Laboratory Ramp-Down Checklist

Adapted from checklist provided by Harvard University

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 lab placards are up to date and posted on outside of lab doors. Ensure that the Department Office and Department Safety Coordinators have contact information as well.			

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. Have a log of what is stored where.			
Consolidate storage of valuable perishable items within storage units that have backup systems.			
Fill dewars and cryogen containers for sample storage and critical equipment. Calculate refill duration period (3-5% loss per day for cryogenics			
Consult with TRACS 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 pickups for peroxide forming compounds or other chemicals 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 online in Controlled Substance Management System.			
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 EH&S first: radsafety@ucdavis.edu			

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 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. 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. Autoclave non-medical waste and dispose in dumpster (no sharps or other contaminants). Place medical waste in medical waste accumulation site.			
Collect radioactive material into the appropriate waste containers and request a radioactive waste pickup from EH&S.			

Discard all unwanted, non-hazardous chemicals down the drain. If there is any question about whether a chemical is non-hazardous, contact EH&S or view guidance here..			

Security

ITEM	Complete	N/A	Notes
Lock all entrances to the lab. Ensure key personnel who will support critical functions have appropriate access. Update key card access for non-essential personnel.			
Ensure windows are closed.			
Secure lab notebooks and other data.			
Take laptops home.			
If DEA Controlled Substances are needed during wind-down or animal emergencies ensure that those performing the essential tasks are part of the Controlled Substances program and know how to access.			

General Area

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