

INDIANA STATE UNIVERSITY
COLLEGE OF NURSING, HEALTH, AND HUMAN SERVICES
DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT

LABORATORY AND EQUIPMENT USAGE
POLICIES AND PROCEDURES

Submitted By:
Ad Hoc Policy and Procedures Laboratory Committee

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Faculty Vote: 10-0-0 (02/20/2012)

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There are five major laboratories housed within the Department of Kinesiology, Recreation, and Sport consisting of (1) Biomechanics, (2) Human Performance, (3) Instructional Analysis, (4) Motor Learning/Sport Psychology, and (5) Physiology. These laboratories are all housed in the HHS building. This policies and procedures document was developed by an ad hoc committee consisting of Dr. Sawyer (Chair), Dr. Finch, Dr. Ginter, Dr. Kingsley, Dr. Kuhlman, Dr. Lee, and Dr. Nesser.

DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT

Vision Statement

The Department of Kinesiology, Recreation, and Sport will become the Mid-West's premier Department for the comprehensive development of coaching education, exercise science, physical education, recreation, and sport and fitness management professionals.

Mission Statement

The Department of Kinesiology, Recreation, and Sport provides an exceptional undergraduate and graduate education with an emphasis on community and public service, integrating teaching, research and creative activity in an engaging, challenging and supportive learning environment to prepare productive coaching education, exercise science, physical education, recreation, and sport and fitness management professionals.

Core Values

The core values of the Department reflect a respect for the coaching education, exercise science, physical education, recreation, and sport and fitness management professions, a commitment to students as the integral component of our purpose/being, and the provision of a learning environment for all. The members of the Department embrace the tenants of higher education and all that implies, including, but not limited to, scholarly inquiry, service in the broadest context, faculty governance, academic freedom, and the concomitant responsibility. The values expressed in this document are consistent with those of the College of Nursing, Health, and Human Services, and the University.

Accessibility

The Department seeks to be an inclusive academic community, providing opportunities for students with a wide range of academic abilities and educational backgrounds, ethnic and cultural heritages, family experiences and economic means, physical and learning differences, mobile and place-bound circumstances, and career and life expectations.

Student Mastery

Upon completion of the degree, the student will possess or be able to:

- Perform the technical skills necessary to succeed in their field,
- Express his/her thoughts verbally and in writing consistent with the standards of the profession,
- Demonstrate critical thinking and decision making in a professional setting, and
- Demonstrate in his/her professional and personal lives the tenants and underpinning philosophies of coaching education, exercise science, physical education, leisure and recreation, and sport and fitness management.

Learning Environment

Faculty, staff, and students work together in a learning environment with the collective goal of enhancing students' academic and intellectual processes, comfort with ambiguity and conflict and critical thinking skills. A learning environment is characterized by meaningful engagement of students, faculty, and staff in learning, constructive student/student interaction, and supportive relationships with faculty. Students and faculty in a learning environment are constructively engaged in learning in and out of the classroom.

Ethical Behavior

The Department is committed to the development and practice of high standards of ethical behavior for students, staff, and faculty across the broad contexts of personal and professional activities.

Leadership

Renewing and strengthening leadership in American society is a primary function of the academic community. The basic purposes of leadership within higher education are: (a) to enable and encourage faculty, students and staff to change and transform institutions so they can more effectively enhance student learning and development, generate new knowledge, and serve the community, and (b) to empower students to become agents of positive social change in the larger society. (Astin & Astin, 2000: p. 9)

Innovation

The Department fosters and encourages innovation in teaching and learning. It seeks to be creative and innovative in meeting the needs of its students, its faculty, and society through curriculum evolution, scholarship, and the contribution of professional expertise to the larger community.

Excellence

The Department is bound to the belief of pursuing excellence of its faculty, staff, and students. This excellence is reflected by not only meeting rigorous professional and academic standards, but by exceeding them.

Wellness/Wholeness

The working and learning environment of the Department will support and sustain the emotional, professional, physical, and social well-being of students, faculty, and staff. Furthermore, this environment will provide the support and encouragement for professional and personal growth and the attainment of self-actualization of all who come in contact with it.

The Department of Kinesiology, Recreation, and Sport (KRS) has adopted the following policies and procedures for the use of laboratories and equipment:

Policies

Access:

The KRS Laboratories are accessible to any faculty member or student in the College of Nursing, Health, and Human Services for research and/or instructional purposes as long as the space is not previously reserved. Faculty and students, who do not have an assigned key or security code, need to have approval from the Laboratory Coordinator. The Laboratory Coordinators are:

- Biomechanics Laboratory – Dr. Alfred Finch
- Human Performance Laboratory – Dr. Thomas Nesser
- Instructional Analysis Laboratory – Dr. Myung-Ah Lee
- Motor Learning/Sport Psychology Laboratory – Dr. Jolynn Kuhlman
- Physiology Laboratory – Dr. Derek Kingsley

The Laboratory Coordinator reserves the right to revoke access to the Laboratory if it is not taken care of properly or if keys are loaned to anyone besides those designated to have keys. Students will be disciplined according to the University's Student Code of Conduct (www.indstate.edu/sjp/docs/code.pdf). The Laboratory Coordinator will provide written notification of the violation and remedial actions that must occur before access is provided again to the student. Notification of the violation will also be sent to the department chairperson, program director, and student's research mentor.

The Laboratory Coordinator will document faculty transgressions and send a copy to the appropriate department chairpersons for review and action.

Scheduling of the scientific laboratories and laboratory equipment –

- a. All laboratories (e.g., biomechanics, human performance, instructional analysis, motor learning/sport psychology, physiology, and teaching) will be scheduled by the laboratory coordinators on Google calendar.

The steps to use the Google Calendar for the Laboratories are as follows:

Note: This scheduling is only to be done by the Laboratory Coordinator.

Go to www.google.com/accounts

Type: isukrs@gmail.com in as the email

Type: “sycamores” in as the password. It is case sensitive.
Click on “calendar”
Click on the space that you want to reserve in the KRS under “My Calendars”.
Click on day(s) and time(s) you want to reserve.
Type your name and the equipment that will be used under “what”.
To edit the reservation double click on it.

- b. The priority for scheduling laboratories will be as follows:
 - a. KRS classes will have first priority to access to the laboratories.
 - b. Research/scholarship
 - i. KRS faculty and students have a first priority
 - ii. Other faculty second priority
 - iii. Students
 - 1. Graduate (doctoral)
 - 2. Graduate (master’s)
 - 3. Undergraduate
 - c. Community Engagement Projects
- c. All equipment will be scheduled for use by the Laboratory Coordinator.

The Laboratory Coordinator will approve all use of laboratory equipment inside and outside the laboratory.

All approved laboratory users and equipment users will receive in-service education so they will be able to use the facilities and equipment competently and safely. The in-service education will be designed by the Laboratory Coordinator.

All laboratories will have facility and equipment manuals to assist users. The manuals will be developed by the Laboratory Coordinator.

Hours of Operation:

The KRS Laboratories may be opened anytime for teaching/instruction or scholarly activities. When instruction or data collection are not occurring the KRS Laboratories will be closed and locked to safeguard valuable equipment located in the KRS Laboratories. Therefore, students and research subjects should not be left unsupervised in the KRS Laboratories. The individual that reserved the KRS Laboratories is responsible for securing it upon departure. Students, who work after regular office hours plan on working late on a project, must obtain approval in advance from their advisor. Advisors/mentors are ultimately responsible for their students when left unsupervised.

Laboratory Maintenance:

Faculty and students who use the KRS Laboratories are responsible to keep it clean and organized. The KRS Laboratories environment must be maintained and organized to promote greater work efficiency and maintain accurate annual inventory. All equipment and lab space

used must be properly cleansed prior to leaving the KRS Laboratories. Each KRS Laboratory will have procedures outlined for cleaning the space in the equipment/laboratory manual.

All of the equipment and computers in the KRS Laboratories were purchased with external or internal funding, so please treat the equipment as if you purchased it with your own money. Therefore, the following rules apply:

- Equipment should be returned to the place you found it when class or data collection is finished each day.
- No food or beverages are allowed in the KRS Laboratories, especially when working with the various data acquisition systems. Some exceptions will be made ONLY if the research being performed requires food or beverage consumption.
- KRS is not responsible for any personal belongings left in or removed from the KRS Laboratories.
- General building maintenance (e.g., emptying of trash, sweeping floors) is handled by the staff custodians. The cleaning of the space is done once per week; therefore, it should be disposed of if it smells or if there is something on the floor, such as expectorate, vomit, or large amounts of trash.

Equipment Maintenance and Repair:

Everyone who uses the KRS Laboratories is responsible for maintaining the equipment they use. When equipment failure occurs it must be reported to the faculty member overseeing the equipment or to the Laboratory Coordinator. Ignoring software/hardware problems will make matters worse. The involved faculty member(s), Laboratory Coordinator, and department chairperson will work together to repair the equipment and to obtain financial resources when needed for equipment repairs. It is important that general maintenance and cleanliness is kept by everyone working with the equipment. All equipment problems must be handled immediately to avoid delaying on-going research.

Biohazardous Waste materials:

Any biohazardous materials (e.g., blood, urine, etc.) collected must be disposed of properly. All dressings containing such waste shall be disposed of in a red bag labeled BIOHAZARD in the biochemistry laboratory, while any needles, thermocouples, etc... MUST be placed in a SHARPS container on the blood/urine analysis table. Biohazardous waste materials will be disposed of by the ISU Office of Environmental Safety. When a container is close to being filled the ISU Office of Environmental Safety needs to be called, 237-4022. In order to meet OSHA standards, all individuals, faculty and students, that will be working in the biochemical lab are required to take the Blood Borne Pathogens class annually, which is offered free of charge by the Office of Environmental Safety. A list of those individuals that are currently certified in handling blood borne pathogens will be kept in the Biochemistry Area of the Exercise Science Laboratory. Furthermore, any chemicals that are stored in this room must have their Material Safety Data Sheet (MSDS) placed in the MSDS binder located in the cabinet. Personal protection equipment (e.g., latex gloves, lab coats, etc.) must be worn while working in this lab. Lab coats are hanging

on the back of the biochemistry area room, and are laundered by ISU and must not leave the lab for any reason.

Cost Recovery:

Before using expendable items you MUST check with the Laboratory Coordinator. Expendable supplies used by other department's faculty and students will be charged to the home department. Generally, items are purchased with department and/or college funds, intramural funds, or extramural funding. Therefore, there is a limited budget for purchasing expendable goods.

Individuals are encouraged to label the boxes of their expendable goods. If a box is labeled with an individual's name and research project title those goods are to be used for that project only unless approved by the responsible individual(s). An annual inventory will be completed to account for capital items and expendable goods. When these items become low, inform the Laboratory Coordinator and he/she will try to purchase the appropriate equipment/items if funding is available. EVERYONE who uses the KRS Laboratories is encouraged to seek intramural and extramural funding to assist with the purchase of expendable goods.

KRS will prorate the annual costs of maintenance contracts and charge the home departments of the faculty and students using the facilities and equipment. The Laboratory Coordinator will prepare a fee schedule for the use of the facilities and equipment.

Securing Data:

Everyone that uses the KRS Laboratories is responsible for maintaining their data. Researchers are encouraged to create a file on the computer hard drive and save all of data to that file. To standardize this each file should be titled as the individual's last name. If subfolders are needed those should be titled as the project name.

Everyone is strongly encouraged to BACK-UP their files as data are collected. The use of DocXchanger (<http://isudocx.indstate.edu>), a large flash drive, or external hard drive is recommended to back-up your files. Therefore, in the event of a computer crash or malfunction, you will have back-ups of your files. Once you are done analyzing your files, please remove them from the hard drive of the computer to free up space for other data collection. Student data files will be ERASED from the computer one year after degree completion unless requested otherwise.

Archiving Data:

After the completion of data collection, it is necessary that the following information from your project is archived in the KRS Laboratories: 1) signed informed consent forms, 2) all raw data files saved on disk or hard copy, 3) copy of IRB approval, and 4) copy of any additional health or information questionnaire used in your study.

Institutional Review Board Policy Requirements:

Faculty and students must comply with Institutional Review Board policy as it pertains to the informed consent/data collection, storage, and confidentiality.

Software Installation/Uninstall:

If you desire to install or uninstall software on any of the computers, it must be approved by the Laboratory Coordinator responsible for the desired equipment.

Loaned Equipment:

Loan or use of equipment to other universities, organizations, or individuals not affiliated with Indiana State University will not be allowed unless there is a contractual relationship with the organization or individual. Individuals without a contractual relationship must have at least an adjunct status to retain University equipment in their possession.

a. Loan of Equipment to Which the University Does Not Have Title:

Equipment that is not owned by the University cannot be loaned to other organizations or individuals without the specific written approval of the title holder.

b. On-Campus Loan of University Equipment:

If equipment is loaned to another department for a short period, a memorandum of the transaction should be filed in the lending and receiving department. If the period of the loan exceeds one year, it should be reported to the Laboratory Coordinator.

c. Off-Campus Use of University Equipment by University Employees

Off-campus use of equipment by a faculty/staff member, or a student must have prior approval from the Laboratory Coordinator of the department appointed to control the equipment. If equipment is taken from KRS Laboratory premises, even if returned daily, a form will be on file with the parent department. Persons with equipment located off-campus are responsible for the safety and security of the equipment and for any personal or proprietary information that may be contained on/with the equipment.

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LABORATORY RESERVATION FORM

DATE: _____

NAME: _____

LABORATORY: _____

DATES TO BE RESERVED: _____

TIMES TO BE SERVED: _____

EQUIPMENT TO BE USED: _____

PURPOSE OF USE: _____

Laboratory Coordinator Signature _____ Date _____

User's Signature _____ Date _____

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EQUIPMENT LOAN FORM

DATE: _____

NAME: _____

EQUIPMENT: _____

DATES TO BE RESERVED: _____

PURPOSE OF USE: _____

Laboratory Coordinator Signature

Date

User's Signature

Date

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INSPECTION/MAINTENANCE LOG

DATE: _____

INSPECTOR/MAINTAINER: _____

EQUIPMENT ITEM: _____

INSPECTED:

By Whom: _____

Date: _____

Summary of Inspection Findings: _____

Maintenance:

By whom: _____

Date: _____

Summary of what was done: _____
