

University of Rochester

Laboratory Operations Ramp-Down Checklist

1. This checklist is used to ensure that all laboratories have evaluated their operations and made necessary steps to limit all non-critical work within their labs.
2. Every Principal Investigator must evaluate their lab and communicate any issues to Departmental Heads.

Communications	Done	Comments
• Identify all non-critical activities that can be ramped down, curtailed, suspended, or delayed.		
• Identify personnel able to safely perform essential activities.		
• Create/update contact list, including all lab personnel.		
• Save the contact list where it can be remotely accessed by everyone in the lab. Include home and cell phone numbers.		
• Clearly label main door with at least two responsible individuals with current contact numbers.		
• Clearly label refrigerators and freezers with emergency contacts and phone numbers.		
• Verify personnel who will support critical functions have appropriate access. (keys, swipe access, etc.)		
• Update and distribute Standard Operating Procedures (SOPs) for cross training critical functions.		
• Communicate any planned significant absences to department heads.		
• Cancel orders for non-essential research materials if they have not yet been shipped.		

Chemical Safety	Done	Comments
• Ensure all flammables are stored in flammable storage cabinets.		
• Ensure that all items are labeled appropriately. All working solutions must be appropriately labeled with name and associated hazards.		
• Remove all chemicals and glassware from benchtops, sinks, fume hoods, and store in cabinets or appropriate shelving.		
• Request hazardous waste pickups through Chematix, for ALL existing hazardous waste. <ul style="list-style-type: none"> • Discard any peroxide forming compounds or other chemicals that may become unstable within the next few weeks. 		
• Clear all chemical fume hoods of any hazards and ensure the sash has been lowered to the minimum height.		

Biological Safety	Done	Comments
• Remove infectious materials from biosafety cabinets, and dispose, disinfect, or safely store them as appropriate.		
• Ensure dewars and cryogen containers are fully charged for sample storage and critical equipment.		
• Consolidate storage of valuable perishable items within storage units that have emergency power/backup systems and are remotely monitored/alarmed.		
• Ensure that all items are labeled correctly. All working solutions must be appropriately labeled with name and associated hazards, for emergency response personnel if necessary.		

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• Freeze down biological stock material for long term storage.		
• Surface decontaminate the inside work area of biosafety cabinets, close the sash and power down.		
• Disinfect and empty aspirator collection flasks.		
• Label and date all disinfectants.		
• Place all biological waste from lab in communal red totes or pack in Stericycle boxes and schedule pick up.		
• Decontaminate areas of the lab as you routinely do at the end of the day.		

Equipment	Done	Comments
• Close all gas valves on any tanks not required for on-going critical equipment.		
• Check that all gas cylinders are secured and stored in an upright position. Remove regulators and install caps.		
• Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible.		
• Elevate equipment, materials and supplies, including electrical wires and chemicals, off of the floor to protect against potential flooding.		
• Ensure all equipment requiring uninterrupted power is plugged into an Uninterrupted Power Supply (UPS) or on emergency power.		
• Empty and clean out all waterbaths/sonicators/staining stations, or any equipment that may contain liquid that could evaporate.		
• Do not place any packages potentially containing dry ice in a walk-in cold room or freezer.		
• Secure and store physical hazards such as sharps.		
• Check that refrigerator, freezer, and incubator doors are tightly closed.		
• Shut down and unplug sensitive electric equipment.		
• Cover and secure, or seal vulnerable equipment with plastic.		
• Clearly indicate when eyewash stations were flushed last <ul style="list-style-type: none"> • If eyewash stations cannot be maintained, they must be flushed immediately upon entering a laboratory. 		
• Remove all benchtop pads and disinfect surfaces.		

Additional Measures	Done	Comments
• Consult with UCAR about current animal care recommendations.		
• Confirm inventory of controlled substances and document in logbook.		
• Ensure all radioactive materials (RAM) are locked/secured inside a refrigerator, freezer. If you need to transfer RAM to another location, please consult the Radiation Safety Unit (RSU). <ul style="list-style-type: none"> • Complete final RAM survey and document in logbook. 		
• Collect radioactive material into the appropriate waste containers and request a radioactive waste pickup from RSU.		
• Ensure controlled substances are available if needed during ramp-down or for animal emergencies.		

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Personal Belongings	Done	Comments
<ul style="list-style-type: none"> • Remove all food or beverage items from break rooms, especially any perishable food items, Tupperware, cups, or other items. 		

Working Alone - ONLY Critical Tasks	Done	Comments
<ul style="list-style-type: none"> • All necessary tasks for critical operations have been evaluated for lone worker safety. 		
<ul style="list-style-type: none"> • Devise a plan to maintain communication with the worker and PI or Lab Supervisor during these tasks, options include: <ul style="list-style-type: none"> • Call or text when entering and exiting the lab • Call or text every hour • If contact between worker and PI/Supervisor cannot be established, Public Safety must be notified. 		

Signature of Principal Investigator or Supervisor

Date