



# Standard Operating Procedure

## General Procedures for the Exercise Lab (E3480) – for Researchers PT-SOP-EL-001-v01.02

Minimum Review Requirements: Every 12 months

Date of Next Review: June 7, 2018

Administrator of Procedure: Exercise Lab Coordinator

Supervisor of Procedure: Exercise Lab Coordinator

Authorized by: Associate Dean or Associate Dean’s designate

### Revision History

Version	Reason for Revision	Date
01	New SOP	June 7, 2017
1.01	Change to Lab Booking Procedure	June 21, 2017
1.02	Addition of GAITRite Booking Procedure	August 21, 2017



## 1. Summary

The content of this standard operating procedure (SOP) provides guidelines for all research activities in the Exercise Lab in the SCHOOL OF REHABILITATION SCIENCE at the UNIVERSITY OF SASKATCHEWAN. The Lab houses a variety of equipment and provides space for teaching and researching human function. This SOP describes the standards and requirements for using the Exercise Lab (E3480) and the private assessment room (E3474), including access, responsibilities and mandatory training for all users, practices for safe operation of equipment within the area, administration and reporting requirements, and emergency procedures.



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### 3. Definition of Terms

Area or Lab Area, Exercise Lab, E3480	The UNIVERSITY OF SASKATCHEWAN SCHOOL OF REHABILITATION SCIENCE, E3480, or lab area where research and teaching occurs, or that a piece of equipment resides in.
Collaborator	An individual affiliated with a User (project/program lead or principal investigator) on a project or program at UNIVERSITY OF SASKATCHEWAN SCHOOL OF REHABILITATION SCIENCE.
Coordinator/Lab Coordinator/ Coordinator of the Exercise Lab	Person responsible for supporting the coordination of research activities in the Exercise Lab, and as relevant, some teaching/training activities.
Designate	Person who assumes responsibilities of the Coordinator when the Coordinator is absent.
Equipment Orientation	Run by the Coordinator or Designate, or the member of the School staff who has ownership of the piece of equipment, to train the User on safe and appropriate equipment use for a specific item.
Principal Investigator (PI)	Head researcher that is responsible for all aspects of a given research project or program at UNIVERSITY OF SASKATCHEWAN SCHOOL OF REHABILITATION SCIENCE.
Private Assessment Room, E3474	The private assessment room (E3474), located one door to the right of the Exercise Lab.
Research Committee	This is the Standing Research Committee of the School. This committee consists of the Coordinator and/or Designate, as well as >2 School staff. The committee is led by a Senior Administrator.
Research Project/Project	Set of activities that are designed to answer research questions.
SCHOOL OF REHABILITATION SCIENCE/School	The SCHOOL OF REHABILITATION SCIENCE at the UNIVERSITY OF SASKATCHEWAN
Senior Administrator	Associate Dean or Director of the School



Standard Operating Procedure (SOP)	SOP's at UNIVERSITY OF SASKATCHEWAN SCHOOL OF REHABILITATION SCIENCE are operating documents that require consultation with faculty/administrators in the SCHOOL OF REHABILITATION SCIENCE, COLLEGE OF MEDICINE and UNIVERSITY OF SASKATCHEWAN. These documents are regularly reviewed and updated by the appropriate individuals and committees, and require approval by a Senior Administrator.
Safety Orientation	Run by the Coordinator or Designate to familiarize individuals new to the Exercise Lab with safety procedures.
SOP Custodian	The Lab Coordinator or Designate acts as the SOP custodian
Student	Any person(s) currently registered as a student, undergraduate or otherwise, who is either supervised by or directly affiliated with a member of the School faculty.
User	Any person(s) qualified for using the Exercise Lab space or equipment for research, teaching, or other purposes. Any other persons require special status to use the Exercise Lab, granted by a Senior Administrator.



## 4. Introduction

### 4.1. Background

The intent of this document is to ensure research activities in the Exercise Lab follow a common and equitable set of standards and requirements for all Users relative to access, equipment stewardship, and safe use of the space.

The Exercise Lab consists of specialized equipment such as the HumacNorm dynamometer, Exxentric, GAITRite walkway, treadmill, as well as a variety of exercise equipment. Due to the nature of the equipment and associated activities conducted in the Lab, serious injury or damage to the equipment or Users may occur with improper use. Thus, there is a need for procedures to ensure safety of all Users, and clear guidelines on the expectations, rights, and obligations in order that all parties understand the context in which the different types of equipment are categorized and administered, and how equipment and the space are booked for use.

### 4.2. Purpose

This SOP provides a set of minimum standards and practices for the access and safe use of the Exercise Lab at the SCHOOL OF REHABILITATION SCIENCE at the UNIVERSITY OF SASKATCHEWAN.

### 4.3. Scope

This SOP applies to all persons working in the Exercise Lab at the SCHOOL OF REHABILITATION SCIENCE, including University faculty, staff, students, research participants, and authorized visitors.

### 4.4. Responsibility

Responsible access and operation of the Exercise Lab by different users is outlined as follows:

#### 4.4.1. All Users

All Users of the Exercise Lab are responsible for:

- Following all applicable regulations, policies, and safety rules and practices as outlined in this SOP as well as applicable UNIVERSITY OF SASKATCHEWAN policies (see Section 4.5, Relevant Documents).
- Ensuring a copy of the research protocol has been forwarded to the Coordinator or Designate for screening prior to commencement of the Project.

The intent of this screening process is to ensure that any foreseeable lab space or equipment concerns are identified early and addressed prior to bookings being made in the Lab.



The protocol can be forwarded to the Coordinator at the same time the protocol is being submitted for ethics approval. If significant changes are made to the protocol following review with the ethics boards, an updated copy should be forwarded to the Coordinator. (See Appendix I, Flowchart – User Process for Research in the Exercise Lab)

- Ensuring a copy of the Certificate of Approval from the Research Ethics Board is forwarded to the Coordinator prior to commencement of any research project taking place in the Exercise Lab.
- Immediately reporting any incidents, injuries, hazards, or damage to equipment or property to the Coordinator or Designate, and submitting the appropriate online documentation (see “report an incident” at <http://safetyresources.usask.ca/>).
- Remaining current on and able to identify all evacuation routes and procedures for emergency response, including the location of emergency equipment (such as fire extinguishers, first aid kit, etc. ...). NOTE - Relevant posters are located by the door of the Lab.
- Completing recommended and relevant training programs as outlined in the “Project Intake Form” document (e.g. UNIVERSITY OF SASKATCHEWAN Biosafety course and Biowaste training – see safety courses at: <http://safetyresources.usask.ca/services/training/>, and Section 6, Safety and Training Policies, for Exercise Lab-specific requirements).

#### 4.4.2. Coordinator of the Exercise Lab or Designate

The Coordinator or Designate has overall responsibility for:

- Administration of the Exercise Lab at UNIVERSITY OF SASKATCHEWAN SCHOOL OF REHABILITATION SCIENCE.
- Annually reviewing, and updating and recommending changes as necessary to SOPs for the Exercise Lab.
- Screening all Research Project protocols for the purpose of administrative evaluation of the use of the Lab space.
- Maintaining a record of study protocols that were flagged for further discussion with the Research Committee.
- Ensuring all Users have completed requisite training to operate equipment or access the Exercise Lab. (see “Student/User Orientation Checklist” document)
- Acting as the custodian for all User training records.
- Acting as the custodian for the Certificate of Approval from the Research Ethics Board for all studies.





- Maintaining a record of all incident reports, and sending a copy of any incident reports to the SCHOOL OF REHABILITATION SCIENCE's representative of the Local Safety Committee and the UNIVERSITY OF SASKATCHEWAN Research Ethics Board.

#### 4.4.3. Research Committee

- As required, reviews any screened Research Project protocols that have been previously flagged with the Lab Coordinator and the Senior Administrator on the committee. The purpose of this review is to evaluate the use of the Lab space.

### **4.5. Relevant Documents**

This SOP is governed by, including but not limited to, the following policies:

- UNIVERSITY OF SASKATCHEWAN – SOP102: Activities Requiring Research Ethics Board (REB) Review <http://research.usask.ca/for-researchers/policies-and-procedures.php>
- UNIVERSITY OF SASKATCHEWAN – Health and Safety <https://medicine.usask.ca/policies/physical-therapy-health-and-safety.php#EmergencyResponsePolicy>
- UNIVERSITY OF SASKATCHEWAN – Property Used Off Campus <http://policies.usask.ca/policies/operations-and-general-administration/property-used-off-campus.php>
- UNIVERSITY OF SASKATCHEWAN – Working Alone <http://policies.usask.ca/policies/health-safety-and-environment/working-alone.php>
- COLLEGE OF MEDICINE – Access to the School and Equipment After Hours <https://medicine.usask.ca/policies/access-to-the-school-and-equipment-after-hours.php>
- COLLEGE OF MEDICINE – Cardiopulmonary Resuscitation (CPR) Certification Requirements <https://medicine.usask.ca/policies/cardiopulmonary-resuscitation-certification-requirements.php>
- COLLEGE OF MEDICINE – Food/Drink and Hygiene in Classrooms and Labs <https://medicine.usask.ca/policies/fooddrink-and-hygiene-in-classrooms-and-labs.php>
- COLLEGE OF MEDICINE – WHMIS Training, Certification and Registration <https://medicine.usask.ca/policies/whmis-training,-certification-and-registration.php>

Refer to <http://safetyresources.usask.ca/> for safety policies and procedures (includes incident reporting, registration for training, etc. ...).

NOTE: Selected content from the above mentioned policies is repeated here for clarity and reader-convenience. However, the contents provided here is not exhaustive. Users are strongly encouraged to refer to the above policies for further clarification.



## 5. General Conditions

### 5.1. Ethics

- All research activities that include human subjects require ethics approval (refer to UofS document “How Do I Get Ethics Approval” for details <http://research.usask.ca/for-researchers/ethics/index.php>). This is in concordance with UNIVERSITY OF SASKATCHEWAN SOP102 (<http://m.research.usask.ca/for-researchers/policies-and-procedures.php>), which states that no intervention or interaction with human participants in research, including pilot studies or recruitment, may begin until the Research Ethics Board review has given approval. Users will provide the Certificate of Approval from the Research Ethics Board to the Coordinator prior to the commencement of the research project.

### 5.2. Legal

- UNIVERSITY OF SASKATCHEWAN faculty and staff are covered under the University’s liability policy while acting on behalf of university with respect to acts performed on behalf of the University in that capacity. UNIVERSITY OF SASKATCHEWAN students are covered under the university’s liability policy while registered as a student, undergraduate or otherwise, at the University, in respect of any activity related to the discipline in which they are so registered, in furtherance of their education or training in such discipline.
- Individuals who are not employees or students enrolled at the UNIVERSITY OF SASKATCHEWAN that collaborate on projects are required to submit a copy of Professional Liability insurance as well as a copy of their General Liability insurance with the UNIVERSITY OF SASKATCHEWAN shown as an Additional Insured. These documents will be maintained in the collaborating faculty or staff member’s employee records, and must also be submitted to the Coordinator before the work has begun. The Coordinator is responsible for supplying copies to Risk Management at Corporate Services at the UNIVERSITY OF SASKATCHEWAN.
- Research participants are under the care of the principal investigator of the study and thus covered by his or her liability policy with the University and/or their professions. Research participants are covered to the extent they fall under the parameters of “employee” and/or “student” outlined above.
- Postdoctoral fellows and visiting scholars are included as Additional Insured’s in the UNIVERSITY OF SASKATCHEWAN’s General liability policy. These individuals must have formal designation as such through the College of Graduate Studies.
- Employees of the Health Region, who are participating in research conducted in the Lab as part of their employment, are covered under the Health Region liability policy.
- The PI’s insurance (the UNIVERSITY OF SASKATCHEWAN’s liability policy) covers any incident related to the research or the PI’s instructions. This includes coverage of



members of the public (e.g. participant support staff, a parent or guardian for participants under 18 years of age). The PI's insurance does not cover members of the public for injury or damage unrelated to the research.

### 5.3. Equipment

- Following Safety Orientation, the new User and the Principle Investigator will determine the User's training needs regarding un-assisted use of the SCHOOL OF REHABILITATION SCIENCE equipment.
- The User must follow all of the SCHOOL OF REHABILITATION SCIENCE's SOPs for both the area and equipment.
- Unauthorized use of equipment (SCHOOL OF REHABILITATION SCIENCE and *non*-SCHOOL OF REHABILITATION SCIENCE equipment) will risk forfeit of privileges and access to the Exercise Lab at the discretion of the Senior Administrator.
- SCHOOL OF REHABILITATION SCIENCE employees will take every precaution to ensure the safety of *non*-SCHOOL OF REHABILITATION SCIENCE equipment; however, the UNIVERSITY OF SASKATCHEWAN SCHOOL OF REHABILITATION SCIENCE assumes no responsibility for lost or damaged equipment that is stored in the Exercise Lab. It is the responsibility of the Principle Investigator to seek replacement.
- Should any property of the UNIVERSITY OF SASKATCHEWAN be lost, stolen, or damaged, a Senior Administrator and/or the Coordinator should be notified immediately by either phone or email. In addition, the appropriate report (APPENDIX II) must be completed and returned to a Senior Administrator within 48 hours.
- If a User wishes to bring new equipment/*non*-PT equipment into the lab, they must first seek approval by completing an application (APPENDIX III), and returning it to a Senior Administrator.
- Users must obtain permission from the member of staff who owns the equipment before it may be removed from the SCHOOL OF REHABILITATION SCIENCE.
- If SCHOOL OF REHABILITATION SCIENCE equipment is to be taken off-campus for use for an extended period of time (>4 weeks), Users must follow the UNIVERSITY OF SASKATCHEWAN "Property Used Off-Campus Policy"  
<http://policies.usask.ca/policies/operations-and-general-administration/property-used-off-campus.php>. Importantly, in concordance with this policy, a "Declaration of Property Used Off-Campus" form must be completed and authorized before removing University-owned equipment from campus.



## 5.4. Access

All Users of the Exercise Lab are expected to book lab time using the Outlook calendar (see Procedure 7.1).

### 5.4.1. Requirements for Access

- User is a current Student (any person(s) currently registered as a student, undergraduate or otherwise, who is either supervised by or directly affiliated with a member of the SCHOOL OF REHABILITATION SCIENCE faculty), or a member of the SCHOOL OF REHABILITATION SCIENCE faculty or staff.
- Current Exercise Lab SOPs are signed (confirming SOPs have been reviewed and are understood by the User).
- “Exercise Lab Student/User Orientation Checklist” form is complete, including the Lab Safety Orientation (see Section 6.1, Safety Training Requirements).
- The Project has passed the screening process and been given ethics approval (see Appendix I).
- As applicable, Equipment Orientations are completed with the PI and/or the owner of the equipment, and SOP’s are signed.

If the above conditions are met, Users will submit a formal request for access to E3480 to the General Office, SCHOOL OF REHABILITATION SCIENCE (if they do not already have access).

\* Any individual who is neither a Student, faculty, nor staff, must obtain approval from a SCHOOL OF REHABILITATION SCIENCE senior administrator, in addition to meeting the above listed points 2-5, before they may access the Lab. These requests will be assessed on a case-by-case basis. Access to the Exercise Lab by non-PT-affiliated Users will follow the regular School process for access, through the General Office.

### 5.4.2. Hours of Access

- Regular business hours are 7:30 am to 4:30 pm, Monday to Friday.
- Student-use outside usual business hours is limited to 7:30 am to 11:00 pm. If working after hours, follow the Working Alone and/or After Hours policy (highlights provided in Section 6.3). Students are encouraged to use the lab within regular business hours whenever possible.

## 5.5. Food

- Food is not permitted in the Lab unless it is a special event approved by the SCHOOL OF REHABILITATION SCIENCE.



- Users will refrain from bringing drinks into the Lab that are not covered with a lid.

Please refer to the SCHOOL OF REHABILITATION SCIENCE policy for additional details.  
<http://medicine.usask.ca/policies/fooddrink-and-hygiene-in-classrooms-and-labs.php#FoodandDrink>

### **5.6. Costs and Fees for Use**

- Fees related to the use of the Lab or equipment (consumable or durable) will be assessed on an ongoing basis.
- Researchers with funded research projects will ensure that equipment costs (e.g. equipment maintenance, software updates, consumable supplies, etc. ...) are built into grant applications appropriately.
- Limited funding may be available to support the needs of unfunded projects; however, these requests will be assessed on a project-by-project basis and in consideration of available funding.

## **6. Safety and Training Policies**

### **6.1. Safety Training Requirements**

ALL lab users must have completed the appropriate training requirements as applicable before using the space:

- Lab Safety Orientation for the Exercise Lab
- UofS Safety Orientation for Employees or Supervisors is required by ALL University staff
- Other training that may be appropriate includes, but is not limited to, the UofS Lab Safety Course, First Aid Training, CPR training, Biosafety course, CSEP-CPT, CSEP-CEP, etc. ....

### **6.2. Equipment Training Requirements**

Use of the following pieces of lab equipment requires specific training for safe use. Contact the Lab Coordinator to organize any equipment-specific training. If you are unsure how to use a piece of equipment and it is not listed below, please contact the Lab Coordinator for assistance.

- Accelerometers
- EMG
- Exxentric kBox
- GAITrite
- HumacNorm
- Metabolic cart



- Ultrasound suite

### 6.3. Working Alone/After Hours

If the User will be accessing the Lab after hours, the PI and User shall complete the Working Alone and/or After Hours Plan form together. Completion of this form creates a basic formal written working alone and/or after hours plan for an individual User in the Exercise Lab.

- A copy of the Working Alone and/or After Hours Plan will be provided to the Coordinator.

## 7. Procedures

### 7.1. Exercise Lab Scheduling

- Users may book the Exercise Lab (PTH E3480) and the Private Assessment Room (PTH E3474) via the Outlook calendar for each of these rooms.
- It is the User's responsibility to schedule enough time to set up the equipment, run the experiment, store the equipment, and clean the space (see Section 7.2, Lab Cleanup and Waste Disposal, for lab cleanliness procedures).
- The Lab will initially be block-reserved for teaching based on the confirmed teaching schedule (e.g. 8:30am – 1:30pm, 8:30am – 4:30pm). Once bookings for scheduled teaching are confirmed (normally by May 31<sup>st</sup> for the upcoming School year (August to July)), course coordinators are expected to contact the Lab Coordinator to release the Exercise Lab from the Outlook calendar when the Lab is not needed for teaching purposes. This should be done as soon as their course outline is finalized. The Lab Coordinator will send a reminder before each module that course coordinators should indicate the dates when the Lab is not needed for teaching. This procedure is intended to optimize use of the Lab for both research and teaching.
- Blocks of time dedicated to research use will be held (e.g. 3 hours/day) once the teaching timetables are finalized. Bookings may of course be made outside of this window so long as they do not conflict with teaching.

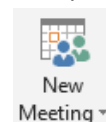
#### 7.1.1. Making a Booking

- The User 'invites' the Exercise Lab (PTH Hsc E3480) to a meeting in an available time slot, being sure to account for prep and cleanup time. In the desktop version of Outlook, use the "New Meeting" function under the "Home" tab

In Outlook online, use the "New Event" function (top left)



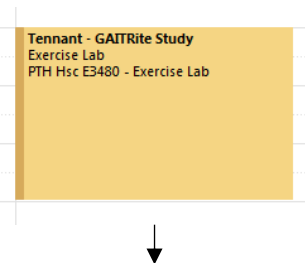
+ New event





- Use the scheduling assistant function to determine if a time slot is available, or add the Exercise Lab to your list of Outlook calendars to view availability.
- Every booking must have the User's name, contact number, the study name/title of booking use, and the supervisor's name (if applicable, e.g. student bookings). Identifying participant information must NEVER be included in the booking information

e.g.



**i** No responses have been received for this meeting.

To...

Subject

Location

Start time    All day event

End time

GAITRite Study  
P01  
[liana.tennant@usask.ca](mailto:liana.tennant@usask.ca)  
306-966-1356  
Drs. Milosavljevic & Trask

- Any booking that is cancelled must be removed from the Outlook room booking calendar ASAP so another User has the opportunity to access the Lab.

#### 7.1.2. Making an After-Hours Booking

- After-hours bookings follow the same procedures for the Outlook calendar listed above. However, after hours policies for working alone or after hours must be adhered to (see Section 6.3, Working Alone/After Hours).

#### 7.1.3. Priority of Bookings

The Lab is intended to facilitate both teaching and research by all faculty (funded and unfunded), as well as students (MPT, MSc, PhD) and postdoctoral fellows who are affiliated with PT faculty.



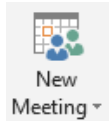
- Scheduled teaching for the MPT program, where use of the Lab is essential, may take priority over research.
- Funded research may take priority at times due to institutional commitment to funding agencies and the researcher during the grant application.

### 7.2. GAITRite Booking Procedure

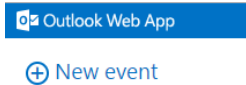
Because the GAITRite may be used off-campus or outside of the Exercise Lab, if a User wishes to utilize the GAITRite, it must be booked out separately from the Lab. The procedure is similar to booking the Exercise Lab. All School of Rehabilitation Science faculty should have access to book the GAITRite.

#### 7.2.1. Making a Booking

- The User ‘invites’ the GAITRite (SPT Equipment - GaitRite) to a meeting in an available time slot, being sure to account for prep and cleanup time. In the desktop version of Outlook, use the “New Meeting” function under the “Home” tab.



In Outlook online, use the “New Event” function (top left)



- Use the scheduling assistant function to determine if a time slot is available, or add the GAITRite to your list of Outlook calendars to view availability.
- Every booking must have the User’s name, contact number, the study name/title of booking use, and the supervisor’s name (if applicable, e.g. student bookings). Identifying participant information must NEVER be included in the booking information.

e.g. (the “GAITRite” is pink in this calendar, it may be a different colour in yours)





Any booking that is cancelled must be removed from the Outlook room booking calendar ASAP so another User has the opportunity to access the Lab.

### **7.3. Lab Cleanup and Waste Disposal**

#### 7.3.1. General Lab Cleanup and Waste Disposal

- Users will tidy the Lab as soon as possible following the booking so that the space is left in the same manner in which it was found.
- Any equipment that is used during booking will be wiped down with a cleaning solution.
- All non-hazardous waste material shall be disposed of in a garbage container. Materials no longer used must not be allowed to accumulate and must be disposed of following proper procedures.
- The last User to leave the Lab at the end of office hours must make sure that the equipment they were using is turned off and returned to the appropriate storage space, and the doors are closed and locked.
- The disposal of hazardous materials: chemical, solvent, and biological waste, broken glassware, used hypodermic syringes, and needles, shall be done according to UNIVERSITY OF SASKATCHEWAN Codes and Standards, following UNIVERSITY OF SASKATCHEWAN Procedures and Guidelines.  
([http://safetyresources.usask.ca/procedures\\_forms/documents/Hazardous%20Waste%20Disposal%20Standard.pdf](http://safetyresources.usask.ca/procedures_forms/documents/Hazardous%20Waste%20Disposal%20Standard.pdf)).

#### 7.3.2. Laundry Procedures

- Laundry service must be requested through the General Office at least one month prior to the date it is required.
- All linen must be placed in a laundry hamper after each use.
- The laundry hampers should not be overfilled. If the hamper is full, remove the full bag and replace with a new one.
- Costs related to use of laundry services will be assessed on an ongoing basis

## **8. Emergency Response**

Refer to <http://medicine.usask.ca/policies/physical-therapy-health-and-safety.php#EmergencyResponsePolicy> and emergency information posters in the Exercise Lab by

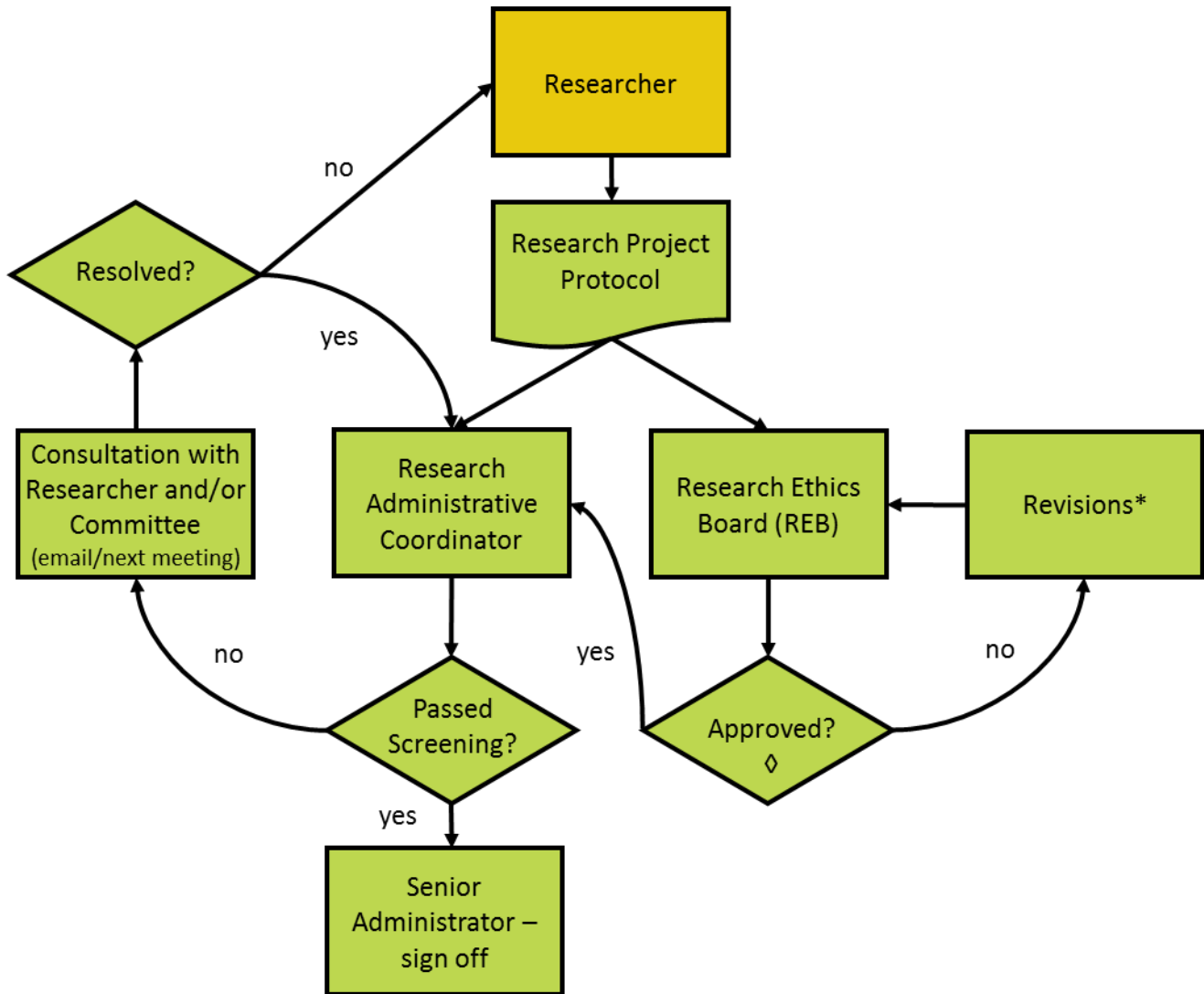


the door.



## APPENDIX I

# Flowchart – User Process for Research in the Exercise Lab



◇ Once the protocol has been approved by the REB, a copy of the Certificate of Approval MUST be forwarded to the Research Administrative Coordinator before the project can pass the screening process.

\* Should REB revisions require significant changes to the Research Project Protocol, the revised protocol MUST be sent to the Research Administrative Coordinator before the Project can pass the screening process.



# APPENDIX II

## Report Damaged or Lost Equipment Form



## Damaged, inoperative, lost or stolen equipment report form

<b>Identification of person reporting</b>	
First and last name	
Title and affiliation	
Email	
Telephone number	
<b>Equipment details</b>	
Equipment description	
Exercise Lab inventory number	
Normal location	
Date and time of incident	
<b>Detailed description of the situation</b>	



# **APPENDIX III**

## **Application for Bringing Equipment to the Exercise Lab**



Identification of person responsible for <i>non</i> -SCHOOL OF REHABILITATION SCIENCE equipment	
First and last name	
Title and affiliation	
Email	
Telephone number	

List of authorized users of this equipment		
First and last name	Title	Email





Equipment details	
Equipment description	
Manufacturer	
Model number	
Serial number	
Check in date	
<b>Safety Precautions</b> (Please add any special safety precautions regarding this instrument that should be known by SCHOOL OF REHABILITATION SCIENCE Staff and other users)	
<b>Comments and Special requests</b> <i>e.g. If portable, does the owner want the instrument to be signed out? Special electrical plug? Ventilation?</i>	

Space allocation (filled out by Coordinator)	
Room number	
UNIVERSITY OF SASKATCHEWAN Inventory number	



# APPENDIX IV

## SOP Training Record Form

**SOP Title**



## General Procedures for Exercise Laboratory

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### SOP Code

Ownership	Document type	Area	SOP Number	Version
PT	SOP	EL	001	01

### Training Record

Full Name	
Institution	
Contact (email or phone number)	

### Signature

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Sign here and return to SOP custodian Date (mm/dd/yyyy)