University of Connecticut/UConn Health
Laboratory Ramp-Down Checklist
Procedures for Safely Vacating a Laboratory

Researchers ramping down research or teaching activities at the University of Connecticut (UConn Storrs and Regionals) and UConn Health are responsible for maintaining laboratories and facilities in a safe condition.

POST COMPLETED FORMS ON THE OUTSIDE OF YOUR LABORATORY DOOR FOR REFERENCE BY UNIVERSITY PERSONNEL WHO MAY REQUIRE ACCESS.

Preparation:
- Identify all non-critical activities that can be ramped down, curtailed, halted, or delayed.
- CHECK if there are critical services that must be maintained. Notify Facilities Operations of critical activities that require continuation of services, including ventilation systems.
  - For Storrs and regionals, send email notification to eric.kruger@uconn.edu and andy.kelly@uconn.edu.
  - For UConn Health, send email notification to jacobs@uchc and jlombardi@uchc.edu.
- Identify personnel able to safely perform essential activities.
- Ensure contacts on the laboratory emergency door card/posting are up-to-date. If necessary, complete and post new cards/postings with updated contact information.
  - For Storrs and Regionals: UConn Lab Emergency Information Card
  - For UConn Health: See page 26 of UConn Health CHP

Security:
- 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.

Shipping/Receiving:
- Order only research materials to support critical functions.
- Cancel orders for non-essential research materials if they have not yet shipped.
- Contact loading dock/mail services/central receiving 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.
Radioactive Materials (RAM) - Section is not applicable □

- All radioactive materials have been properly containerized and stored in the controlled area, including stock, samples, and waste.
- A post-operational contamination survey has been performed of yourself, the work area, and affected equipment if concluding work with radioactive materials and all results are <100 DPM/100cm^2.
- All radioactive materials storage areas are secured, and the laboratory doors are closed and locked.

X-ray Producing Equipment - Section is not applicable □

- Analytical x-ray units have been powered down and administrative controls are in place to prevent unauthorized operation.

Laser Equipment - Section is not applicable □

- Lasers and laser systems have been powered down, and administrative controls are in place to prevent unauthorized operation.
- Associated non-beam hazards identified in the laser SOP have been mitigated (e.g., compressed gas shut off, etc.)

Biological Materials - Section is not applicable □

- All cultures and contaminated labware are collected (sharps in sharps containers, non-sharps in autoclave bags), treated and packaged according to Biological waste procedures. Liquid cultures must be decontaminated by autoclave or chemical disinfectant prior to drain disposal.
- Decontaminate all work surfaces with disinfectant. Secure ultra-low temperature long-term storage units.
- Fill dewars and cryogen containers for sample storage.
- Turn off biological safety cabinets and UV lights.
- Contact EHS if biomedical wastes containers are full, properly managed, and require disposal.

Chemical Safety - Section is not applicable □

- Label all chemicals in secondary containers (e.g., beakers, flasks, etc.) with the chemical name and/or hazard class(es).
- Close chemical containers and store in designated areas by hazard class. Minimize chemical storage in fume hoods.
- Send barcodes on empty chemical containers to ehs@uconn.edu (UConn Storrs) or sasso@uchc.edu (UConn Health) prior to disposal.
- Close sashes on chemical fume hoods.
- Clean fume hoods, benchtops, and other lab areas.
- Keep hazardous wastes closed, properly labeled, and stored with compatible wastes in satellite accumulation area(s).
- Contact EHS for disposal if hazardous wastes containers are full and properly managed or potentially unstable if stored (i.e., piranha etch, aqua regia).

**Compressed Gas Cylinders (including Liquid Nitrogen Cylinders):** - Section is not applicable □
- Check that all gas cylinders are secured and stored in an upright position.
- Shut down, remove regulators, and place caps on cylinders, if possible.

**Equipment and Utilities**
- Ensure all gas valves are closed. If accessible, shut off gas to area.
- Shut down and secure equipment as possible, consistent with equipment requirements.
- Ensure all water sources are turned off (e.g., circulating water baths, aspirators, etc.).
- Turn off and unplug non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, and ovens.
- Ensure refrigerator, freezer, and incubator doors are tightly closed.
- Elevate equipment, materials, and supplies, including electrical wires and chemicals, off of the floor to protect against flooding.
- Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator).

**Animal Care**
- Ensure that all animals are returned to central housing.

Contact Environmental Health and Safety (EHS) with any safety-related concerns or questions pertaining to hazardous materials, x-ray, or laser equipment. **Email should be used as the primary means of contact.**
- For Storrs and Regionals: UConn EHS Contacts
- For UConn Health: UCH EH&S Contacts