



Laboratory Ramp-Down Aid Checklist

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.			

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 the lab placards are up to date and posted on the 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 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 RRF 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 properly. All working stocks of materials must be labeled with the full name of its contents and applicable hazards.			
Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving.			
Request DEHS chemical waste pickup for peroxide-forming compounds or other chemicals (e.g. pirhana etch) that may become unstable over time.			
Collect contents of any acid/base baths and request DEHS chemical 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 refrigerator, freezer, or lockbox. If you must transfer RAM to another location, consult RSO at 852-5231.			

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, chemicals, materials and supplies including electrical wires off the floor to protect against flooding.			

Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency generator.			
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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 shutdown procedures and measures to prevent surging.			
Shutdown and unplug sensitive electric equipment.			
Laptop, tablet, and other portable computer devices are unplugged and secured in metal cabinets.			
Battery charging stations are unplugged.			

Decontamination

Item	Complete	N/A	Notes
Decontaminate areas of the lab as you would do routinely at the end of each 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 such as plastic secondary containers or trays).			
Submit DEHS request for waste collection if approaching 50gal moderately toxic or 1qt acutely toxic waste.			
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 pickup, request removal.			
Collect radioactive waste in appropriate containers and request a radioactive waste pickup from RSO.			

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.			
With PI approval, take laptops home.			
If DEA Controlled Substances are needed during ramp-down or animal emergencies, ensure that PI (registrant) authorized users performing the essential tasks know how to access materials.			

General Area

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