

OVERVIEW: The following checklist is a tool to guide laboratory and research groups during potential ramp-down scenarios, including interim closure of their laboratory. Many of these items are written for the most stringent scenario where only critical research activities may continue. Completing the very first item, being familiar with the ramp-down plans for your College, Institute, or Commonwealth Campus, will aid you making plans for various levels of ramp-down where some research activities may continue above critical levels, but not a return to full capacity.

INSTRUCTIONS:

1. Complete the checklist below and store in Laboratory and Research Safety binder and/or in an accessible electronic location.
2. Discuss the checklist with coordinators, department heads, supervisors, etc.
3. Clean lab area one last time before vacating for significant length of time.
4. Post [Lab Suspension Sign](#).
5. Contact EHS with any questions at psuehs@psu.edu.
6. Complete a [Ramp Up checklist](#) when returning to work.

Preparing

ITEM	Complete	N/A	Notes
Read College, Institute, Campus, or work unit ramp-down plan and be familiar with what your unit will do in various scenarios.			
Reevaluate all non-critical activities that can be ramped-down, curtailed, suspended, or delayed.			
Identify personnel able to safely perform critical activities.			
Send critical research personnel list to your work unit or campus.			
Ensure personnel who will support critical functions have appropriate building and lab access.			

Communications

ITEM	Complete	N/A	Notes
Create or update contact list including all lab personnel, principal investigator, department contacts, and safety officer(s).			
Ensure the contact list is saved where it can be remotely accessed by everyone in the lab. Include home and cell phone numbers.			

Test your phone tree or email group to facilitate emergency communication amongst lab personnel.			
Ensure that emergency contacts listed on lab door signs are up to date and posted on outside of lab doors. Ensure that cell and/or home phone numbers are listed for all contacts.			

Shipping/Receiving

ITEM	Complete	N/A	Notes
Do not order any new research materials except those items needed to support minimized or critical functions.			
Consider canceling orders for non-critical 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.			

Research Materials

ITEM	Complete	N/A	Notes
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.			
Consult with the Animal Resource Program about current animal care recommendations.			
Properly secure all hazardous materials in long-term storage. This includes hazardous chemicals, biological agents, and radioisotopes.			
Ensure all flammables over 10 gallons are stored in flammable storage cabinets.			

Ensure that all items are labeled appropriately. All working stocks of materials must be labeled with the full name of its contents and include hazards.			
Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving.			
Request waste pickups for peroxide forming compounds or other chemicals (i.e. piranha etch) that may become unstable over any shutdown time.			
Collect contents of any acid/base baths and request waste pickup.			
Remove biological materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.			
Confirm inventory of controlled substances and document in logbook.			
Consider additional measures to restrict access to controlled substances.			
Secure physical hazards such as sharps.			
Ensure all radioactive materials are locked/secured inside a refrigerator, freezer, or lockbox.			

Physical Hazards

ITEM	Complete	N/A	Notes
Ensure all gas valves are closed. If available, shut off gas to area.			
Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible.			
Check that all gas cylinders are secured and stored in an upright position. Remove regulators and use caps.			
Elevate equipment, materials, and supplies, including electrical wires and chemicals, off of the floor to protect against flooding from broken pipes.			

Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator).			
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

Equipment

ITEM	Complete	N/A	Notes
Check that refrigerator, freezer, and incubator doors are tightly closed.			
Where possible, ensure critical units are plugged into emergency power outlets (red outlets) but do not use extension cords.			
Decontaminate the inside of biosafety cabinets, close the sash, and power down. Do NOT leave the UV light on.			
Clear chemical fume hoods of all hazards, turn off the light, and shut the sash.			
Review proper shutdown procedures and measures to prevent surging for other equipment.			
Shut down and unplug sensitive electric equipment.			
Cover and secure or seal vulnerable equipment with plastic.			
Drain baths in equipment, as applicable, and contain the liquid in an appropriate storage container.			
Ensure power cords and extension cords are unplugged, rolled up, and stored/ hung safely.			
Ensure equipment has cooled/warmed to room temperature before leaving.			
If work with hazardous materials will continue in the lab, ensure that the eye wash is being tested weekly.			

Decontamination

ITEM	Complete	N/A	Notes
Decontaminate areas of the lab as you would do routinely at the end of the day.			
Decontaminate and clean any reusable materials that may be contaminated with biological material.			

Waste Management

ITEM	Complete	N/A	Notes
Collect all chemical waste in the satellite accumulation area (SAA) and ensure all containers are properly labeled with a green tag. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).			
At University Park, place a request for chemical waste to be collected.			
At Commonwealth campuses, if possible, arrange for someone who will be on campus (Maintenance or another researcher) to inspect waste.			
Autoclave regulated medical waste (bio waste). Ensure liquid waste from aspirator collection flasks is disinfected and then emptied.			
Collect all solid biological waste in appropriate containers. At University Park, if your lab does not have a routine biowaste pick up, request removal. At other locations, arrange for pickup if possible.			
Collect radioactive material into appropriate waste containers and request a radioactive waste pickup .			

Security

ITEM	Complete	N/A	Notes
Lock all entrances to the lab.			
Ensure windows are closed.			
Secure lab notebooks and other data.			
Take laptops home.			
Shut off lights.			

General Area

ITEM	Complete	N/A	Notes
Remove all perishable and open food items for the lab's break areas, lockers, or personal spaces.			