

Applies to: All College of Medicine (COM)/Non-COM TIU faculty, staff, student employees and volunteers who occupy/utilize cold rooms across the research enterprise (inclusive of Davis Heart & Lung, DHLRI & Comprehensive Cancer Center, CCC occupants).

Responsible Office

College of Medicine

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Purpose

This document outlines policies and procedures related to the use and allocation of Cold Room space(s) in facilities assigned to COM, CCC, and DHLRI. The general principles illustrated in this policy, align with the University's obligation to ensure the safety of students, faculty, staff, patients, and others, as well as to foster conditions for the highest levels of basic and translational research.

Policy Details and Procedures

The following points must be followed by each cold room user: Cold Rooms are governed by either the COM, CCC, or DHLRI. Each respective space management team aligns with this policy, however, may apply additional rules and regulations pertaining to the cold rooms in their space.

- Cold Room(s) are classified as shared space unless determined otherwise.
- Allocation of shelf, cabinet, and drawer space is equally distributed based on the number of PI's/labs per floor (i.e. 10 PI's/labs on third floor).
 - If additional space is needed, please contact the respective space management team (COM, CCC, or DHLRI).
 - Drawer space will be allocated/assigned to larger labs as determined by the respective space management team (COM, CCC, or DHLRI).
 - Space/Shelf assignments are not permanent and are subject to change at anytime.
- All labs storing items in designated Cold Room(s) must routinely clean the space/shelf assigned to them; a monthly cleaning schedule is required.
- Standard operating procedures apply as with any other shared space (remove trash immediately; turn off lights after use, etc.).

Do's/Requirements	Don'ts
All items must be labeled with the PI's last name.	Users may NOT move additional shelving into the room.
EHS signage, with appropriate icons and contact information must be posted on the outside of the door to the cold room.	Cardboard, paper and/or Styrofoam products are NOT permitted.
Chemicals stored in a cold room must be included on the Chemical Inventory.	Carts may NOT be stored in cold space.
Plastic storage bins with a lid must be utilized to store all contents and must be appropriate for the hazard it contains; Submit an Service2Facility request for an EHS consultation if needed.	Storing items on the floor of the cold room is NOT permitted.
Counter space must remain clear of any storage related items.	NO storage of the following materials should be kept in a cold room: cryogenes, dry ice, compressed gases other than air, flammables, toxic Chemicals, acids, or food or beverages.
Counters should be cleaned with appropriate cleaning solution (10% bleach followed by 70% ethanol).	Do not use 100% bleach on metal surfaces, as it may cause pitting.
Cabinet space, if available, should be used to store equipment that is intermittently used in the Shared Cold Room(s).	Do not dry sweep when cleaning, it may disturb and distribute mold spores within the space.
Report leaks to S2F immediately. 614-292-4357; https://s2f.osu.edu/home	
Cabinets directly under the sink will be designated for storage of shared equipment, if applicable.	
Please notify your department administrator in the event of non-compliance or if you have questions.	

Review of Cold Room Space Allocation

- Cold Room space is subject to periodic review.
- Cold Room space will revert to the "central pool" for re-assignment when it is vacated.

Non-Compliant Use of a Cold Room

Cold Rooms are a limited resource across the COM research enterprise and non-compliance will not be tolerated. All cold room users are responsible for following these guidelines to maintain a healthy and safe work environment. In the event of non-compliance, the following corrective actions may occur:

- Removal of all items without warning.
 - Documentation of the items being removed will be provided in the event of immediate action.
 - A clear timeline and next steps will be provided to PI in the event of non-compliance/immediate action.
 - Signage will be posted notifying occupants that the cold room is out of service and all items must be addressed as directed.
- Users will be required to assist in cleaning/prepping contents for relocation while mold is remediated.
- Access to the cold room will be removed.
- Costs associated with remediation and repairs will be the responsibility of the PI's/all the labs who are utilizing the cold room. As an example, below is the average cost for various tasks:
 - Remediation: \$10,000 or more.
 - Unknown chemical removal: \$1,000 or more
- A notification will be sent to the department chair, EHS Research Director of Radiation and Research Safety, EHS Laboratory Safety Manager, as well as the Associate Dean for Research Compliance informing them of the situation.

Remediation Event

In the event of remediation, the PI is responsible for completing the following:

1. Notifying their EHS representative.
2. Proper disposal of all unwanted items.
3. Cleaning items
 - a. If items are not in a bin, clean off all items with 10% bleach then place into a bin.
 - b. If items are already in a bin, wipe the outside of bin with 10% bleach and then place in trash bags.
 - i. Trash bags/bins should be wiped down prior to going into another cold room or deli refrigerator.
 - ii. Equipment should be handled the same way, decon then bag or bins.
 1. Wipe outside prior to being stored during remediation.
 - c. If radiation has been used or stored in the cold room, then a decommissioning must occur prior to the work.
4. Once the cold room is clean, the PIs should remove the trash and wipe bins down with 10% bleach.

The respective space management team (COM, CCC, or DHLRI) will coordinate the remediation work and will assist as needed to ensure the space is properly prepared for work. They will provide signage when a cold room is out of service, as well as direction on appropriate next steps.

Roles and Responsibilities

Department Chairs/Division Directors & Department/Division Administrators	Partners with the space management teams supporting cold room compliance.
Space Management Teams	Review space allocations and determines all space allocations.
Faculty	Users of space under the regulations of the University and government agencies in a manner that supports the programmatic needs and priorities of the College; Stewards of all allocated space; responsible party in the event of remediation.
Environmental Health and Safety Representative	Partners with the space management teams supporting cold room compliance, while also providing regular surveys of these spaces, as well as providing guidance regarding various cold room protocols/requirements.

Contacts

Service2Facilities	614-292-4357; https://s2f.osu.edu/home
COM Research Space Committee	COMSpaceCommittee@osumc.edu
CCC Space Committee	Ryan.Edwards@osumc.edu
DHLRI Space/Shared Equipment Committee	Penny.Jones@osumc.edu
EHS Research Director of Radiation & Research Safety	Dramane.Konate@osumc.edu
EHS Laboratory Safety Manager	dickerson.185@osu.edu

Resources

- [EHS Cold Room Guidelines](#)
- [Cold Room Checklist \(Appendix A\)](#)

Appendix A: Monthly Checklist

PI Name: _____

Lab Room Number: _____

Instructions:

1. Provide the name of the PI and the main lab room number.
2. On a monthly basis, a lab representative must complete this task in each cold room they utilize.

Task	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
No cardboard/paper products/Styrofoam												
No food, drinks, or waste												
No containers with standing water												
All items must be placed in bins with lids												
Equipment, shelves, and plastic bins are labeled with PI name												
Bench tops wiped with 10% bleach, followed by 70% EtOH												
No leaks or standing water												
Lights or light covers do not show signs of moisture												
Seals/seams are not cracking and are intact												
Floors swept with wet mop (recommend Swiffer mops)												
Walls, ceilings, floors, shelves, equipment, and bins have been inspected for signs of mold												
Electrical cords are appropriate and will not encounter water												
No signs of dry ice storage												