**WashU Laboratory Ramp-Down Checklist**

Preparing:

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| 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.  |   |   |   |
| Communicate the need to avoid performing high-risk procedures alone. If working alone is permitted, ensure a notification procedure is in place. |  |  |  |

Communications:

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| ITEM  | Complete  | N/A  | Notes  |
| Create a contact list including all lab personnel, principal investigator, directors, business managers, and other pertinent personnel. |   |   |   |
| 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 hazard door sign, including BSL2 door sign, are up to date and posted on outside of lab doors. |   |   |   |
| Post Laboratory Ramp-Down Sign on outside of main lab door. |  |  |  |

Shipping/Receiving:

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| 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:

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| 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 DCM about current animal care recommendations.  |   |   |   |
| Properly secure all hazardous and unwanted materials in appropriate storage. Contact EH&S if you need guidance.  |   |   |   |
| Put all chemicals back in inventoried storage location. |  |  |  |
| Ensure all flammables are stored in flammable storage cabinets and ensure chemical storage cabinets are properly closed and latched. |   |   |   |
| Ensure all items are labeled appropriately. All working stocks and secondary containers must be labeled with the full name of its contents and hazards. |   |   |   |
| Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving.  |   |   |   |
| Submit Request for Pickup for unwanted materials that may become unstable over time (e.g., piranha etch). |   |   |   |
| Verify peroxide-forming chemicals and other unstable chemicals have been inspected/tested and are properly stored. |  |  |  |
| Ensure acid/base baths are properly sealed, labeled and stored securely. |   |   |   |
| Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.  |   |   |   |
| Confirm inventory of controlled substances and select agent toxins and document in log book. Secure as required. |   |   |   |
| 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 Radiation Safety. |   |   |   |

Equipment and Physical Hazards:

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| ITEM  | Complete  | N/A  | Notes  |
| Identify critical lab equipment. |  |  |  |
| Determine if there is any equipment that cannot be shut down and equipment that requires routine monitoring such as liquid nitrogen dewars, inert atmosphere gloveboxes, vacuum lines, freezers, and incubators. |  |  |  |
| For deep-storage freezers, incubators and critical instruments that rely on liquid nitrogen or gas required to be filled regularly, ensure those performing the tasks know the schedule and are trained to do so safely. |  |  |  |
| Determine how long it will take to shutdown equipment and experiments. Document the safest and most expeditious procedures. |  |  |  |
| Ensure all gas valves are closed.  |   |   |   |
| Check that all gas cylinders are secured and stored in an upright position. Remove regulators and secure caps.  |   |   |   |
| Turn off in-line vacuum, if possible. |  |  |  |
| Shut down and unplug sensitive electric equipment.  |   |   |   |
| Turn off and unplug non-critical appliances, computers, hot plates, water baths, ovens, shakers, centrifuges and other equipment. |  |  |  |
| Inspect all equipment requiring Uninterrupted Power Supply (UPS) or the emergency power (emergency generator).  |   |   |   |
| Check that refrigerator, freezer, and incubator doors are tightly closed.  |   |   |   |
| Contact Facilities to determine if autoclaves can be safely powered down. |  |  |  |
| Biosafety and Laminar Flow Cabinets: Surface decontaminate the inside work area, close the sash and power down. Do NOT leave the UV light on.  |   |   |   |
| Fume hoods: Remove excess material, cover/cap containers and shut the sash. |   |   |   |

Decontamination

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| ITEM  | Complete  | N/A  | Notes  |
| Decontaminate areas of the lab as you would do routinely at the end of the day.  |   |   |   |
| Decontaminate and clean items that may be contaminated with biological material (e.g., vacuum flasks attached to biosafety cabinets). |   |   |   |

Waste Management:

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| ITEM  | Complete  | N/A  | Notes  |
| Collect and properly label all unwanted material and store in a secure environment. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).  |   |   |   |
| Collect all solid biological waste in appropriate containers. If your lab does not have a routine biowaste pick up, request removal.   |   |   |   |
| Collect radioactive material into the appropriate waste containers. Contact EH&S for scheduling pickup at a later time.  |   |   |   |

 Security

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| ITEM  | Complete  | N/A  | Notes  |
| Lock all entrances to the lab.  Ensure essential personnel who will support critical functions have appropriate access.  |   |   |   |
| Ensure windows are closed, if applicable. |   |   |   |
| Secure lab notebooks and other data.  |   |   |   |
| Take laptops home.  |   |   |   |

General Area

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| ITEM   | Complete  | N/A  | Notes  |
| Remove all perishable and open food items for the lab’s break areas, lockers, personal spaces  |   |   |   |
| Ensure all water taps are shut off. |  |  |  |

Please contact [EH&S](https://ehs.wustl.edu/) with questions about how to secure hazards or safely suspend research operations in your laboratory.