**Laboratory Ramp-Down Checklist**

|  |  |  |
| --- | --- | --- |
| **Attention: Strict adherence to the Buddy System MUST be followed.** | **Complete** | **N/A** |
| **Preparing**  |
| Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. |  |  |
| Identify personnel able to safely perform essential activities. |  |  |
| **Communications** |
| 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.  |  |  |
| **Shipping/Receiving** |
| Do not order any new research materials except those items needed to support minimal critical functions. |  |  |
| **Research Materials** |
| 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. |  |  |
| Properly secure all hazardous materials in long-term storage. |  |  |
| Ensure all flammables are stored in flammable storage cabinets. |  |  |
| **Physical Hazards** |
| Ensure all gas valves (including gas cylinders) are closed. If available, shut off gas to area. |  |  |
| Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible. |  |  |
| **Equipment** |
| 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 |  |  |
| Shut down and unplug sensitive electric equipment. |  |  |
| **Decontamination** |
| Decontaminate areas of the lab as you would do routinely at the end of the day. |  |  |
| General housekeeping – clean off benches and put away all chemical in their proper storage location.  |  |  |
| **Waste Management** |
| Properly label all hazardous chemical waste. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). |  |  |
| Place a pickup request for chemical hazardous waste to be collected. Provide detail for exact location in the lab and place a sticker or note on the container that reads “FOR EHS.” |  |  |
| Biological waste: Disinfect and empty aspirator collection flasks. |  |  |
| Collect all solid biological waste in appropriate containers. |  |  |
| Seal ALL Bio boxes for disposal, submit EHS pickup request, and place in hallway for pickup. |  |  |
| Collect radioactive material into the appropriate waste containers and request a pickup from EHS. |  |  |
| **Security** |
| 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. |  |  |

**Please contact Environmental Health & Safety (dehsafety@udel.edu) with questions about how to secure hazards or safely suspend research operations in your laboratory.**