UCR Environmental Health & Safety

Laboratory Ramp-Down Checklist

UCR Research and Economic Development

March 20, 2020 (Revised)

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.			
Collect inventory of in-lab resources that would be critical.			
Identify PPE in labs that may be available for redistribution within UC. Notify ehspublichealth@ucr.edu of inventory count.			

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 safety placards are up to date and posted on outside of lab doors.			

Shipping/Receiving:

ITEM	Complete	N/A	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.			

Contact Central Business Services or EH&S 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			

Animal Care & Daily Maintenance:

(NOTE: This refers to care for those animals that are under the care of the PI's laboratory. The Campus Vivarium does not anticipate a change in its operations.) Please note that all changes to AUP's still require approvals from IACUC which continues to maintain its operations virtually. Contact iacuc@ucr.edu for any questions.

ITEM	Complete	N/A	Notes
Do you have enough supplies to care and maintain the daily check-ins for the animals under your laboratory's purview?			
Identify and document those in your laboratory that will be responsible for the daily care of animals under your lab's purview (the documentation should include back-ups). NOTE: If possible, it should be one person at a time performing these functions. If more than one person is required, it's essential that they practice social distancing and keep at least six feet between each other.			
Have all your lab personnel, that will be providing animal husbandry services, received training on basic animal husbandry (e.g., how to set up a rodent cage with food, water, and bedding, and how to check animal health)?			
Do you have an emergency plan in the event those that are identified (including the PI) to care for the animals, under your laboratory's purview, become ill and unable to leave home?			
Do you have emergency contact information (i.e., IACUC, EH&S, OCV, UCPD, Facility Services, etc.) posted in your lab?			
Do you anticipate that activities currently being done by your laboratory with daily animal care and maintenance will require assistance of the Vivarium staff? If so, please email that request to the Campus Veterinarian Akiko Sato (Akiko.sato@ucr.edu) and Dierk			

Biggs (Dierk.bigg@ucr.edu). (Note: The Campus Vivarium may not be able to fulfill such request.)			
For any field or off-campus research (under RED oversight or otherwise), please postpone or cancel. If not possible, start implementing social distance of at least 6 feet, carrying a thermometer in the first-aid kit, having staff/vehicle capability to isolate individuals or transport to medical care; and maintain robust communication to receive updates and get assistance if needed.			

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 Campus Veterinarian 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 pickup for peroxide forming compounds or other chemicals (i.e. piranha etch) that may become unstable over time.			
Collect contents of any acid/base baths and request waste pickup.			

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 EHS Radiation first: ehsrad@ucr.edu.			

Physical Hazards:

ITEM	Complete	N/A	Notes
Ensure all gas valves are closed. If available, shut off gas to area.			
Turn off appliances, hot plates, ovens, and other equipment. Unplug equipment if possible. Your computer may need to be on for remote access.			
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	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.			
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 in satellite accumulation areas (SAAs). Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).			
Place a Request for chemical hazardous waste to be collected			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect all solid biological waste in appropriate containers. If your lab does not have a routine biowaste pick up, request removal, request removal.			
Collect radioactive material into the appropriate waste containers and Request a Radioactive Waste Pick Up from EHS.			

Discard all unwanted, non-hazardous chemicals down the drain. If there is any question about whether a chemical is non-hazardous, contact EH&S at ehs@ucr.edu.			

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.			

General Area:

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

Please contact EH&S, ehslaboratory@ucr.edu, with questions about how to secure hazards or safely suspend research operations in your laboratory.

We thank our colleagues at MIT for this template.