

OSU Hatfield Marine Science Center



Space Use Policies

September 2019

Purpose

The goal of the Hatfield Marine Science Center (HMSC) Space Use Policies are to provide transparent guidelines and where applicable the relevant processes for space use in support of the [HMSC Space Allocation Plan](#). All Oregon State University (OSU or University) spaces on the HMSC campus are owned or leased by the University. The HMSC Space Use Policies build on the OSU Space Use and Conduct Policies. A complete list of OSU policies can be found [here](#). All occupants of the OSU buildings or leased spaces on the HMSC campus must abide by all OSU Space Use and Conduct Policies and the HMSC Space Use Policies described in the following document. The HMSC Space Use Policies are part of a living document; please check the HMSC website for the most current version.

Sections

[A. General HMSC Space Use Policies](#)

[B. Special Area Use](#)

[1. Shared and Touchdown Research Space](#)

[2. Saltwater System Use](#)

[3. Storage](#)

[4. Freezer Use](#)

[5. Outdoor Cleaning Station](#)

[6. HMSC Grounds](#)

[7. Desk Space](#)

[8. Meeting Rooms](#)

[9. Housing](#)

[C. Keys](#)

A. General HMSC Space Use:

- OSU space cannot be occupied without explicit permission of the Director's Office.
- All cost of discretionary and or programmatic renovation or modifications of the assigned space are the responsibility of the Unit but shall be coordinated with and approved by the Director's Office. Units are responsible for any and all programmatic material and labor costs.
- Some HMSC space is available for non-OSU use upon approval. Non-OSU Users must abide by all OSU Space Use and Conduct Policies and the HMSC Space Use Policies.
- [Fees](#) for space may apply.
- All spaces on the HMSC campus shall be for professional use only with the exception of designated housing units.

- All space Users are expected to respect those around them, be cognitive of how the noise, smell, or vibration from their work might impact others and make all attempts to mediate any issues.
- The Program maintenance of the assigned space is the responsibility of the Researcher/Unit.
- The Facility maintenance of the building and its infrastructure remains the responsibility of HMSC. Building Infrastructure is defined as walls, floors, doors, windows, roof, ceiling, electrical, plumbing, mechanical components (HVAC) to the wall or floor surface, and any common use spaces. Facility building maintenance includes cleaning of floors and restrooms, washing outside windows and garbage removal.
- Normal business hours for most OSU buildings are 7:00am to 6:00pm Monday through Friday. The Guin Library is open from 8:00am to 5:00pm Monday through Friday. Depending on user status, keys for after-hours use may be available by request.
- Units are responsible for following all OSU and HMSC safety policy applicable to the space in use and provide Users with all relevant safety trainings.
- Units are also responsible for providing and maintaining all program specific safety equipment.
- Users must meet and abide by all OSU/HMSC lab safety, the Animal Care Plan, and any other relevant OSU/ HMSC policies, processes, and procedures.
- Each individual User is responsible to ensure the safety and welfare of fellow community members and HMSC property.
- Users shall not share keys or let others into the buildings after-hours.
- Space at HMSC is actively managed. The HMSC Director's office will conduct periodic space use inventories and allocation reviews to ensure optimum utilization of the assigned spaces, track changes in space use, and provide data for planning purposes.

B. Special Area Use

1. Shared and Touchdown Space

Shared research space is simply that, shared. Users should respect others working or using a shared area.

- After being assigned shared research space but before beginning any work in the assigned area, the User must check in with the Research Facility Coordinator for a safety orientation.
- Units are responsible for any programmatic material costs.
- The assigned work area and all shared equipment must be in the same condition when Users leave, as when they started. Users are responsible for any facilities damage. Any issues should be reported to facilities immediately.
- In a touchdown space, all gear and equipment must be stowed when not in use. Nothing should be left out on counters or work benches overnight.
- Any equipment on-site after the last day of the project becomes the property of HMSC Commons unless other arrangements are made in advance with the Research Facility Coordinator.
- At the completion of the project, the area and all shared equipment must be clean. The User will be billed for any additional cleanup cost at the going Special Services - Facilities fee.

To request the use of a shared space, complete a [Temporary Research Space Request](#) form and submit to the Research Facility Coordinator for review and approval.

2. Seawater System Use

HMSC has an extensive seawater distribution system that provides reliable access to high quality seawater to both inside and outside areas. For most of the HMSC campus, saltwater is provided to the User in an open flow-through system. Some areas in the Federal buildings have the option of chlorinating effluent; however, for most of the HMSC campus, this is not an option. Any User of saltwater provided by HMSC in an open flow-through area is expected to follow the [HMSC Open Flow-Through Saltwater System Use Requirements](#). In addition, all individuals holding animals in captivity at HMSC must review and abide by the [HMSC Animal Care Plan](#). To request the use of the Seawater system, complete a [Temporary Research Space Request](#) form and submit to the Research Facility Coordinator for review and approval.

3. Storage

Storage space is limited on the HMSC campus. Office and/or lab spaces are assigned assuming 10 percent of the space could be used for storage. HMSC also has some space for programmatic vehicles or boat storage in the boat yard. Extremely limited additional storage is available at the discretion of the Director. Storage of any type is not allowed outside assigned areas including the hallways, outdoor sidewalks, or anywhere on the HMSC grounds.

HMSC Outdoor Storage Yard Use

The HMSC Outdoor Storage Yard is a vehicle, boat and equipment storage area located on the HMSC campus grounds. The intent of the HMSC Outdoor Storage Yard is for easy access to frequently used items or for temporary storage of items in active use. By using an assigned space, a Unit agrees to the following HMSC Outdoor Storage Yard Use Policies and Procedures.

- Space cannot be occupied without explicit permission of the Director's Office.
- All items will have a weatherproof identification tag including: Unit name, name and phone number of the person responsible for the item, date it was put in storage, and the planned length of storage.
- All stored items must be in active use (i.e. motor and wheels operational, items maintained in working order and in good repair, licenses current, and used at least once a year).
- Stored items must fit into the assigned area. Respect those using the spaces around you. Any item impeding access to other areas in the yard will be disposed of at the owner's expense.
- Space can be requested for up to a year at a time.
- Space will be allocated according to the HMSC's mission, strategic priorities, and overall needs while meeting all OSU policies.
- The responsibility for decisions regarding new or reallocated space assignments resides with the HMSC Director's office.
- All spaces shall be considered temporarily assigned, as the space belongs to OSU-HMSC, not to the occupant, Unit, or college.
- HMSC is not responsible for any lost, damaged, or stolen items stored in the Outdoor Storage Yard.

HMSC Outdoor Storage Yard Use Procedures

- To request a space in the HMSC Outdoor Storage Yard, an Outdoor Storage Yard Space Request Form must be complete, reviewed, and approved by the Research Facility Coordinator.

- If the request is approved, the Unit will be assigned a numbered stall in the Outdoor Storage Yard.
- The Outdoor Storage Yard will be actively managed by HMSC Facilities. Any user out of compliance with the HMSC Outdoor Storage Yard Use Policies will receive a written notice of non-compliance and will have 30 days to meet the conditions of the policies or remove the item. After 30 days, the item becomes property of HMSC and will be disposed of at the user's expense.
- All space used will be annually reviewed and may be reassigned if deemed appropriate.

To request space in the Outdoor Storage Yard, complete a [Outdoor Storage Space Request](#) form and submit to the Research Facility Coordinator for review and approval.

4. Walk in Freezers

Walk-in freezer space is an essential, shared, and limited resource on the HMSC campus. These policies are designed to improve freezer capacity, reduce risk of sample loss, and reduce operating and maintenance costs.

- Units must apply for walk-in freezer space with the Research Facility Coordinator.
- Freezer space will be assigned to a Unit by the square foot.
- Fees may apply for freezer use.
- Units are responsible for labeling and inventorying all samples stored in a shared freezer space.
- To conserve space, Units should properly dispose of processed samples and consolidate where possible.
- On-site freezers are intended for active sample storage. Archival samples are the responsibility of the Unit and should be stored off-site.
- The HMSC will not be able to preserve samples in a widespread emergency. Each Unit should evaluate if it needs redundant samples off-site.
- HMSC considers all walk-in freezers a non-permit confined space, Units must provide relevant safety training.
- Units are responsible for meeting OSU safety standards for any refrigerator or freezer contained in a defined lab space.

Freezer Storage

- Every item in the freezer must be legibly labeled with:
 - PI's name
 - Lab name
 - Contact phone number
 - Contents - sample description including any solvents, substrates, or hazard warning including chemicals or pathogens (if relevant)
 - Date- the date item went into the freezer
 - Active or Archive- Are these samples actively being processed or are they for archival purpose
- Many small containers of similar materials can be stored together in a labeled secondary container.
- All storage containers must be capped or sealed.

Disposal of Frozen Items

- All samples should be disposed of safely and in compliance with hazardous waste regulations.
- Any disposal into the HMSC trash should be double bagged and placed in the outside dumpster the night before garbage pick-up (Thursday night as of May 2019).
- The Director's Office will facilitate an annual cleaning of the space; any item improperly labeled will be disposed of at that time. The annual cleaning will be communicated to all primary contacts who must then responsible for communicate to secondary users.
- Samples will be discarded during annual clean-out events if: items are improperly labeled, the Researcher is no longer at HMSC and sample content is unknown, or the Researcher is no longer at HMSC and the sample is more than 3 years old.

To request the use of freezer space, complete a [Temporary Research Space Request](#) form and submit to the Research Facility Coordinator for review and approval.

5. Outdoor Cleaning Station

HMSC provides an outdoor gear washing and drying station. This area is a shared space and Users are responsible for keeping the area clean and gear stowed. If the area is dirty with mud or debris, please respect other Users and wash the area down after use. No gear should be left in this area more than 24 hours. Any gear left in the cleaning station after this time becomes the property of HMSC unless other arrangements are made in advance.

6. HMSC Grounds

Maintenance of the HMSC grounds are the responsibility of HMSC Facilities. HMSC grounds include the parking lots and common green space around all buildings on the 49-acer campus.

- No alteration of the grounds can be made without explicit permission of the HMSC Directors Office.
- No overnight camping is allowed anywhere on the HMSC campus.

Housing Grounds

For policies around the use of the HMSC housing gazebo and dining hall, please see the [Meeting Rooms](#) page on the HMSC website. The volleyball and basketball courts are facilities associated with HMSC housing and are for the use of housing residents and invited guest only. The ball courts are not for public use. Requests or questions should go to the Housing Coordinator.

Parking

Drivers must comply with Oregon State traffic laws while on the HMSC campus. Currently parking on the HMSC campus does not require a permit. Parking for general use on a first come first serve basis and is restricted to paved stalls with the exception of assigned spaces in the Outdoor Storage Yard and the overflow housing parking on the west side of the grass field next to the Library. Except for state and federal vehicles and vehicles associated with housing, parking is for short term use only. Parking in any loading zones is limited to loading and unloading activities only. Parking in the lot south of the Ed Wing is restricted to authorized vehicles only. Any vehicle not in compliance that requires towing will be done at the owner's expense. Determination of violations are at the discretion of HMSC Facilities staff.

7. Desk Space Assignments

Faculty or staff should submit a [desk request form](#) for any incoming graduate student, postdoc, or visitor (Occupant) in need of a temporary desk outside of the supporting Units (lab, group, or program's) assigned area. Request for desk space should be made as soon as possible. If the Research Facility Coordinator is not made aware, a desk space may not be available. Submitting the form is not a guarantee of space. Upon arrival, Occupants must check in with the Research Facility Coordinator to be assigned a specific desk space. Any assigned desk space and/ or office equipment should be considered temporary.

There are four HMSC graduate student desk areas; Ed Wing grad loft (14 desks), Modular Bullpen (9 desks), grad lofts on the 2nd and 3rd floors of the Marine Studies Building, and NAL grad loft (16 desks). There is also one office area for Postdocs (6 desks). These spaces are managed by the Research Facility Coordinator. Requests for a library carrel are based on availability and approved by library staff. Desk space is assigned based on the following priority list:

Postdoc Room

- First priority - full time HMSC Postdocs.
- Second priority- visiting Postdocs or HMSC staff needing temporary office space.

Ed Wing Grad Loft/ Modular Bull Pen/MSB

- First priority- Postdocs and full time HMSC graduate students with no other desk space in program labs or on main campus.
- Second priority- temporary HMSC graduate students, visiting Postdocs, and visiting grad students.
- Third priority- HMSC graduate students or Postdocs with other desk space and part time HMSC grad students.

NAL Grad Loft

- First priority- Full time HMSC graduate students or HMSC staff with federal security clearance may ask for this space (they still have the option to choose the Ed Wing grad loft or Modular bull pen).
- Second priority- temporary HMSC graduate students, visiting Postdocs, and visiting graduate students with federal security clearance may ask for this space (they still have the option to choose the Ed Wing grad loft or Modular bull pen).

Library Carrels: based on availability and approved by library staff

- First priority- Emeritus professors. If not available, a desk in the modular bull pen may be provided.
- Second priority- Temporary visiting researchers or instructors. If not available, a desk in the modular bull pen may be provided.
- Third priority- upon advisor request, year-round HMSC graduate students in their thesis writing phase (i.e., final six months or less).

All other students, interns, and research staff should use the library common areas for work space.

8. Meeting Rooms

HMSC has several types of shared spaces available for mission related activities. Shared spaces of this nature include conference and meeting rooms, classrooms, labs, and auditoriums. More information about room use policies, applicable fees, and procedures for reserving rooms is available on the HMSC website [Meeting Room link](#).

9. Housing

HMSC on-site housing can accommodate up to 100 college students, instructors, and/ or researchers. Housing on-site is in high demand. Anyone needing housing at HMSC must contact the Housing Coordinator and submit a [Housing Application form](#). More information is available on the HMSC website under the [Housing link](#).

C. Keys

Anyone who is affiliated with OSU or needs access to OSU space, must fill out the [New Staff or Student Check-in form](#). This form should be printed and the Principle Investigator (PI) should fill in the first box on the form requesting access to specific spaces. The PI must be the faculty or staff responsible for the space to which access is being requested. A PI signature notes, not only requested access to the space, but also that they claim responsibility for the new staff, student, or visitor and they are responsible for providing all relevant safety training. PIs are also responsible for making sure keys are returned to the Directors office during any off boarding. A student's signature is not adequate on this form. Digital signatures of PIs are acceptable. The new staff, student, or visitor should make appointments with the appropriate staff to complete the remaining boxes on the form in order to receive keys, building or network access, and/or a work space in an OSU building. Students only taking classes at HMSC and REU interns will work with the Academic Program Manager for access privileges to shared spaces. If a HMSC student or REU intern needs access to a mentor's lab, they must complete the check in form. All agency staff, students, or visitors who do not need access to OSU spaces should work with agency administrators for access to agency building and do not need to complete the OSU check- in form.

Key Use Policies:

- Space access and key/keycards are actively managed by the Directors Office.
- Access privileges must be used responsibly. Any actions deemed irresponsible or inappropriate by the Directors Office will result in space access being revoked.
- Keys/keycards are assigned to an individual and shall not be shared. Key/keycard holders shall not allow others to gain entry when accessing a space. HMSC tracks space access and key/keycard holders are responsible for anything that happens in spaces accessed by their key/keycard.

Users must return keys at the end of the project or when they leave HMSC. Keycards will be deactivated at the designated project end date.

Exceptions to any HMSC space use policies are at the discretion of the HMSC Director.

For more information, contact:

Hatfield Marine Science Center, Oregon State University 2030SE

Marine Science Dr., Newport, OR 97365

541-867-0212

www.hmsc.oregonstate.edu