



**Laboratory Ramp-Down Checklist**

**Attention: Strict adherence to the Buddy System MUST be followed.**

	Complete	N/A
<b>Preparing</b>		
Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed.		
Identify personnel able to safely perform essential activities.		
<b>Communications</b>		
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.		
<b>Shipping/Receiving</b>		
Do not order any new research materials except those items needed to support minimal critical functions.		
<b>Research Materials</b>		
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.		
<b>Physical Hazards</b>		
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.		
<b>Equipment</b>		
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.		
<b>Decontamination</b>		
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.		
<b>Waste Management</b>		
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.		
<b>Security</b>		
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.**