

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 is **critical research infrastructure** that must be maintained and if so faculty should complete the [Critical Research Infrastructure form](#) found on the [COVID-19 Research Continuity Planning and Guidance webpage](#). Facilities Operations will not be shutting down building infrastructure systems. They will continue to monitor critical building infrastructure systems through the various building automation systems and will appropriately react to issues with these systems. If laboratory personnel have reason to believe that there is an issue with building infrastructure, please notify the Operations Center by calling (860) 486-3113. Locally alarmed laboratory systems will not be directly monitored by Facilities Operations personnel; however, if they become aware of such an alarm, Facilities Operations will attempt to contact the PI as indicated on the door to the lab.
- 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/100cm².
- 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](#)