

OVERVIEW: The following checklist is prepared as a tool to guide researchers and lab personnel during the ramp down and interim closure of their laboratory. Please [contact EHS](#) with any questions.

INSTRUCTIONS: Laboratories suspending operations must:

- Complete the **Laboratory Ramp-Down Checklist** and return to EHS at psuehs@psu.edu.
- Post the [Laboratory Suspension Sign](#) on entrances to the laboratory.

PREPARING:

ITEM	Complete	N/A	Notes
Identify all non-critical activities that can be ramped down, curtailed, suspended, or delayed.			
Identify personnel able to safely perform essential activities.			
Notify OSVPR of essential personnel list			
Ensure personnel who will support essential functions have appropriate building and lab access.			

COMMUNICATIONS:

ITEM	Complete	N/A	Notes
Create contact list including all lab personnel, principal investigator, department contacts, and safety officer.			
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 researchers and staff.			
Ensure that emergency contacts listed on lab door signs are up to date and posted on outside of lab doors.			

SHIPPING/RECEIVING:

ITEM	Complete	N/A	Notes
Do not order any new research materials except those items needed to support minimal critical functions.			

EHS LABORATORY RAMP DOWN CHECKLIST

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.			

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 time.			
Collect contents of any acid/base baths and request waste pickup.			
Remove infectious 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.			

EHS LABORATORY RAMP DOWN CHECKLIST

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.			
Biosafety cabinets: surface decontaminate the inside work area, close the sash, and power down. Do NOT leave the UV light on.			
Fume hoods: Clear the hood of all hazards and shut the sash.			
Review proper shut down procedures and measures to prevent surging.			
Shut down and unplug sensitive electric equipment.			
Cover and secure or seal vulnerable equipment with plastic.			

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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.			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect all solid biological waste in appropriate containers. At University Park, if your lab does not have a routine biowaste pick up, request removal.			
Collect radioactive material into the appropriate waste containers and request a radioactive waste pickup from EHS.			

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SECURITY:

ITEM	Complete	N/A	Notes
Lock all entrances to the lab. Ensure key personnel who will support critical functions have appropriate access.			
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, personal spaces.			
Post " Laboratory Suspension Signage " on entrances to laboratory.			