**Laboratory Full Ramp-Down Checklist**

(Contact the Office of Research Safety at researchsafety@uchicago.edu with questions.)

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| Item | Complete | NA | Notes |
| Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed.  |  |  |  |
| Identify personnel able to safely perform essential activities.  |  |  |  |

Communications

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| Item | Complete | NA | Notes |
| Create contact list including all lab personnel, principal investigator, lab administrative director, research operations manager, and building manager.   |  |  |  |
| Ensure the contact list is saved where it can be remotely accessed by everyone in the lab. Include home and cell phone numbers.     |  |  |  |
| Test your phone tree or email group to facilitate emergency communication amongst lab researchers and staff.  |  |  |  |
| Forward contact list to BSD/PSD/PME/SSD Building Manager - Facilities Operations in case lab needs to be notified of emergencies.   |  |  |  |
| Ensure that emergency contacts listed on lab placards are up to date and posted on outside of lab doors.  |  |  |  |
| Review and test any dial-out alarm systems connected to critical equipment (e.g., -80 freezers, incubators, etc.). Ensure contact numbers in alarm systems are updated.   |  |  |  |

Shipping/Receiving:

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| Item | Complete | NA | Notes |
| Do not order any new research materials except those items needed to support minimal critical functions.  |  |  |  |
| Cancel orders for non-essential research materials if they have not yet shipped. Cancel standing orders for dry ice and compressed gas tanks that will not be needed.   |  |  |  |
| Contact loading dock/mail services personnel to notify them of any expected incoming shipments.   |  |  |  |
| Develop plan for managing incoming mail (USPS, Faculty Exchange, etc.) and overnight/express packages (e.g., Fed-Ex) delivered directly to offices or labs.  |  |  |  |

Research Materials:

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| Item | Complete | NA | Notes |
| Freeze down any biological stock material for long term storage.  |  |  |  |
| Consolidate storage of valuable perishable items within storage units that have backup systems.  |  |  |  |
| Fill dewars and cryogen containers for sample storage and critical equipment.  |  |  |  |
| Check compressed gases which support critical equipment (e.g., incubators). Ensure they, and any cylinder manifolds, are full and ready for use.   |  |  |  |
| Consult with ARC about current animal care needs and recommendations   |  |  |  |
| Properly secure all hazardous materials in long-term storage.    |  |  |  |
| Ensure all flammables are stored in flammable storage cabinets.  |  |  |  |
| Ensure that all items are labeled appropriately. All working stocks of materials must be labeled with the full name of its contents and include hazards.  |  |  |  |
| Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving.  |  |  |  |
| [Request chemical waste pick-ups](https://d3qi0qp55mx5f5.cloudfront.net/safety/i/basic_pages/Quick_User_Guide_-_Requesting_a_Chemical_Waste_Pickup_Through_EHSA.pdf?mtime=1513026094) for [peroxide forming chemicals](https://d3qi0qp55mx5f5.cloudfront.net/researchsafety/docs/PFC.pdf?mtime=1560129776) or  other chemicals (i.e. piranha etch) that may become unstable over time via[**EH&S Assistant**](https://ehsa.uchicago.edu/).    |  |  |  |
| Collect contents of any acid/base baths and request waste pickup via [ehsa.uchicago.edu](https://ehsa.uchicago.edu/).  |  |  |  |
| Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.  |  |  |  |
| Confirm inventory of controlled substances and document in logbook.     |  |  |  |
| Consider additional measures to restrict access to controlled substances.    |  |  |  |
| Secure physical hazards such as sharps.  |  |  |  |
| Ensure all radioactive materials are locked/secured inside a refrigerator, freezer, or lockbox. If you need to transfer RAM to another location, please consult with the [Office of Radiation Safety](https://researchsafety.uchicago.edu/about/programs/radiation-safety/) first.   |  |  |  |

Physical Hazards:

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| Item | Complete | NA | Notes |
| Ensure all gas valves are closed.  If available, shut off gas to area.  |  |  |  |
| Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible.  |  |  |  |
| Check that all gas cylinders are secured and stored in an upright position. Remove regulators and use caps.  |  |  |  |
| Elevate equipment, materials and supplies, including electrical wires and chemicals, off of the floor to protect against flooding from broken pipes.  |  |  |  |
| Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator).  |  |  |  |

Equipment:

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| Item | Complete | NA | Notes |
| Check that refrigerator, freezer, and incubator doors are tightly closed.  |  |  |  |
| Biosafety cabinets: surface decontaminate the inside work area, close the sash and power down. Do NOT leave the UV light on.  |  |  |  |
| Fume hoods: Clear the hood of all hazards and shut the sash  |  |  |  |
| Review proper shut down procedures and measures to prevent surging.  |  |  |  |
| Shut down and unplug sensitive electric equipment.  |  |  |  |
| Cover and secure or seal vulnerable equipment with plastic.  |  |  |  |

Decontamination:

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| Item | Complete | NA | Notes |
| Decontaminate areas of the lab as you would do routinely at the end of the day.  |  |  |  |
| Decontaminate and clean any reusable materials that may be contaminated with biological material.  |  |  |  |
| Custodial Services/EVS will clean and decontaminate lab areas per routine processes. Lab spaces should be placed in a state that allows cleaning staff to perform normal services.    |  |  |  |

Waste Management:

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| Item | Complete | NA | Notes |
| **CHEMICAL WASTE (EXCLUDES RADIOACTIVE MATERIALS AND BIOHAZARDOUS WASTES)**  |
| Suspend reoccurring hazardous waste pick-ups by emailing EHS at safety@uchicago.edu.   **Subject:** Suspend weekly pick-ups **Body**: Include the PIs name, Building Name and Room number of the reoccurring pick-up   |  |  |  |
| Collect and properly label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).  Verify all bottles are securely sealed.  |  |  |  |
| Submit a hazardous waste pickup request for the chemical to be collected via [**EH&S Assistant**](https://ehsa.uchicago.edu/).  |  |  |  |
| Dispose of non-hazardous chemicals via the general trash or pour into the drain **IF AND ONLY IF** EHS or ORS has approved this disposal method for that specific chemical. All chemical waste which have not be evaluated by EHS/ORS must be treated as hazardous waste: submit a hazardous waste pickup request via [**EH&S Assistant**](https://safety.uchicago.edu/tools/ehs-assistant/). Please note that liquid biohazardous waste treated with sodium hypochlorite is approved for drain disposal.  |  |  |  |
| **BIOHAZARDOUS WASTE**  |
| Biological waste: Disinfect and empty aspirator collection flasks.  |  |  |  |
| Liquid biohazardous waste treated with sodium hypochlorite is approved for drain disposal. Please do not dispose of liquid biohazardous waste in red bag waste.   |  |  |  |
| **RADIOACTIVE WASTE**  |
| Collect radioactive material into the appropriate waste containers and request a radioactive waste pickup from the Office of Radiation Safety or ensure radioactive waste is properly stored and secured.  Log all drain disposals ensuring drain disposal limits are not exceeded.  |  |  |  |

Security:

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| Item | Complete | NA | Notes |
| Lock all entrances to the lab.  Ensure key personnel who will support critical functions have appropriate access.  |  |  |  |
| Ensure windows are closed.  |  |  |  |
| Secure lab notebooks and other data.  |  |  |  |
| Take laptops home.  |  |  |  |

Please contact your [Laboratory Safety Specialist](http://researchsafety@uchicago.edu) or researchsafety@uchicago.edu with questions about how to secure hazards or safely suspect research operations in your laboratory.