

## **LABORATORY SHUTDOWN CHECKLIST**

Laboratories and research spaces can use this checklist to safely shut down research operations and resume operations in person or remotely.

### **CONTINUING OPERATIONS**

For each person in the group, develop a list of activities that may be completed, which can include:

- ☐ Reading literature
- ☐ Preparing grant materials
- ☐ In silico work
- ☐ Acquiring new computational skills
- ☐ Professional development activities
- ☐ Taking online safety training

### **Establish a plan for ongoing communication**

- ☐ Determine format and interval for all-group meetings and one-on-one and smaller meetings (e.g., labs hold weekly group meetings in person or remotely).
- ☐ Establish expectations for how researchers document their work when working.

## **LAB OR RESEARCH ACTIVITY SHUTDOWN**

### **General safety and equipment**

- ☐ Distribute lab contact list.
- ☐ Remove all perishable food from break areas, lockers and refrigerators.
- ☐ Back up critical research data.
- ☐ Ensure lab members have remote access to be able to work off site.
- ☐ Secure lab notebooks and other data.
- ☐ Take laptops home or secure in locked locations.
- ☐ Secure physical hazards, such as sharps.
- ☐ Remove items from window ledges.
- ☐ Close all gas valves and water taps.
- ☐ Shut off gas to area, if possible.
- ☐ Decontaminate areas of the lab as you would do routinely at the end of the day.
- ☐ Lock all outer lab doors.
- ☐ Update emergency contacts on outer doors.
- ☐ Cancel orders for non-essential research materials (if they have not yet shipped).
- ☐ Contact loading dock/mail services personnel to notify them of any expected incoming shipments.

- ☐ Do not place any packages potentially containing dry ice in a walk in cold room or freezer.

### Chemicals, materials and equipment

- ☐ Consolidate storage of valuable perishable items within storage units that have backup systems.
- ☐ Fill Dewars and cryogen containers for sample storage and critical equipment.
- ☐ Properly secure all hazardous materials in long-term storage. Use secondary containers for any chemicals stored on the floor.
- ☐ Ensure all flammables are stored in flammable storage cabinets with secondary containment.
- ☐ Ensure all items are [labeled](#) appropriately.
- ☐ Remove all chemicals and glassware from benchtops and fume hoods; store in cabinets or appropriate shelving.
- ☐ Consider donating unopened chemicals to other labs by participating in the [MyChem Chemical Exchange program](#) or offering them directly.
- ☐ Request [waste pickup](#) for chemicals that may become unstable over time.
- ☐ Submit a [collection request](#) for all chemical waste items.
- ☐ Ensure all hazardous chemical waste containers are securely closed, properly labeled and stored according to [compatibility](#). Use secondary containers for wastes not stored in storage cabinets.
- ☐ Collect contents of any acid/base baths and request [waste pickup](#).
- ☐ Confirm inventory of controlled substances and document in log book.
- ☐ Secure controlled substances.
- ☐ Check that all [gas cylinders](#) are secured and stored in an upright position.
- ☐ Remove gas cylinder regulators and use caps.
- ☐ Ensure [cryogenic liquids](#) are properly vented.

### Biological materials and animals

- ☐ Ensure all items are labeled appropriately.
- ☐ Freeze 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.
- ☐ Remove infectious materials from biosafety cabinets; autoclave, disinfect, or safely store them as appropriate.
- ☐ Decontaminate and clean any reusable material that may be contaminated with biological material.
- ☐ Disinfect and empty biological waste in aspirator collection flasks.

- ☐ Collect all solid [biological waste](#) in appropriate containers. Dispose of waste properly.
- ☐ Ensure [cryogenic liquids](#) are properly vented.
- ☐ Designate essential employees to take care of animals.
- ☐ Contact [OAW](#) about current animal care recommendations.

### **Radiological materials**

- ☐ Ensure all items are labeled appropriately.
- ☐ Secure/lock radioactive materials inside a refrigerator, freezer, lockbox or cabinet in accordance with normal laboratory procedure.
- ☐ Store all radioactive waste in an approved radioactive waste container and secure it properly in accordance with normal laboratory procedure.
- ☐ Collect unwanted radioactive material into the appropriate waste containers and request a [Radioactive Waste Pickup](#) from EH&S.
- ☐ Consult with [Radiation Safety](#) if items need to be moved to another location.

### **Essential services adaptations**

- ☐ Follow all safety standards (e.g. PPE use) and protocols.
- ☐ Distribute a list of duties to be performed by essential personnel. Include the location and estimated or designated time of day for the duties indicated.
- ☐ Maintain emergency supplies (e.g. first aid kit, spill kit) and equipment (e.g. emergency eyewash) for the workspace.

Consult the [Guide to Business Continuity and Recovery Planning for Laboratories and Research Facilities](#) for additional information.