

Research/Laboratory Shutdown Checklist Template (04/01/20)

For each person in the group, develop a list of goals that can be completed remotely:

- Data analysis
- Manuscript preparation
- Reading literature
- Preparing grant materials
- Remote course work
- Acquisition of new computational skills
- Professional development activities
- Take online safety training

Establish a plan for ongoing interactions:

- Determine format and interval for all-group meetings and one-on-one and smaller meetings. Many labs have weekly group meetings via Zoom.
- Establish expectations for how researchers document their work when working remotely.

Lab shutdown – General safety and equipment

- Distribute lab contact list
 - Remove all perishable food from break areas, lockers and refrigerators
 - Back up critical research data
 - Ensure lab members have remote access to work off site
 - Secure lab notebooks and other data
 - Take laptops home or secure in locked locations
 - Secure physical hazards, such as sharps
 - Remove items from window ledges
 - Close all gas valves and water taps
 - Shut off gas to area, if possible
 - Decontaminate areas of the lab as you would do routinely at the end of the day
 - Lock all outer lab doors
 - Update emergency contacts on outer doors
 - 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

Lab shutdown – Chemicals, materials and equipment

- 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. Use secondary containers for any chemicals stored on the floor.
- Ensure all flammables are stored in flammable storage cabinets with secondary containment
- Ensure all items are labeled appropriately
- Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving
- Request waste pickup for chemicals that may become unstable over time

- Submit a collection request for all chemical waste items
- Ensure all hazardous chemical waste containers are securely closed, properly labeled and stored by compatibility. Use secondary containers for wastes not stored in storage cabinets.
- Collect contents of any acid/base baths and request waste pickup.
- Confirm inventory of controlled substances and document in log book.
- Secure controlled substances.
- Check that all gas cylinders are secured and stored in an upright position.
- Remove gas cylinder regulators and use caps.
- Ensure cryogenic liquids are properly vented.

Lab shutdown – Biological materials and animals

- Ensure all items are labeled appropriately.
- Freeze 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.
- Remove infectious materials from biosafety cabinets and autoclave, disinfect, or safely store them as appropriate.
- Decontaminate and clean any reusable material that may be contaminated with biological material.
- Disinfect and empty biological waste in aspirator collection flasks.
- Collect all solid biological waste in appropriate containers. Dispose of waste properly.
- Ensure cryogenic liquids are properly vented.
- Designate essential employees to take care of animals.
- Contact UAF Animal Resources Center (ARC) about current animal care recommendations.

Lab shutdown – Radiological materials

- Ensure all items are labeled appropriately.
- Secure/lock radioactive materials inside a refrigerator, freezer, lockbox or cabinet in accordance with normal laboratory procedure.
- Store all radioactive waste in an approved radioactive waste container and secured it properly in accordance with normal laboratory procedure.
- Collect unwanted radioactive material into the appropriate waste containers and request a Radioactive Waste Pick up from UAF EH&S.
- Consult with UAF EH&S if items need to be moved to another location.

Essential Services Adaptations:

- Follow all standard (e.g. PPE use) and pandemic-related (e.g., regular disinfection of surfaces) safety protocols.
- Distribute list of duties to be performed by essential personnel, with location and designated time of day for such duties indicated.
- Post lab map with maximum room/bay occupancy to maintain social distancing inside lab entryway.
- Consult department/unit Business Continuity and Recovery Planning Guide for Researchers for additional information.