

UC Berkeley Laboratory Research Ramp Down Checklist
March 16, 2020

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 administrative director, research operations manager, and building manager. Keep roster information up to date on the Labs@Berkeley Roster Tool .			
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 placards are up to date and posted on outside of lab doors.			
Make sure department safety coordinators and building managers have current Lab Safety Coordinator contact information for each lab			

Shipping/Receiving:

ITEM	Complete	N/A	Notes
Do not order any 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 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 OLAC and ACUC about current animal care recommendations.			
Properly secure all hazardous materials in long-term storage. Refer to chemical storage guide to ensure proper chemical compatibility and area considerations.			
Ensure all flammables are stored in flammable storage cabinets when possible.			
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 chemicals or other chemicals (i.e. pirhana etch) that may become unstable over time (plan for 2 months).			
Collect contents of any acid/base baths and request waste pickup.			
Remove infectious materials from biosafety cabinets, and autoclave, disinfect, dispose 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. If you need to transfer RAM to another location, please consult with Radiation Safety .			

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.			
Biosafety cabinets: Disinfect and remove all items from the biosafety cabinet, 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.			

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. (OLAC will be providing disinfectant as long as the PI has a spray bottle to put it in. Stations near the elevators in NAF, LKS, LSA-B, LSA-6.)			

Waste Management:

ITEM	Complete	N/A	Notes
Collect and properly label all hazardous chemical waste containers. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).			
Place a request for chemical hazardous waste to be collected			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect all solid biological waste in appropriate containers. Disinfect or autoclave BSL-1 waste and dispose. Transport biohazard/medical waste to the waste accumulation room. If your lab does not have a routine medical waste pick up, request removal via the Hazardous Waste Program .			
Collect radioactive material into the appropriate waste containers and request EH&S to pick up radioactive waste using the Radiation Safety Information System .			
Discard all unwanted, non-hazardous chemicals down the drain in accordance with the Drain Disposal Restrictions . If there is any question about whether a chemical is non-hazardous, contact EH&S.			

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

General Area

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

We gratefully acknowledge our colleagues at Harvard University whose ramp-down checklist we adopted.