Status **Active** PolicyStat ID **10682214**

Origination	10/2016
Last Approved	10/2016
Effective	10/2016
Last Revised	10/2016
Next Review	10/2017
Owner	Jeffery Talbot: VP for Research / Dean, College of Graduate Studie
Area	Grants and Research

Student Laboratory Access Policy

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Applicability

Research and Scholarly Activities is a core institutional theme of Roseman University of Health Sciences (RUHS). Specific objectives of this theme include the active participation of students in faculty-mentored scholarship and dissemination of new information. Policies governing student access to university laboratories reflect these priorities and are intended to provide for prescribed training, risk assessment, and operational guidelines to faculty, staff, and students involved in laboratory research.

A. All university faculty, staff, and students eligible to engage in research activities will adhere to policies regulating access to university laboratories.
    a. Laboratory Personnel refers to any university faculty, staff, or student engaged in approved laboratory activities.
    b. Pertaining to laboratory research, residents in professional programs (AEODO, etc.) will be subject to all policies regulating student laboratory activities.
    c. Students holding a graduate degree (MS or PhD) with previous research training may be given independent access to university laboratories during general business or extended access hours pending approval from the unit head and faculty mentor.

Key Elements

A. Use of the prescribed forms and resources (listed below) will ensure that Laboratory Personnel who engage in laboratory research activities are aware of and know how to mitigate identified hazards or risks and to perform approved research activities safely.

B. General Laboratory Access

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a. General Access will be during general business hours of the university (**M - F, 8:00am - 5:00pm**) excluding holidays and weekends. All students will complete the following training and documentation as instructed in the forms in order to access laboratories during general operating hours.

i. General Laboratory Safety Manual

ii. Lab Access Form

iii. Informed Consent

C. Extended Laboratory Access

a. Students that have completed General Access training are eligible to apply for Extended Access to university laboratories (**Daily: 5:00am - 12:00am**).

b. Students may be approved under the following conditions:

i. Adherence to the following guidelines:

1. Risk assessment – only low risk activities may be performed during Extended Access hours.
2. Buddy system – at least two students are required to engage in laboratory activities during Extended Access hours. The students must be together when performing lab activities during this period.
3. Check-in/check-out – Students must communicate with the Faculty Advisor when starting lab activities during Extended Access hours and again upon completing the activities.
4. "On call" research faculty – a designated member of the research faculty at each campus will be available by phone during Extended Access hours when student lab activities are planned.

ii. Completion of risk assessment and training outlined in the Extended Laboratory Access Forms:

1. Hazard Worksheet
2. Hazard Assessment
3. Protocol Approval

D. Retention of Laboratory Access Documents

a. Documents associated with Laboratory Access training and approval shall be retained by the Dean's designee with copies provided to Facilities Management.

E. Renewal of Laboratory Access

a. All training shall be renewed on an annual basis, including risk assessment for approved Extended Access protocols, or as needed when changes in project activities/protocols occur.

F. Termination of Laboratory Access

a. Laboratory Personnel understand that the use of university laboratories for research

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activities is a privilege. Adherence to laboratory policies, procedures and guidelines is required. Violation of these policies may result in laboratory access being revoked.

b. Violations of laboratory policy or any accident/incident (injury or property damage) that occur in a university laboratory shall be immediately reported to the Dean or Dean's designee. Upon receiving such report, an investigation of the reported incident will be conducted by a designee assigned by Dean as soon as possible. Findings of the investigation shall be reported to the Dean with copies provided to the Facilities Management for incident review.

c. Determination of continued laboratory access is at the discretion of the Dean or Dean's designee.

Roles in the Process

A. Responsibility for administration of these policies lies with the Dean, who will ensure that sufficient resources are available to support its application in the laboratories within the respective unit.

B. Implementation of these policies is the responsibility of the Laboratory Personnel that work in the laboratory. For student researchers, the supervising faculty advisor and/or laboratory staff shall ensure before providing authorization that students understand all of the requirements of these policies, have been trained on all safety procedures, and agree to follow the relevant procedures and protocols.

C. Documentation and retention of training records is the responsibility of university staff who oversee laboratory operations or to a unit administrative entity designated by the Dean.

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All Revision Dates

10/2016

Approval Signatures

Step Description	Approver	Date

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