

Laboratory Ramp-Down Checklist

Revised: March 24, 2021

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 a 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 |
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| Do not order any new research materials except those items needed to support minimal critical functions. If radioactive materials need to be ordered, contact radsafety@uci.edu . | | | |
| Cancel orders for non-essential research materials if they have not yet shipped. | | | |
| Contact loading dock/Schools Facilities Manager/ PS Stores/mail services | | | |

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| 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 |
|--|----------|-----|-------|
| Store all biological agents and materials appropriately. Ensure all storage: Freezers, fridge, Liquid Nitrogen Dewars have contact information in case of emergency. | | | |
| Do NOT leave any research materials on a benchtop, equipment like Biosafety cabinet, incubator, centrifuge etc. | | | |
| 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 ULAR about current animal care recommendations. | | | |
| Properly secure all hazardous materials in long-term storage. Refer to the chemical hygiene plan . | | | |
| Ensure all flammables are stored in approved flammable storage cabinets (self-closing). | | | |
| 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. All working stocks must be properly stored. | | | |
| Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving. | | | |
| Properly dispose all biological, chemical waste and sharps waste in appropriate waste containers. Do not leave any hazardous waste or sharps on benchtop, Biosafety cabinet, chemical fume hood, autoclaves. | | | |
| Request waste pickups for peroxide forming compounds or other | | | |

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| chemicals (i.e. pirhana etc.) that may become unstable over time. | | | |
| Collect contents of any acid/base baths and request waste pickup. | | | |
| Confirm inventory of controlled substances is up to date and document use in your usage logs provided by the Controlled Substances Coordinator . | | | |
| Follow controlled substances procedures. Stored all controlled substances in the approved storage units along with their inventory logs. Controlled substances must not be left unattended on the countertops and/or lab benches. | | | |
| Secure physical hazards such as sharps. | | | |
| Ensure all radioactive materials are locked/secured inside a refrigerator, freezer, or lockbox. Place radioactive materials in adequate shielded containers if necessary. If you need to transfer RAM to another location, please contact radsafety@uci.edu . | | | |

Physical Hazards:

| ITEM | Complete | N/A | Notes |
|--|----------|-----|-------|
| Check that all gas cylinders are secured and stored in an upright position and are double-chained. Remove regulators and use caps. Ensure all gas valves are closed. | | | |
| Turn off equipment including computers, hot plates, ovens, Etc. Unplug equipment if possible. | | | |
| 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 |
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| Check that refrigerator, freezer, and incubator doors are tightly closed. | | | |

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| Biosafety cabinets: Close the sash and turn off the BSC. Do NOT leave the UV light on. | | | |
| Fume hoods: Clear the hood of all hazards and shut the sash. | | | |
| Gloveboxes: ensure gloveboxes have access to emergency power, have enough inert gas, and properly store chemicals. | | | |
| Shut down and unplug sensitive electric equipment. | | | |
| Secure valuable equipment. | | | |

Decontamination:

| ITEM | Complete | N/A | Notes |
|---|----------|-----|-------|
| Decontaminate areas of the lab and equipment as you would do routinely at the end of the day. | | | |

Waste Management:

| ITEM | Complete | N/A | Notes |
|--|----------|-----|-------|
| Collect and properly label all hazardous waste. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). | | | |
| Dispose of all hazardous chemical and biohazardous waste by submitting Text a Pickup . | | | |
| Dispose of all radioactive waste by submitting a Radioactive Waste Collection Request . | | | |
| Disinfect and empty biohazardous aspirator collection flasks. | | | |

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 Controlled Substances are needed during, wind-down or animal emergencies ensure that those performing the essential tasks know how | | | |

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| to access and have completed all required training and are compliant with DEA and UCI requirements. | | | |
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General Area:

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

Please contact your EH&S School Coordinator at safety@uci.edu with questions about how to secure hazards or safely suspend research operations in your laboratory. Special thanks to Harvard University who provided content for our ramp-down checklist.