



ODH Laboratory
Essential Employees Checklist
Standard Operating Procedure

Purpose: The purpose of this procedure is to establish a process for the designated Ohio Department of Health (ODH), Bureau of Public Health Laboratory (BPHL) essential employees to determine the operational functionality of the BPHL facility. This would be used for events that interrupt normal daily operation: such as, but not limited to weather, water, sewer, or electrical interruption events. The facility address: 8995 E. Main St., Bldgs. 4 & 22, Reynoldsburg, OH is located on the Ohio Department of Agriculture (ODA) campus.

Discussion: The BPHL must have the capability to sustain essential functions on a continuous basis and to perform those functions regardless of circumstances in a safe environment. The BPHL has a responsibility for performing the following essential functions regardless of any impact to its facilities, systems or staffing levels.

- Function #10 – Laboratory Operations
- Function #11 – Newborn Screening Laboratory Operations

When there has been an interruption in utility service prior to staff reporting to work, such as inclement weather or a building infrastructure failure at the BPHL, the integrity of the facility must be evaluated prior to staff reporting for work. There are three positions at the BPHL deemed “essential” for this purpose. At least one of the following persons will report to the facility to report on the operational capability of the facility (in the order listed).

1. **Bureau Chief**
2. **Assistant Bureau Chief**
3. **Quality Assurance and Compliance Supervisor**

If none of the above listed positions are available, then the Division of Prevention Chief will appoint an appropriate BPHL manager to fulfill the duty.

Procedures:

1. This procedure will be implemented under the following circumstances:
 - a. Level 3 Snow Emergency declared in Licking County
 - b. Building 22 laboratory not operational: i.e. water service interrupted, sewer lines unusable
 - c. Other unforeseen circumstances at the discretion of the Laboratory Bureau Chief or senior manager

2. The below listed items are to be verified as operational prior to staff reporting following an interruption of service or a weather event that shuts down the facility or ODA campus.
 1. Are basic utilities operating?
 - a. Electric
 - i. Direct electric or Back-up power generator?
 - ii. If Back-up power generator – anticipated time of direct electric to resume
 - b. Water
 - i. If no, anticipated time of resumption of water supply
 - c. Sewage
 - i. If no, anticipated time of resumption of sewer system use
 - d. Compressed air
 - i. If no, has ODA's maintenance been notified to turn on
 - e. Air Handling system:
 - i. Is the HVAC system operational?
 1. If there has been a disruption of the electricity, has the HVAC system been reset by the ODA maintenance staff?
 2. Is the facility ambient temperature suitable for staff and analytical testing?
 - ii. BSCs operational
 - iii. BSL3 at negative pressure
 2. Is deionized water operational?
 - a. Check several DI faucets to verify water flow
 3. Are the network and servers running?
 - a. Go into server room and make sure the servers are on.
 - b. Make sure there is nothing dripping water, electrical lines hanging exposed
 - c. Can you log into the computer and do you have network drives
 - d. Are the phones working – try to make an external call

Once an assessment has been completed, communication will be made to the ODH Division of Prevention Chief (or designee) and the Human Resources Chief (or designee) on the status of the ODH Laboratory facility. At that time, a determination will be made to either call in the laboratory staff or make other arrangements. (Arrangements may include but are not limited to an OPHCS alert to lab staff, meeting staff at the employee entrance and preventing entry, etc.)

Scope: This letter supersedes any earlier practice or procedure and is applicable to all requests for an Essential Employees checklist at the Ohio Department of Health, Bureau of Public Health Laboratory.

Version	Effective Date	Superseded/Modified	Significant Changes
1	5/5/14	NA	First Issuance

Signature Approvals

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Bureau Chief

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Date