LABORATORY RAMP-DOWN AND TEMPORARY SHUTDOWN CHECKLIST

The following checklist provides a detailed review of what must be considered when ramping down laboratory activities for holidays or completely shutting down a laboratory for a prolonged period. If the laboratory is completely closing, review the laboratory decommissioning procedures.

Administrative
☐ Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. (The department chair must approve any critical items)
☐ Identify primary and backup personnel able to safely perform essential activities. Ensure that emergency contact information is posted in the lab.

Shipping/Receiving
☐ Incoming and outgoing shipments are planned for or put on hold.

Physical Hazards
☐ Gas valves are closed. Gas cylinders are safely stored in an upright position.
☐ Floors clear of equipment, chemicals, and electrical wires.
☐ Water is turned off (e.g. Milli-Q water filtration)
☐ The lab is clean. Any permit required decontamination or contamination monitoring is completed.

Equipment
☐ Appliances/equipment are off and (if possible) unplugged (e.g. hotplates)
☐ Plan for any required upkeep during the shutdown (e.g. cryogenic cooled equipment)
☐ Uninterrupted Power Supplies are used and connected as needed.
☐ Ensure all fridge, freezer and incubator doors are tightly closed.
☐ Dewars and cryogen containers are filled.
☐ Clean fume hoods and shut the sash.
☐ Clean the biosafety cabinet, turn off the UV light, and turn off the cabinet.

Waste Management
☐ All waste is collected, labelled, and disposed of at ESF (Chemical, Radioactive, Biological).
☐ All etching solutions (e.g. Aqua Regia) are neutralized and disposed of.
☐ Outgoing students have disposed of waste/samples and clearly labelled any remaining items.

Security
☐ Windows are closed. The lab is locked.

Research Materials
☐ Any perishable stock is stored appropriately (e.g. biological stock is frozen and placed in a unit with a backup system).
☐ Chemicals are safely stored and securely capped.
☐ All stocks or working solutions are capped and clearly labelled.
☐ Benchtops are cleared
☐ Regulated materials (e.g. pathogenic material, radioactive sources, controlled substances) are stored as per requirements
☐ All samples are clearly labelled with the full name of the contents.