Contents

Building Access .......................................................................................................................... 3
Space Assignments .................................................................................................................. 4
Labs .......................................................................................................................................... 4
Conference Rooms .................................................................................................................. 5
Common Areas and Break Rooms .......................................................................................... 5
Furniture ..................................................................................................................................... 6
Equipment, Materials and Supplies ......................................................................................... 6
Phones and Data ...................................................................................................................... 7
Copiers and Printers ................................................................................................................ 7
Mail and Deliveries ................................................................................................................ 7
Small Appliances ..................................................................................................................... 8
Room Temperature Controls .................................................................................................. 8
Animals ....................................................................................................................................... 8
Bicycles and Skateboards ......................................................................................................... 9
Smoking ..................................................................................................................................... 9
General ....................................................................................................................................... 9
Work Requests ....................................................................................................................... 10
ICTAS Lab Policy .................................................................................................................... 10
Chemical Hygiene Overview ................................................................................................... 11
Facilities Staff .......................................................................................................................... 13
IT Staff ....................................................................................................................................... 13
Conference Room Reservations ............................................................................................. 13
ICTAS Building Policies

Welcome to ICTAS! This document, ICTAS Building Policies, outlines policies and procedures that are in place to ensure a safe and enjoyable working environment for all occupants. We are always open to suggestions and appreciate your input in assisting with this effort.

Building Access

- To gain access to the building you must request access through your supervisor by submitting an access request form at https://ictasaccess.stl.vt.edu. Please plan ahead. Your access request form must be approved by the designated group approver prior to access being added. Please allow two business days after group approval for your access to be activated.
- Once your access is approved, the ICTAS facilities management staff will add you to the ICTAS directory; subscribe you to the ICTAS listserv; and issue keys where required.
- 24/7 access is limited to full-time faculty, staff and graduate students. Undergraduates, visiting scholars, and guests requiring access after-hours are required to obtain prior permission from facilities management and ICTAS administration. Please see additional restrictions relative to training for lab students in ICTAS lab policy section.
- In order to communicate important building related information, each person with access to the ICTAS facilities will be added to the ICTAS listserv. Anyone with access to our facilities will receive weekly announcements. If you choose not to be on the ICTAS listserv, access will be removed and alternative arrangements will need to be made in order to access the facility as this is our only means of communication with such a broad range of occupants.
- Supervisors are required to notify ICTAS facilities management when faculty, staff and students no longer require access to the facility so that Hokie Passport access may be terminated and all keys retrieved. All physical keys remain the property of Virginia Tech and should be returned when employment or association with ICTAS and/or Virginia Tech ends (Virginia Tech Policy 5620, Access Control: Key Control Policy, www.policies.vt.edu/5620.pdf).
- Neither keys nor Hokie Passports are to be shared at any time. Access is granted to the approved individual only. Should it be determined that you have let others gain access through keys or passports authorization, your access will be terminated immediately. You may also be held liable for any damages incurred as a result of allowing others to gain access granted specifically to you.
- Keys cannot be duplicated by State law. Persons in possession of unauthorized copies will be prosecuted to the fullest extent of the law (Virginia Tech Policy 5620, Access Control: Key Control Policy).
- Keys may only be used to access the facilities on specifically authorized dates and times. Unauthorized usage may be grounds for revocation of key privileges.
- Costs incurred as a result of lost keys or failure to return keys will be passed on to the key holder. These may be in the form of key replacement or re-keying of lock cylinders.
Space Assignments

- Space is assigned by ICTAS Administration as outlined below:
  - Lab Space – Requests for lab space should be directed to Dr. Robert Moore. Once approved, the facilities staff will work with you to determine needs and assist with required changes.
  - Office Space – Requests for office space should be directed to ICTAS facilities management by submitting a request to ICTASBld@vt.edu.
    - Faculty and staff offices – If the occupant is assigned space solely to the ICTAS facility, a single office may be assigned as available. Faculty with an office in their home departments will share an office with other faculty within their ICTAS research groups.
    - Post-doc offices – Post-docs will share either a double office (as available) or a post-doc space within a group office.
    - Student spaces – Where no health or safety issue is present, all students whose primary role is lab research will be assigned within lab space. Should a health or safety issue be present within the lab space, or if no space within the lab is available, a space within a group office will be assigned. Please note: All lab desk spaces must be assigned before overflow assignments will be made in group offices.
    - Any changes in space assignments must be reported to ICTAS facilities management so that space assignment records are current. Space assignment documentation is a part of our Emergency Action Plan which will assist us in locating individuals in the event of an emergency. As space assignments are incorporated into the ICTAS emergency action plan, each assigned desk should be labeled with a desk number and the occupant’s name. This information is recorded on the space management plan maintained by ICTAS facilities staff.

Labs

- **Attention All Lab Occupants:** Please refer to ICTAS Lab Policies and Chemical Hygiene Overview section of this document for health and safety requirements for labs within the ICTAS facilities.
- Labs are the primary responsibility of the PI(s) whose research is being performed within the lab assigned to their research groups.
- Each lab group must designate at least one contact for lab safety and facilities management issues and concerns.
- Labs must be in compliance with OSHA, Virginia DEQ, and VT Environmental Health and Safety guidelines.
Conference Rooms

- Use of most conference rooms must be scheduled in advance as follows:

  **Kelly Hall:**
  - Second Floor Conference Rooms (221, 241); Seminar Room (310); and Board Room (421) – Ronaka Adams (Shelley Johnson, backup); rooms are locked and must be reserved; check out keys from the 410 Admin Suite prior to meeting
  - Third Floor Conference Rooms (321, 341) – Pam Stiff (Kathy Creggar, backup)
  - Fourth Floor Conference Room (441) – Amanda Covey (Pam Stiff, backup); room is locked and must be reserved; check out key from the room 439 prior to meeting
  - Conference rooms 321, 341, 421, 441, and the seminar room 310 have video conferencing capabilities, and preference will be given to events requiring these resources. Meetings not requiring video conferencing will be scheduled in one of the other conference rooms.

  **ICTAS II:**
  - First Floor Conference Room (164); Second Floor Conference Room (224); Third Floor Conference Room (324) – Vicki Kaylor (Shelley Johnson/Ronaka Adams, backups); rooms are locked and must be reserved; check out keys from Room 116 prior to meeting.

  **ICTAS CRC:**

- Conference rooms must be restored to their original condition upon completion of your meeting.
- Please be responsible when consuming or serving food in any of the conference facilities. Notify facilities management of any spills immediately so that these may be addressed in a timely fashion.
- No alcoholic beverages are allowed in any ICTAS facility.
- See appendices for complete rules and procedures.

Common Areas and Break Rooms

- Do not leave food or food particles in the sink or put food down the drain; this causes clogs.
- Wipe off all counters and tables after each use.
- Do not leave dishes in the sinks. Any dishes in the sink will be discarded at the end of the day, no questions asked.
- **Ensure all coffee pots are turned off when empty:** empty all coffee pots at the end of each day and turn them off.
• All food must be labeled with owner's name and the food expiration date prior to being placed in the refrigerator.
• Any food item not labeled will be discarded each week on Thursday. As with dishes left in the sinks, no questions will be asked—containers and food will be discarded.
• Recycling containers are in place for responsible use. Please observe the appropriate receptacles when recycling. Please do not put food in the recycle containers. Additional recycling receptacles can be placed as requested.
• Please report any spills immediately. Carpet/furniture cleaners and other cleaning supplies are available in the break rooms. Please use these to clean spills as soon as they occur to prevent staining.

Furniture
• Furniture in all areas (including labs, offices, conference rooms and common areas) remains the property of ICTAS facilities and cannot be moved from its current location without prior approval. Any new furniture purchased will be approved in advance by ICTAS facilities management in order to ensure compliance with university furniture specifications. Please mark all new furniture with your department's name to avoid any confusion over ownership.

Equipment, Materials and Supplies
• Office supplies must be obtained from the department or group with which you are associated.
• ICTAS will provide the following lab supplies:
  o First aid supplies
  o MSDS binders
  o Fire blankets
  o Spill kits
  o RO/DI water (in shared facilities)
• Lab groups are responsible for providing their own:
  o Consumables that support their individual lab efforts (autoclave bags, tape, broken glass containers, etc.)
  o Paper towels
  o Hand soap
  o Personal protective equipment (lab coats, gloves, safety glasses, dust masks, etc.)
  o Gases and regulators
  o Hand tools
• Any ICTAS-owned equipment will be maintained by ICTAS staff.
  o IMPORTANT: No ICTAS-owned equipment may be removed from the facility without prior approval from ICTAS facilities staff.
• Any equipment owned by other units or divisions are responsible for their own maintenance and inventory control.
• Use only equipment authorized for your use. Misuse or damage to equipment used without permission could result in your being held personally responsible.
Phones and Data
- Individual units and divisions are responsible for activating their own phone and data connections.
- ICTAS is not responsible for charges related to phones and data (unless otherwise specified).
- The ICTAS IT staff may be contacted to provide information on data ports as needed, but will not be responsible for submitting ICRs. Email ICTASIT@vt.edu for information on data ports and other information needed to complete the ICR.
- Emergency phones will be located at the entry of each lab and the main entrances. These are for emergency purposes and local dialing only (although they will also allow toll-free calls).

Copiers and Printers
- A networked copier/printer is available as a courtesy to support labs and occupants.
- A monthly 2500 page limit is imposed by default (contact ICTASIT@vt.edu for options to remove this restriction).
- KELLY HALL- A networked copier/printer is located on each floor (in the break room on first floor, and near the conference room near the north end of the building on other floors).
- ICTAS II - A networked copier/printer is located on each floor (in the shared work rooms).
- ICTAS@CRC - A networked copier/printer is located on the second floor, Cubicle 7.
- Contact the ICTAS IT staff (ICTASIT@vt.edu) to request access to networked printers and copiers.

Mail and Deliveries
- Kelly Hall mail codes:
  - ICTAS Administration: 0193
  - CIB: 0194
  - SBES: 0298 – group mailboxes are along the 3rd floor hallway
  - All other Kelly Hall tenants: 0196
    - Building tenant mailboxes are located on 4th floor across from Room 421
- ICTAS II mail code - 0917
  - Building mailboxes are located on the first floor, Room 117
- ICTAS@CRC mail code – 0905
  - Mailboxes are located in the receptionist’s office, Room 1001
- Packages
  - Kelly Hall- Work-related packages are delivered to Suite 410; personal packages are delivered to the mailboxes across from conference room 421
  - ICTAS II – All packages are delivered to Room 117
  - ICTAS@CRC – All packages are delivered to Room 1001
- Remember to sign the log when picking up any work related packages
- There is no central contact for deliveries. Each group is responsible for making arrangements for their own deliveries. Please specify contact and phone number when placing orders.
- IMPORTANT: Please specify the need for a lift gate for Kelly Hall and CRC when placing orders as these buildings do not have loading docks.
• A sample of a campus mailing address is:

Joe Hokie
Department Name (MC xxxx)
Building Name, RM or STE XXX, Virginia Tech
XXX Street Name
Blacksburg, VA 24061

Small Appliances
• The use of small appliances in office spaces is discouraged. All small appliances (coffee makers, microwaves, and refrigerators) should be limited to the kitchen areas due to the potential of fire hazard, spills, and tripped breakers.
• Use of traditional space heaters is prohibited. If you desire a heater in your space, you may purchase a low-voltage radiant panel heater similar to those found at www.cozywinters.com. The heater should draw no more than 150 watts and should have no exposed heating elements. This is to ensure breakers are not tripped as well as to assist with the University’s sustainability and energy saving efforts.
  o Tripped breakers caused by overloaded circuits due to small appliance and/or heater usage could result in charges to your department to have the breakers reset. This can also result in the loss of data or research. Remember: Your office is not the only one controlled by your circuits and thermostat!

Room Temperature Controls
• Thermostats are located throughout lab spaces and control temperatures in the labs where located. Please avoid placing equipment that gives off heat underneath a thermostat as this can generate false readings to the thermostat control system.
• Thermostats in office spaces control up to 2-3 offices.
• Due to the University’s implementation of Policy 5505, Campus Energy and Water Policy (www.policies.vt.edu/5505.pdf), all thermostats are controlled centrally by Facilities Services. Thermostats are set campus-wide at 68°F fall and winter, and 74°F spring and summer. These set points cannot be changed within by building occupants.
• Use of traditional space heaters is prohibited. Please reference section on Small Appliances for information on acceptable radiant panel heaters that may be used.
  • IMPORTANT: If you have specific requirements for temperature control for equipment or research in your labs such as a set temperature or fluctuation maximum and minimums, please email ICTASBLD@vt.edu as soon as possible so that we may work with Facilities Services to acquire an acceptable temperature for your equipment and research needs.

Animals
• Pets – Other than service animals, pets are prohibited in all University facilities. Please reference Policy 5000, Section 2.78 (www.policies.vt.edu/5000.pdf) for more information.
  o Should you bring pets into the facility, you will be held liable for any damages incurred.
• Research Animals – **No research animal may be kept in any ICTAS facility longer than 24 hours.**
  For more information on the policy governing research animals, contact Dr. David Moore at (540) 231-4991.

**Bicycles and Skateboards**

- Bicycles
  - It is required by the University that all bicycles be registered. To register your bicycle, go to www.facilities.vt.edu/bikereg.
  - Bicycles must be parked at bicycle racks located in close proximity of each building.
    Bicycles may not be parked at any other structure of the building, on the grass, sidewalk, trees, lampposts, or railings.
  - If you have special requests or requirements for bicycle parking, please contact the ICTAS facilities management group.
  - Bicycles chained to handicap access areas will be impounded.
  - For more information on bicycle safety and restrictions, go to www.facilities.vt.edu/ot/alternative.bike.asp.

- Skateboards and other wheeled recreational equipment
  - Use of skateboards or other wheeled devices is prohibited in the ICTAS facility.

**Smoking**

- Smoking is prohibited in University facilities. Smoking is permitted outdoors on university grounds, plazas, sidewalks, malls, and other similar open pedestrian-ways, provided smokers are at least 25 feet from an air intake, entrance or exit of any facility, including parking garages.
- Should you choose to smoke outside the building, designated smoking areas have been identified at the following locations:
  - KELLY HALL – South end of the building near McBryde; an ash urn is in place for your use.
  - ICTAS II – Any area that contains an ash urn
  - ICTAS@CRC – in front of building, near picnic table
- The smoking areas are to be left clear of cigarette butts and other trash.
- For more information, refer to the University’s policy on smoking at http://www.policies.vt.edu/1010.pdf.

**General**

- Hallways and doorways must always remain clear and free from equipment and furniture.
- Any spills (particularly on furniture) should be brought to the immediate attention of the facilities staff. Cleaning supplies are located in the break rooms on each floor.
- All packaging materials (crates, boxes, wrap) must be broken down and delivered to the waste marshalling area at the loading dock so that it may be recycled or disposed of. No such materials are to remain in the labs, offices, or hallways.
- Do not prop doors to any secured area for any reason; if you need to make special arrangements for access, please send a request to ictasbld@vt.edu.
Work Requests

- The ICTAS facilities staff will address all building related problems, to include heating concerns, leaks, damages to flooring and walls. Facilities will also address any requests for furniture changes.
  - All building related needs should be requested by submitting an email to ictasbld@vt.edu with a concise subject line identifying the problem. This email will then set up a work ticket for the facilities staff.
  - The facilities staff will then contact you and/or notify you of progress on the task.
  - You will receive a response to your requests within two business days. Please note, however, that requests are completed based on the nature of the need. Please include a required date of completion with each request. Please ensure you allow enough time for the request to be completed by your required deadline.
- Similar to facilities requests, any computer or data related requests may be sent to the IT staff by submitting an email to ictasit@vt.edu. Follow the guidelines above.

ICTAS Lab Policy

- Please report any first aid supplies that need to be replenished.
- If you require equipment installation, please send a request to ictasbld@vt.edu; all installations must be approved by ICTAS Facilities.
- All accidents and/or injuries need to be reported to program PIs and the Lab Facilities Manager immediately. Because most lab workers are employees of the University, Worker’s Compensation Policies may apply and PIs serve as Supervisors in this process.
- Please use discretion when wearing lab coats outside of labs.
- Gloves should not be worn outside of labs at any time.
- PIs are responsible for the actions of group personnel while within the ICTAS labs.
- Chemical storage should be kept to a minimum. Due to restrictions in the amounts of chemicals that may be stored in the buildings, all chemicals (new and waste) should be limited.
- Bulk chemicals (depending on type) cannot be stored in labs without the express approval of the Lab Facilities Manager.
- Empty chemical containers should be disposed of in the following manner:
  - Container triple rinsed with water
  - Label completely defaced (sticker removed or marked through with black marker)
  - Container placed in cardboard box or broken glass container, taped closed, and placed in the trash receptacle.
  - Empty chemical containers should NEVER be placed in recycling or left on the loading dock.
- Semi-permanent RO water attachments should have approved check valves installed at outlet to ensure there is no contamination of the RO water supply.
- Environmental Health and Safety, as well as the ICTAS Lab Facilities Manager, will conduct impromptu safety audits of each lab. PIs are responsible for the correction of any deficiencies in their specific labs.
• All lab personnel should be familiar with the Emergency Contact information posted on the entrance to the lab.
• Each lab group must appoint a designated lab representative to oversee their lab activities to ensure safety and compliance.
• IMPORTANT: The Lab Facilities Manager must be notified in the event of ANY AND ALL emergencies. This includes chemical, biological, or radiological spills; fires; injuries.
• ICTAS enforces health and safety regulations through a violation policy.
  o First offense – written warning to offender
  o Second offense – written warning to offender and supervisor; meeting with supervisor
  o Third offense – written and final warning to offender and supervisor; removal of access until problem is corrected. Offending individual will be required to repeat all necessary safety trainings.
    ▪ Depending on the severity of the violation, the offense may be elevated to the appropriate University authority.
  o Note: Depending on the nature of the violation, even a first offense could be elevated to the next required level.

Chemical Hygiene Overview
(OSHA Title 29 Code of Federal Regulations (CFR) 1910.1450)

• All lab personnel should be familiar with the University Chemical Hygiene Plan (The OSHA Lab Standard) and be properly trained on plan implementation.
• Chemicals should be ordered in the smallest permissible quantities.
• All containers within labs need to be labeled; this includes secondary containers.
• Safety Data Sheets (SDS) should be kept current for all chemicals and gases used. Movement of chemicals from one location to another requires an SDS in each location or to accompany the chemical as it moves. A central library of building-wide SDS will be accessible.
• Minimize chemical exposures by avoiding ingestion, exposure and adsorption. Proper Personal Protective Equipment (PPE) should always be worn when hazards exist.
• Equipment and chemicals must be properly stored with reference to incompatible classes. See Chemical Hygiene Plan for specific storage questions.
• Containers of flammable liquids or corrosives should be in a factory-applied safety coated container or placed into a safety-carrying container during transportation.
• Gas cylinders must be secured to a cart manufactured for that purpose during transport. No “rolling” of gas cylinders, full or empty.
• No food is allowed in labs at any time—no exceptions! This includes food stored in refrigerators.
• Lab glassware should never be used to store and or serve food or beverages of any kind.
• Food must never be stored in lab refrigerators or cold rooms.
• Work with chemical hazards or physical hazards (high voltage, mechanical hazards not known to be intrinsically safe) and any other work that might prove immediately dangerous to life and
health (IDLH) **shall not be conducted alone in any Virginia Tech lab.** It is recommended that **ALL** lab work be conducted with a partner, a co-worker, or in proximity to others, in case of emergency.

- Large amounts of chemicals should not be stored on lab bench tops.
- Routine chemical storage in fume hoods is discouraged. However, there are certain highly toxic materials that MUST be stored in a fume hood or glove box (e.g. HCl gas). Avoid clutter in fume hoods by removing any items that are not required.
- Minimize chemical storage in individual labs. When chemicals are no longer needed they should be donated to university surplus (call EHS 540-231-2982) or disposed of through proper channels (see section VII).
- Register your radioactive material. All radioactive material must be registered with the Radiation Safety Officer of EHS ([www.ehss.vt.edu](http://www.ehss.vt.edu)).
- All chemical waste must be disposed of through Environmental Health & Safety using procedures outlined in the Chemical Hygiene Plan.
- Hazardous waste is not to be transported outside of a building except by EHS personnel.
- Hazardous waste is not to be transported from the lab/point of generation except by EHS.
- Minimize the chance of container breakage; use safety containers such as rubber carriers and carts with containment lips.
- Hazardous wastes may be accumulated in labs as long as they are collected in containers near the point of generation. Waste containers must remain in the lab where they were filled until collected by EHS.
- Containers must be CLOSED, except when adding waste. Failure to close the waste containers is considered an illegal effort to treat waste on-site.
- Keep hazardous waste labels updated when new waste is added.
- Be familiar with SDS information. The Chemical Hygiene Plan has details outlining the proper use of SDS.
- Know the proper Personal Protective Equipment (PPE) before beginning work (i.e. not all gloves are suited for chemical work).
- Other special lab circumstances (lasers, Bloodborne Pathogens/BSL-2 work, noise or respirator needs) should be brought to the attention of the Lab Facilities Manager by emailing ictasbld@vt.edu before experiments begin.
- After hours (24-hour and weekend) access to labs is requested by the PI by emailing ictasbld@vt.edu. Gaining after-hours access requires a thorough understanding of the Chemical Hygiene Plan and the Standard Operating Procedures for each requested lab, as well as completion of all required safety trainings.
- PIs are responsible for establishing all necessary Standard Operating Procedures for addition to the Lab Chemical Hygiene Plan using the SOP template.
Facilities Staff

Dawn Maxey, Facilities Manager
423 Kelly Hall
dmaxey@vt.edu
(540) 553-5966

Autumn Timpano, Lab Facilities Manager
425 Kelly Hall
aclapp@vt.edu
(540) 553-5511

Keith Nunn, Facilities Assistant
ICTAS II, Room 136
keith60@vt.edu
(540) 553-5926

Conference Room Reservations

Kelly Hall Rooms 221, 241, 421 and 310:
Ronaka Adams, Receptionist
ronaka.adams@vt.edu
Kelly Hall, Suite 410
(540) 231-2597

Shelley Johnson, Executive Assistant
Kelly Hall, Suite 410-G
shelleyj@vt.edu
(540) 231-1929

Kelly Hall Rooms 321 and 341:
Pam Stiff, Administrative Assistant
Kelly Hall, Room 317
pamstiff@vt.edu
(540) 231-8191

Kathy Creggar, Fiscal Technician Senior
Kelly Hall, Room 349
kcreggar@vt.edu
(540) 231-0778

Kelly Hall Room 441:
Amanda Covey, Administrative Assistant
Kelly Hall, Room 439
amtune3@vt.edu
(540) 231-1617

IT Staff

Jason Schroedl - IT Support
143 Kelly Hall
(540) 267-5504
schroedj@vt.edu

David Ashwell - IT Support
143 Kelly Hall
(540) 808-3678
david.ashwell@vt.edu

Kelly Hall Room 441 (cont.):
Pam Stiff, Administrative Assistant
Kelly Hall, Room 317
pamstiff@vt.edu
(540) 231-8191

ICTAS II – Rooms 164, 224, and 324:
Vicki Kaylor, Administrative Assistant
ICTAS II, Room 116
vickik@vt.edu
(540) 231-4303

ICTAS@CRC – Rooms 2005, 2006, and 2013:
Susette Sowers, Administrative Assistant
ICTAS@CRC, Room 1001
susette@vt.edu
(540) 231-0466