**Laboratory Ramp-Down 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 lab 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 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 [HCCM](https://hccm.med.harvard.edu/home) or [OAR](https://oar.fas.harvard.edu/home) about current animal care recommendations. |  |  |  |
| Properly secure all hazardous materials in long-term storage.  Refer to [chemical storage guide](https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/lab_chemical_storage_guide.pdf). |  |  |  |
| 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](https://www.ehs.harvard.edu/Chemical-Waste-Pickup-Form) for [peroxide forming compounds](https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/chemical_list_potentially_unstable_chemicals.pdf) or other chemicals (i.e. pirhana 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 RSS first: [radiation\_safety@harvard.edu](mailto:radiation_safety@harvard.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 in satellite accumulation areas (SAAs). Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). |  |  |  |
| [Place a request](https://www.ehs.harvard.edu/Chemical-Waste-Pickup-Form) 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.  [Cardboard box instructions](https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/biowaste_cardboard_box_collection_procedures_0.pdf); [plastic bin instructions](https://www.ehs.harvard.edu/sites/ehs.harvard.edu/files/biowaste_plastic_bin_collection_procedures_0.pdf). |  |  |  |
| Collect radioactive material into the appropriate waste containers and [request a radioactive waste pickup](https://www.ehs.harvard.edu/node/7548) from EHS. For sink disposals follow the [sink disposal guidance](https://www.ehs.harvard.edu/node/7551) and log all disposals. |  |  |  |
| Discard all unwanted, non-hazardous chemicals down the drain.  If there is any question about whether a chemical is non-hazardous, contact EH&S. |  |  |  |

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 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 for the lab’s break areas, lockers, personal spaces |  |  |  |

Please contact your Lab Safety Officer with questions about how to secure hazards or safely suspend research operations in your laboratory.