

 Senior Associate Vice Chancellor in Health Sciences Office of Clinical Research	SOP Number	OCR:016 Page 1 of 2
	Date:	04/02/2025
	Author:	T. Graham
	Approved by:	S. Little
SOP TITLE: CLINICAL RESEARCH SPACE MANAGEMENT		

1 PURPOSE

- 1.1 This procedure describes the process that principal investigators (PIs) and study teams will follow to ensure compliant and efficient use of approved UC San Diego Health Sciences (UCSDHS) clinical research spaces in alignment with institutional [research safety](#); [biosafety](#); [Environment, Health & Safety](#) (EH&S) policies; and [Occupational Safety and Health Administration Standards](#).

2 REVISIONS FROM PREVIOUS VERSION

- 2.1 None

3 REQUIREMENTS

- 3.1 This procedure applies to all UCSDHS research activities that occur in UC San Diego space.
- 3.2 Research space includes laboratories, patient areas, and shared facilities.
- 3.3 Research activities may occur only in designated, approved spaces.
- 3.4 Space usage for research must align with UCSDHS policies, project scope, and institutional priorities.
- 3.5 [Health Sciences Space Advisory Committee \(HSSAC\)](#) conducts research space analyses and recommend changes as necessary, at least every three years.
- 3.6 [Planning and Space Management Administration](#) conducts regular audits of space use and safety compliance.
- 3.7 Violations of policies or underutilization may result in space reassignment.
- 3.8 Regardless of the type of space utilized, appropriate research participant privacy and data security measures are required, commensurate with UC San Diego research compliance policies.¹

4 RESPONSIBILITIES

- 4.1 The PI is responsible for adhering to all applicable institutional policies and regulatory requirements, including laboratory safety, waste disposal, and emergency protocols.
- 4.2 The PI or designee is responsible for ensuring that shared spaces are used collaboratively and scheduled via approved systems to ensure fair access and efficiency.
- 4.3 The PI or designee is responsible for reporting space that is no longer used, or is utilized at variance with the approved use, to the appropriate UCSDHS office.

5 PROCEDURE

- 5.1 Submit [space request applications](#) or incremental updates to existing space to the HSSAC with project details and requirements.
- 5.2 Maintain cleanliness, safety, and adherence to all institutional policies.
- 5.3 Report safety concerns or maintenance needs immediately.

6 MATERIALS

¹ [Office of Compliance and Privacy – Research Compliance](#)

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6.1 N/A

7 REFERENCES

- 7.1 [Research Safety](#)
- 7.2 [Institutional Biosafety](#)
- 7.3 [Environment, Health & Safety](#)
- 7.4 [29 CFR Part 1910: Occupational Safety and Health Standards](#)
- 7.5 [Planning and Space Management Administration](#)
- 7.6 [Planning and Space Management Resources](#)
- 7.7 [Office of Compliance and Privacy - Research Compliance](#)
- 7.8 [Health Insurance Portability and Accountability Act \(HIPAA\) in Research](#)
- 7.9 [Office of Compliance and Privacy - Confidentiality](#)