Laboratory Ramp-Down Checklist for Temporary Closure

Use this checklist to restrict research on campus to critical activities, performed by a limited number of designated personnel. The only research activities that should continue to be conducted on campus are those that are absolutely necessary to retain critical research assets necessary to maintain laboratory viability, such as:

- Care for animals, plants and unique or expensive cell cultures or biological specimens
- Preservation of unique reagents and other unique or expensive materials, and
- Maintaining equipment (e.g., liquid nitrogen and liquid helium systems, and shared computational clusters) that cannot be maintained remotely or shut down without significant cost or consequences to the research effort.

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

Preparing

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

Communications

Item	Complete or N/A	Notes
Create a contact list of lab personnel, principal investigator, graduate assistants, and others.		
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 Info Sheet is up to date with hazards and emergency contacts listed and posted on inside and outside of lab door.		

Shipping/Receiving

Item	Complete or N/A	Notes
Limit new orders to items needed to support minimal critical functions.		
If possible, cancel orders for non-essential research materials if they have not yet shipped.		
Plan ahead for any outgoing hazmat shipments, both on the shipping and receiving end		
Contact loading dock/mail services personnel to notify them of any expected incoming shipments.		
Plan ahead for any Dry Ice shipments and ensure they are properly stored.		

Biological and Chemical Materials

Item	Complete or 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.		
Secure all hazardous materials in long-term storage. Label and securely cap every container.		
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.		
Ensure peroxide forming compounds are dated when they were opened and written down somewhere accessible by all lab members. One year after it is opened you should request a pickup from EHS		
Make sure a log is kept of unstable chemicals or compounds that need to be kept wetted (e.g. picric acid)		

Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.		
Confirm inventory of controlled substances (including syringes and needles) and toxins of biological origin. Document in logbook.		
Secure controlled substances according to DEA regulations. Consider additional measures to restrict access to controlled substances.		
Secure physical hazards such as sharps.		
Secure radioactive materials. If you need to transfer RAM to another location, please contact pearsall@binghamton.edu		

Physical Hazards

Item	Complete or N/A	Notes
Close gas valves. If possible, shut off gas to area.		
Turn off appliances, equipment, and computers. Unplug if possible.		
Secure gas cylinders and store in upright position. Remove regulators and use caps. Cylinders left for pick up by the vendor must be wiped down.		
Plan for management of non-essential cryogenically cooled equipment like SQUIDS and cryostats.		
Protect against flooding from broken pipes. Elevate chemicals, materials, supplies, equipment, electrical wires, etc. off of the floor.		
Check that equipment requiring uninterrupted electrical power is connected to an Uninterrupted Power Supply and/or emergency power.		

Equipment

Item	Complete or N/A	Notes
Prepare equipment if routine upkeep is required.		
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, allowing for proper airflow and shut the sash.		
Shut down and unplug sensitive electric equipment.		

Decontamination

Item	Complete or N/A	Notes
Decontaminate/sanitize areas of the lab as you would do routinely at the end of the day.		
Decontaminate/sanitize and clean any reusable materials.		
Document a contamination survey if you have a radioactive material permit for unsealed material.		

Waste Management

Item	Complete or N/A	Notes
Collect and label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals (e.g., in plastic secondary bins or trays).		
Place a Request for chemical hazardous waste to be collected.		
Collect all solid biological waste in appropriate containers and request removal.		
Collect radioactive waste in appropriate waste containers. Request removal if necessary.		

Security

Item	Complete or N/A	Notes
Lock all entrances to the lab. Ensure key personnel supporting critical functions have access.		
Close all windows.		
Secure lab notebooks and other data.		
If DEA/NYSDOH Controlled Substances are needed during wind-down or animal emergencies, ensure that those performing the essential tasks are authorized and know how to access.		

Signature of Person completing Checklist: _____

PI Name/ Signature: _____

Date Completed: _____