

Conducting On-campus Laboratory-based Research Activities Off-campus

Transfer of on-going on-campus laboratory-based research to off-campus locations during the COVID-19 pandemic will only be approved if the risk of conducting the laboratory-based research on campus cannot be properly mitigated and if the personnel will face a sufficiently reduced risk by moving the laboratory-based research off campus.

The following items cannot be removed from research laboratories or offices for the purposes of conducting research off campus:

1. Equipment that requires recalibration or recertification when moved.
2. Equipment that requires the input of gases or the need for exhaust ventilation.
3. Equipment with non-ionizing radiation like magnetic fields or RF that can affect household items.
4. Equipment requiring power beyond standard 120V/15A (or 20A) home circuits.
5. Equipment that generates high heat or flames (ovens, dryers, furnaces, etc.).
6. Equipment with fast-moving parts, high potential energy, and/or crush or amputation risk.
7. Equipment that will generate hazardous waste per TDEC definitions.
8. Equipment that will give off vapors or fumes that require monitoring of exposure level.
9. Biological or microbiological materials.
10. Chemicals with a 3 or higher on the NFPA Diamond in the blue, red, or yellow diamonds and no symbol in the White diamond.
11. No chemicals that require working in a fume hood or w/local exhaust (snorkel) per the chemical product label and/or Safety Data Sheet (SDS).
12. Radiological materials and sealed sources.
13. High powered laser devices Class IIIB or IV; X-Ray radiation generating devices.
14. Animals or other animal-related materials from laboratory animal facilities or research spaces.
15. Information or data that by relocation would contravene information security requirements, confidentiality requirements, FERPA requirements, HIPAA requirements and any other institutional or funder requirements with respect to other data types including but not exclusive to PII or purchasing data.

Faculty may request an exception to conduct laboratory-based research activities off-campus through submission of the “Exception Request” form to their appropriate academic leadership for review. Initial reviews will be forwarded to the UTK Vice Chancellor for Research for final disposition. **No university off-campus laboratory-based research activities should occur without this approval, without exception.**

Exception Request for Conducting Laboratory-based Research Activities Off-campus

Name: _____

On-campus laboratory location (Building(s), Room(s)):

Explain why continuation of this research off campus is necessary during the COVID-19 pandemic:

Explain why the research cannot be continued at the on-campus laboratory:

Identify the off-campus location and describe the work setting (photographs useful):

Who will participate in these research activities at this location?

How will personnel be supervised to maintain safety for them and surrounding persons or places?

Does the proposed relocation meet the conditions outlined in 1-15 above?

Yes ____ No ____

If not, which ones are you requesting an exception to and why? _____

Check this box to confirm that the Standard Operating Procedures (SOPs) for the off-campus research activity are attached as a separate document(s) along with this request submission. If not, please explain:

Provide descriptions of any additional safety procedures that will be utilized to protect the researchers, and other persons and places in the vicinity: _____

Routing Workflow

Department Head/Research Center Director recommendation:

Dean/Academic Dean of Research/Campus-level Research Center Director recommendation:

EHS Recommendation:

If needed, OIT Cybersecurity Recommendation:

Decision Vice Chancellor Research: Approved ____ Denied ____