



Laboratory Startup Checklist

PI (print): _____ Building(s): _____ Room Number(s): _____

Attention Labs: Please submit your completed form to dehsafety@udel.edu or attach it to your BioRAFT profile (Lab Profile > Documents > Attach a New Document).

Building Entry		
+ <i>These measures are in addition to the general guidance for the entire university (masking, handwashing, stay home if you are sick, etc.).</i>		
<ul style="list-style-type: none"> • Use building single point entry. • Mask or face covering must be worn prior to and during building occupancy. <i>Masks can be provided.</i> • Use hand sanitizer at building entry point. • On arrival, take and record temperature by a department assigned individual. 		
	Complete	N/A
PI Lab Level Pre-Start Checklist for Safety Considerations – <i>Assessing your lab space for the ability to meet social distancing guidelines</i>		
+ <i>Have your department chair/building/facility representative confirm your space assessment and the number of personnel you are proposing to allow in the space at a single time.</i>		
+ <i>For shared laboratory workspaces, you must work with the other faculty and facility representatives to establish definitive guidelines for the space.</i>		
Determine laboratory capacity (no more than 2 people per 1000 sq. ft.)		
Post Occupancy Limits on the laboratory door, visible to those outside of the lab.		
Create a lab calendar to track who will work at what time.		
Share calendar with appropriate unit representatives.		
Post calendar on the laboratory door, visible to those outside of the lab.		

Laboratory Startup Checklist		
Prior to arrival		
Update BioRAFT roster.		
Ensure training is up to date.		
Review hygiene guidance, PPE decontamination and reuse guidance, and working alone guidance.		
Consider PPE needs and order supplies accordingly.		
First time arriving to the laboratory		
+ Carefully observe laboratory for safety considerations and proceed with caution wearing the appropriate PPE (lab coat, safety glasses, gloves, etc.) based on specific lab protocols and SOPs.		
Evaluate Supplies: PPE availability and cleaning supplies for intended work		
Flush all eyewash stations (3-5 mins or until water is clear), coordinate safety shower flushes.		
Run water in all faucets (3-5 mins or until water is clear), add water to drains that may have dried out.		
Ensure chemical fume hoods are operational. Notify EHS immediately if certification has expired.		
Evaluate Support Services: e.g., compressed gasses, house services (compressed air, house gasses, DI water), glass wash services, hazardous chemical or biological waste pick-up, supply deliveries, other halted services (lab coats, etc.), regular custodial services.		
Update emergency contact names (blue card insert), if needed.		
+ Animal and other Core/Service Center Facilities		
Contact Animal Laboratory Support Services for any animal-related questions.		
Contact the Core Facilities/Service Centers to ensure they are available to support lab needs.		
+ Biologicals		
Turn on BSCs and disinfect surfaces. <i>(BSC annual recertifications will take place as campus re-opens. EHS will communicate with lab managers/PIs as schedules are determined.)</i>		
Set-up (and label) new aspirator collection flasks if needed.		

	Complete	N/A
+ Chemicals		
Check if there has been a chemical spill. Contact EHS for chemical spill clean-up assistance.		
Check for any chemical waste containers that are bulging or any peroxide formers that may be out of date. Contact EHS immediately for removal.		
Inspect hazardous waste storage. Request EHS hazardous waste pick-up as appropriate.		
Check that all waste containers (liquid, solid, and sharps) are closed.		
Check that all waste containers are properly labeled.		
Check that all chemical containers are properly labeled.		
+ Radioactive Materials		
Conduct a contamination survey of the lab using wipe tests or Geiger counter, as appropriate.		
Conduct a physical inventory of radioactive materials and confirm it is accurate.		
+ LASERS		
When re-energizing lasers, block beam at aperture during warm-up.		
Conduct a careful beam alignment, if working with open beam set-ups.		
+ Equipment		
Check refrigerators and freezers for operation.		
Turn on essential equipment in the lab.		
Check that equipment restarts and functions appropriately.		
Use the shutdown checklist as a guide for equipment.		
If cryogen fill is needed, perform it with assistance from another lab member.		
If CO ₂ is needed for incubators, contact your building manager or place order as typically performed.		
Is calibration needed?		
Do safety devices operate properly?		

General Building (Performed by building or facility units)		
If needed, update shutdown signage on the building entrance doors.		
Identify a single entrance per building for all to enter/exit until normal operations resume.		
Check mechanical rooms.		
Check water distillation units.		
Check shared equipment and shared facilities (chemical and biological storage/waste areas, gas storage area, common equipment such as autoclaves and shared labs).		
Communicate with all delivery personnel any changes to time/location for deliverables.		
Reactivate lab coat laundering services if they were stopped.		

Please contact Environmental Health & Safety (dehsafety@udel.edu) with questions about hazards or safe research operations in your laboratory.