

# Standard Operating Procedure

## General Procedures for Physiological Suite Access

### PC-SOP-PS-001-v02

#### Revision History

Version	Reason for Revision	Date
02	To reflect the change from the PERFORM Centre to the School of Health, equipment list, and room location.	Oct/16/2023

## I. Overview

### *1.1 Purpose*

The content of this standard operating procedure (SOP) outlines the minimum training requirements, general rules to be adhered to, and emergency response guidelines of the Physiological Suite. It also provides a set of minimum standards and practices for the safe operation of the equipment and space. Finally, the document identifies the accompanying expectations and obligations of all users of the Physiological Suite.

### *1.2 Scope*

The Physiological Suite capabilities primarily lie in the investigation of brain activity. The suite uses various imaging techniques and integrating multimodal functional data enables brain function mechanisms to be studied. The nature of these activities necessitates clear guidelines for user access and safe operation within the Physiological Suite.

Specific equipment within the platform include:

- Electroencephalography (EEG) including EGI (high-density system)
- Transcranial Magnetic Stimulation (TMS)
- Functional near-infrared spectroscopy (fNIRS)
- Median nerve stimulator
- Ventilation dome
- Treadmill

## 2. User Responsibilities

All Users are responsible for following:

### 2.1 Usage of the Equipment and Space

- 2.1.1 Using the space and equipment in a safe and responsible manner.
- 2.1.2 The user must demonstrate adequate ability to operate the specific equipment of interest in order to be granted access to use any of the equipment of the Physiological Suite. Arrangements can be made with personnel that have domain expertise to provide technical training and ongoing guidance.
- 2.1.3 Using the utmost care and consideration for others when operating any equipment within the Physiological Suite.
- 2.1.4 Reporting any incidents, injuries, hazards, or damage to equipment or property to the School of Health staff overseeing the Physiological Suite (i.e., Technical Supervisor, Functional Assessment & Physiology).
- 2.1.5 Booking enough time for setting up the space and the equipment, running the experiment, transferring data to the appropriate storage device, and cleaning the area after each use.
- 2.1.6 All equipment should be turned off and placed back in its assigned location when done. Any maintenance issues or damage should be reported to the Technical Supervisor.

### 2.2 Hygiene Practices

- 2.2.1 Users must practice adequate hygiene to minimize risk of illness transmission to other users and participants. Users should wash their hands often including after contact with participants, high-touch surfaces (handles, equipment switches, taps, keyboards, mouse, etc.) or foreign substances.
- 2.2.2 Users should not come into contact with others or the areas of the Physiological Suite when feeling ill. If novel viruses such as COVID-19 or other illnesses pose threats to public health and necessitates a state of emergency, refer to public health, governmental and university guidelines for physical distancing and other control measures to mitigate transmission.

It is the responsibility of the Technical Supervisor to ensure that all users have the appropriate background knowledge and hands-on training to safely operate the equipment with human participants.

It is the responsibility of the Director, School of Health to ensure that a safety program is in place, and that inspections of facilities are conducted regularly to ensure compliance with Concordia university regulatory requirements.

### 3. Emergency in the Physiological Suite

Users must familiarize themselves with the School of Health's SOP on Emergency Response Procedures (PC-SOP-GA-009).

#### 3.1 Fire and Evacuation

- In the event of a fire necessitating evacuation of the premises, detach participants from equipment safety restraints where applicable.
- Evacuate the premise and follow directives from security and other authorities when given.

#### 3.2 Medical Emergency

- There is a First Aid Kit located by the main entrance of the Physiological Suite (PC SI.167) and a handwashing sink (PC SI.169).
- If any user becomes seriously ill or injured during activities, call Security at 514-848-3717 or x3717.
- In cases of medical emergencies, the Concordia Policy on Injury/Near-miss Reporting and Investigation should be followed (see VPS-42). An Injury/Near-miss report can be found with [Environmental Health & Safety](#).

#### 3.3 State of Emergency

When a state of emergency is declared by a public or university official, users must follow directives from the governing bodies and be on alert for subsequent communications. Based on the directives and the resulting limitations, an evolving situation may ensue. To best prepare for such a situation, the following are considered for the Physiological Suite:

##### 3.3.1 *In-person activities and access with attention to a pending state of emergency*

- Practice physical distancing and wearing personal protective equipment if recommended. Activities such as research activity involving human participants that cannot adhere to these recommendations will immediately cease.
- Wash hands frequently for 20 seconds.
- Additional frequency of cleaning and sanitation protocols to high-touch surfaces after each activity.
- Ensure communication to all users and participants of the above 3 guidelines of the Physiological Suite.
- Ensure communication with users and participants prior to activities to screen for recent external travel and symptoms, advise as per public health and government recommendations.

### 3.3.2 *Suspension of in-person activities and access*

- Turn off and appropriately store away equipment in the Physiological Suite (PC SI.167)
- Ensure that all desktop computers required for data analysis within the suite and relevant servers storing project data are operating for remote access.
- Ensure all users are contacted by phone or email to communicate that in-person activities are halted and access to the Physiological Suite is unavailable.
- Communicate to users that contact and activities will resume only when it is considered safe to do so.
- Activate call forwarding for working remotely, using the universities' guidelines.
- Use of VPN for working remotely using the universities' guidelines and to store items on the universities' secure network servers.

### 3.3.3 *Access resumes with physical distancing*

- Users conducting activities must always follow public health and government recommendations and university polices regarding but are not limited to:
  - Physical distancing
  - Gathering limits in a confined space
  - Wearing of personal protective equipment
  - Cleaning and disinfecting of used areas and equipment
  - Symptom screening, testing and reporting

As such, some activities involving human participants may still not be feasible.