EMERGENCY PROTOCOL FOR RESEARCH SAMPLES

Pre-Emergency Season Activities (if applicable)

Before May 1st

1. Research faculty/staff will develop an action plan for securing samples within their individual research program. Copies of this action plan (below) will be provided to Chairs and the Vice President of Research and Innovation (VPR). They will also be maintained by the scientist-in-charge (SIC) in individual research laboratories/areas.

2. The SIC, with responsibility for priority samples, will provide the research laboratory coordinator, departmental chair and VPR of with the following:

   A. Updated contact information of the SIC and any essential personnel charged with securing samples;
   B. Current inventory of priority samples requiring handling including:
      1. Location (building, room number)
      2. SIC (all contact information)
      3. Description (e.g., toxin, genetic material, etc.)
      4. Priority level (see below)
      5. Handling and shipping instructions (must meet EHS criteria)

3. The SIC and staff will ensure that the following priority samples are clearly marked according to level of handling/priority required (see above): high priority (ultra-frozen); high priority (frozen); high priority (fixed samples); hazmat.

4. The SIC will arrange to meet with EHS staff to identify criteria for safe handling/shipping of hazardous samples and will add these recommendations to the sample action plan (to be approved by EHS).

5. Portable storage devices (e.g., ultra-freezer, dry ice, transport containers, etc.) will be checked for condition and functionality.
Incident-Imminent Response

T - 72-hours
1. The SIC will meet with his/her research staff and review the action plan for samples within their research area(s).
2. The SIC will inspect storage facilities with relevant staff to identify priority samples in ultra-freezers, refrigerators and cabinets. Labeling of samples will be checked and consolidated into common transport containers (e.g., bags, boxes, etc.).
3. The SIC will report to the Research Laboratory Coordinator (RLC) that all priority samples have been accounted for and prepared for possible transport. Low priority samples will remain in place.

T - 48 hours
1. The SIC will interact with RLC to transport/ship priority samples. Low-temperature samples will be picked up in their respective laboratories, placed in a dry-ice container and transported outside the building to a portable ultra-freezer. This unit will already be at temperature and located within a covered trailer. The ultra-freezer will be powered by the truck alternator/portable generator. Once all samples have been placed in the ultra-freezer, they will be transported to a designated location away from the coast. Upon arrival at the destination, the ultra-freezer will be plugged into a standard outlet to remain powered by the truck or portable generator.
2. Certain appropriate non-perishable items will be courier-shipped to off-campus inland locations.
3. Lower-priority samples will remain in place (i.e., not be transported).

T – 24 hours
1. The SIC and essential staff will remain alert with regards to status of the storm and be prepared for immediate action with regards to directives from the admin (i.e., VPR).

Stay-in-Place Response

T – 72 hour
1. The SIC will meet with research staff and review the action plan for samples within their research area(s).
2. The SIC will identify priority samples.
3. The SIC will report to the research laboratory coordinator all priority samples that have been accounted for.

T – 48 hour
1. The SIC will interact with the RLC to evaluate necessary handling procedures to insure maintenance of sample integrity.