reach-out to clinical front desk using intercoms.)

Lab orientation and Lab manual:
A yearly lab orientation is held at the beginning of fall quarter to introduce incoming researchers and refresh existing researchers on the most recent lab compliance and operating procedures. An updated lab manual is available on the CNHP research website.

Arun Ramakrishnan, Director of Research Labs
Robert Palisano, Associate Dean for Research
May 2019
# CNHP RESEARCH AREA SIGN-IN

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## LIST OF PARTICIPANTS

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