THE UNIVERSITY OF CHICAGO | Office of the Provost

Laboratory Full Ramp-Down Checklist

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

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

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:

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:

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 for peroxide forming chemicals or other chemicals (i.e. piranha etch) that may become unstable over time via **EH&S Assistant**.			
Collect contents of any acid/base baths and request waste pickup via 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 first.			

Physical Hazards:

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:

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:

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:

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**.			
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**. 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:

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 or researchsafety@uchicago.edu with questions about how to secure hazards or safely suspect research operations in your laboratory.