



Laboratory Ramp-Down Checklist

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.			

Communications:

ITEM	Complete	N/A	Notes
Create contact list including all lab personnel, principal investigator, lab manager, and building manager.			
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 between lab researchers and staff.			

Shipping/Receiving:

ITEM	Complete	N/A	Notes
Do not order new research materials except those items needed to support minimal critical functions.			
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 packages potentially containing dry ice/liquid nitrogen 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 DAR or AACUP about current animal care recommendations.			



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ITEM	Complete	N/A	Notes
Return hazardous materials to safe storage locations.			
Move as much flammable material as possible to flammable storage cabinets.			
Close and latch chemical storage cabinets.			
Ensure that all items are labeled appropriately.			
Minimize amounts of chemicals and glassware on benchtops and in fume hoods and store in cabinets or appropriate shelving.			
Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.			
Ensure all radioactive materials are locked/secured inside a refrigerator, freezer, or lockbox. If you need to transfer RAM to another location, please consult with RSS first: rss@illinois.edu			

Physical Hazards:

ITEM	Complete	N/A	Notes
Ensure all gas valves are closed if not in use. If available, shut off gas to area.			
Turn off appliances, hot plates, ovens, and other equipment. Unplug equipment if possible.			
Check that all gas cylinders are secured and stored in an upright position. If not in use, remove regulators and apply caps.			
Elevate equipment, materials and supplies, including electrical wires and chemicals, off of the floor if there is any potential for flooding.			
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.			
Fume hoods: Clear the hood of all hazards and shut the sash			
Cover and secure or seal vulnerable equipment			
Safely power down vacuum pumps and bring to atmospheric pressure if safe to do so.			



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ITEM	Complete	N/A	Notes
Glove Boxes: Prepare contents of glove box for long term storage (e.g., seal containers, replenish gas supply, etc.)			

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.			
Decontaminate radiological work areas, then perform and document a contamination survey.			

Waste Management:

ITEM	Complete	N/A	Notes
Collect and properly label all hazardous chemical waste. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect biological waste in appropriate containers. Use decontamination methods as described by User Treatments of Biological Waste .			
Collect radioactive material in appropriate waste containers. For sink disposal, follow the sink disposal guidance and log all disposals.			
Prepare a pickup request for all chemical, radioactive, and sharps waste.			

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.			
If DEA Controlled Substances are needed during wind-down or animal emergencies ensure that those performing the essential tasks know how to access.			



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General Area:

ITEM	Complete	N/A	Notes
Remove all perishable and open food items for the lab's break areas, lockers, personal spaces Ensure all water taps are shut off.			

If you have questions about how to secure hazards or safely suspend research operations in your laboratory contact DRS@illinois.edu.

Above checklist modified from an original checklist produced by Harvard EHS March 2020