

# 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.