**Laboratory Ramp-Down Checklist**

Preparing:

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

Communications:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | Notes  |
| Create/update contact list including all lab personnel.  |   |   |   |
| 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 between lab members.  |   |   |   |
| Ensure that emergency contacts listed on lab placards and freezers/refrigerators are current and accurate.  |   |   |   |

Shipping/Receiving:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | Notes  |
| Do not order any new research materials except those items needed to support critical functions.  |   |   |   |
| Cancel orders for non-essential research materials if they have not yet shipped.  |   |   |   |
| Do not place any packages potentially containing dry ice in a walk-in cold room or freezer   |   |   |   |

Research Materials:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | Notes  |
| Freeze down any biological stock material for long term storage.  |   |   |   |
| Consolidate storage of valuable perishable items within storage units that have emergency power or back up systems and are remotely monitored.  |   |   |   |
| Fill dewars and cryogen containers for sample storage and critical equipment.  |   |   |   |
| Consult with CBC about current animal care 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 waste pickups for peroxide forming compounds or other chemicals that may become unstable over time.    |   |   |   |
| Remove infectious materials from biosafety cabinets, and dispose, disinfect, or safely store them as appropriate.  |   |   |   |
| Confirm inventory of controlled substances and document in logbook.     |   |   |   |
| Secure physical hazards such as sharps.  |   |   |   |
| Ensure all radioactive materials (RAM) are locked/secured inside a refrigerator, freezer. If you need to transfer RAM to another location, please consult with LS&EH first. |   |   |   |

Physical Hazards:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | Notes  |
| Ensure all gas valves are closed on any tanks that are 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 flooding from broken pipes or other water source.  |   |   |   |
| Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power.  |   |   |   |

Equipment:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | 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.   |   |   |   |
| 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

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | 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.  |   |   |   |

Waste Management:

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | Notes  |
| Collect and properly label all hazardous chemical waste. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).  |   |   |   |
| Request for chemical hazardous waste to be collected  |   |   |   |
| Biological waste: Disinfect and empty aspirator collection flasks.  |   |   |   |
| Collect all solid biological waste in appropriate containers and place in biowaste collection areas for pick up by LS&EH |   |   |   |
| Collect radioactive material into the appropriate waste containers and request a radioactive waste pickup from LS&EH  |   |   |   |
| Discard all unwanted, non-hazardous chemicals according to RU waste guidelines.  If there is any question about whether a chemical is non-hazardous, contact LS&EH.  |   |   |   |

Security

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM  | Complete  | N/A  | Notes  |
| Lock 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.  |   |   |   |
|    If Controlled Substances are needed during wind-down or animal emergencies ensure that those performing the essential tasks have authority to and know how to access.   |   |   |   |

General Area

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM   | Complete  | N/A  | Notes  |
| Remove all perishable and open food items from the lab’s break areas, pantries, personal spaces  |   |   |   |

Please contact labsafety@rockefeller.edu with questions about how to secure hazards or safely suspend research operations in your laboratory.