**Laboratory Full Ramp-Down Checklist**

(Contact the Office of Research Safety at [researchsafety@uchicago.edu](mailto: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](mailto: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](mailto:radsafety@uchicago.edu?subject=Radioactive%20Waste%20Pickup) 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](mailto:researchsafety@uchicago.edu) with questions about how to secure hazards or safely suspect research operations in your laboratory.