

## Laboratory Checklist for Temporary Cessation of Wet Lab Activities

### 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. Consider staggered shifts to avoid unnecessary congregation during these activities.			

### Communications:

ITEM	Complete	N/A	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.			
Ensure that emergency contacts listed on lab doors are up to date.			

### Shipping/Receiving:

ITEM	Complete	N/A	Notes
Do not order any new research materials except those items needed to support minimal critical functions (e.g., gas for equipment, animal feed).			
Cancel unshipped orders for non-essential research materials.			
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.			

## 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 backup systems.			
Fill dewars and cryogen containers for sample storage and critical equipment.			
Consult with DLAR or Attending Veterinarian about current animal care recommendations.			
Properly secure all hazardous materials in long-term storage. Refer to chemical storage guide and UK EHS, <a href="http://ehs.uky.edu/ohs/">http://ehs.uky.edu/ohs/</a> .			
Ensure all flammables are stored in flammable storage cabinets.			
Ensure that all items are labeled appropriately with the full name of contents and hazards.			
Remove materials from benchtops and fume hoods and store in cabinets or appropriate shelving.			
Request waste pickups for chemicals that may become unstable over time.			
Collect contents of any acid/base baths and store appropriately or request waste pickup, <a href="http://ehs.uky.edu/env/waste_pick-up.php">http://ehs.uky.edu/env/waste_pick-up.php</a> .			
Remove materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.			
Confirm inventory of controlled substances and document in logbook.			
Ensure restricted 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, contact Radiation Safety, <a href="http://ehs.uky.edu/radiation/">http://ehs.uky.edu/radiation/</a> .			

Physical Hazards:

ITEM	Complete	N/A	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 if you are concerned about flooding, etc.			
Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator).			

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. 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.			
Define equipment that requires maintenance operations (e.g., liquid nitrogen, gases, etc.), and personnel responsible for maintenance (with back-up plan).			
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 secure hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). Request waste pickup as needed. *			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect all solid biohazardous waste in appropriate containers. Autoclave solid biohazardous waste per standard protocol. If your lab generates RMW request pickup for those materials based on your campus location. <a href="http://ehs.uky.edu/docs/pdf/bio_s_pending_researcher_poster_0001.pdf">http://ehs.uky.edu/docs/pdf/bio_s_pending_researcher_poster_0001.pdf</a>			
Collect radioactive material into the appropriate waste containers and secure in place or request a radioactive waste pickup if needed.			

\* As plans are made to curtail lab activity here are a few simple guidelines for hazardous waste management: First of all, management of such waste should really be no different than your day-to-day management and storage of any of the chemicals you have in your labs. Therefore, hazardous waste must be compatible with the container in which it is stored, and waste containers stored in close proximity to each other should be compatible. All containers should be properly labeled with the contents and the hazards of the chemicals in the container. Additionally, hazardous waste containers should be labeled with the words "Hazardous Waste." All containers should be properly closed with a tight-fitting lid and if the container is connected to an HPLC with tubing, the tubing should be removed and a tight-fitting lid placed on the container. With all of these provisions in place, hazardous waste may remain through temporary though protracted shutdown periods. However, if the volume of waste is at or very near to a level in which you would have ordinarily requested a pickup, then such waste can be submitted via E-Trax for a pickup prior to shut down.

**Security:**

ITEM	Complete	N/A	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.			
If DEA/MDPH Controlled Substances are needed during wind-down or for animal emergencies, ensure that those performing the essential tasks know how to access.			

**General Area:**

ITEM	Complete	N/A	Notes
Remove all perishable and open food items from the lab's break areas, lockers, personal spaces.			

**Moving operations remote:**

ITEM	Complete	N/A	Notes
Assure availability of appropriate computer equipment, software, and remote access for relevant laboratory personnel.			
Develop a list of items and functions, specific to personnel, that can and/or should be worked on remotely.			
For trainees, develop plans of action for remote work with deadlines and/or milestones for progress.			
Communicate to relevant stakeholders (e.g., DLAR personnel, IACUC, IRB, IBC, RSC) regarding changes to approved studies.			
Place all relevant files and folders onto lab secure server sites or other modes to facilitate access by key personnel.			