

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Research Laboratories Services Request	RSP.018.01
Effective Date	12.22.2020
Last Revision/Review	Reviewed: 11/30/2021

1. Purpose

Burrell Office of Research and Sponsored Programs (ORSP) recognizes that College faculty with laboratory access may occasionally require additional hands-on laboratory technical support to sustain research activity. This document describes the procedure by which Burrell faculty may request Laboratory Services in support of college-sponsored research projects, as well as the process for approval and documentation of those requests.

2. Related Policy/Authority

N/A

3. Faculty/Staff Responsibilities

- 1.1. Assistant Dean for Research** – Responsible for providing the resources needed to support faculty-driven research at the Burrell College of Osteopathic Medicine, including the Laboratory Services referenced in this SOP. Serves as the final arbiter of any denied laboratory services request. Responsible for reviewing any request for Laboratory Services submitted by the Director of Research Laboratories.
- 1.2. Director of Research Laboratories** – Responsible for reviewing and making a decision on Laboratory Services requests and for ensuring that laboratory services are provided in accordance with institutional policies and procedures.
- 1.3. Faculty Researchers or Principal Investigators (PIs)** – members of the Burrell College research community with access to the Research Laboratories. Faculty researchers are responsible for submitting Laboratory Services Request, including all necessary documentation (i.e., protocols, instructions)
- 1.4. Scientific Research Associate** – The individual responsible for providing laboratory services to college PIs according to approved terms. Responsible for tracking time devoted to individual requests.

4. Definitions/Abbreviations

- 1.1. Burrell Research Laboratories** - includes the BioScience Research Lab (BSRL), the Human Physiology Lab (HPL) and the Computer Lab. Located within the SouthWest Research and Production Complex (SWRPC) at 9035 Advancement Avenue, Las Cruces, NM.
- 1.2. BioScience Research Laboratory (BSRL)** - For the purpose of this SOP, Burrell defines the BSRL as the Biosafety Level II area of Building 200 of the Burrell Research Laboratories.
- 1.3. Computer Lab** - For the purpose of this SOP, Burrell defines the Computer Lab as the upstairs area of Building 300 of the Burrell Research Laboratories.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

- 1.4. Human Physiology Laboratory (HPL)** - For the purpose of this SOP, Burrell defines the Human Physiology Laboratory as the downstairs area of Building 300 of the Burrell Research Laboratories.
- 1.5. Faculty Researcher** – also known as Principal Investigator. For the purpose of this SOP, a person with a Burrell College faculty appointment who has approved access to conduct research in the Burrell Research Laboratories.
- 1.6. Director of Research Laboratories** (also known as Laboratory Director or Lab Director or Director) - A Burrell employee appointed by the Assistant Dean for Research who has authority for managing research laboratory operations.
- 1.7. Laboratory Services** – tasks performed on behalf of college PIs according to a mutual agreement for a finite period of time. This can include activities such as cell culture, culture media preparation, kit-based assays, gel electrophoresis, and more.

5. Procedural Steps

1.1. Initial Request for Laboratory Services

- 1.1.1. Burrell Principal Investigator (PI) completes the Laboratory Services Request Form via an online submission process.
- 1.1.2. The request for services must be for approved activities. For research involving biohazardous agents and recombinant DNA, the PI must have prior Institutional Biosafety Committee Approval. For research involving human subjects, the PI must have prior Institutional Review Board approval.
- 1.1.3. Request must include specific dates for the requested activity, an estimated number of hours of support, and a detailed protocol.
- 1.1.4. Generally, requests should be for well described procedures with a defined number of samples processed within a reasonable timeframe.

1.2. The Laboratory Director receives the electronic request and will respond within 2 business days.

- 1.2.1. The Lab Director will consult with the laboratory's Scientific Research Associate to determine whether the request can be supported in the referenced timeframe and with available resources.
- 1.2.2. The Lab Director may determine that the request cannot be completed in the requested timeframe, in which case the Lab Director will notify the PI to discuss a change to the schedule.
- 1.2.3. The Lab Director will electronically approve a request and the PI and Scientific Research Associate will both be notified by email of the approved request.
- 1.2.4. The Assistant Dean for Research is responsible for reviewing for approval any request for laboratory services submitted by the Laboratory Director.

1.3. The Lab Director may deny a request for certain reasons

- 1.3.1. A request may be denied for reasons including, but not limited to:
 - 1.3.1.1. Impractical, disproportionate, or excessive time
 - 1.3.1.2. Excessive scope
 - 1.3.1.3. Undefined scope
 - 1.3.1.4. Lack of IBC or IRB approval.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

- 1.3.1.5. The requested work is unrelated to the referenced project
- 1.3.1.6. The request is outside the capabilities of the Scientific Research Associate
- 1.3.2. The Laboratory Director will notify the PI via email that the request is being denied and provide a reason for the denial. Denials will automatically be reviewed by the Assistant Dean for Research. The Assistant Dean for Research may (1) request additional information, (2) uphold the denial decision, or (3) return the request to the Director with a request for further deliberation with the P.I.
- 1.3.2.1. The PI may then submit a new request addressing any issues identified in the initial request.

1.4. Documenting work conducted on behalf of a PI

- 1.4.1. The Scientific Research Associate will conduct the work outlined in the request for laboratory services according to the schedule and estimated number of hours, following the protocol provided by the PI.
- 1.4.2. The Scientific Research Associate will keep a log of hours devoted to each project for the purposes of tracking ORSP support for faculty research.
- 1.4.3. The Scientific Research Associate will hand over all data generated during the work to the PI. A copy of the data will be retained by the Scientific Research Associate in a secure location and held for seven (7) years after delivery of the original data to the PI or a period of time commensurate with an external sponsor's requirements if longer than 7 years. The data will be destroyed by the Scientific Research Associate at the end of the retention period.
- 1.4.4. All data generated during the course of the work belongs to the PI and will be handled as such in accordance with any Burrell and sponsor requirements.
- 1.4.5. Laboratory services provided as part of this request is not an agreement that the Scientific Research Associate will appear as a co-author of the referenced work.

6. Reports/Charts/Forms/Attachments/Cross References

- 1.1. Laboratory Services Request Form

7. Maintenance

To be reviewed by ORSP by May 1st, annually.

8. Signature

Signature on File

Assistant Dean of Research

12.6.2021

Date

9. Distribution List

Internal/External

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			
12.6.2021		Copy Edited Numbering		12.6.2021