Laboratory Ramp-Down Checklist

Laboratory Shutdown Guidelines

Each laboratory should develop a plan to protect laboratory equipment, materials, and research from loss and to prevent hazardous conditions.

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, administrative lab manager, safety representative and lab staff. Include home and cell phone numbers.			
Ensure the contact list is saved where it can be remotely accessed by everyone in the lab.			
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.			
Ensure that emergency contacts listed on equipment green cards are current.			

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 personnel to notify them of any expected incoming shipments.			
Do not place any packages potentially containing dry ice in cold rooms or freezers.			
Ensure that emergency contacts listed on lab door signs are up to date and posted on outside of lab doors.			
Ensure that emergency contacts listed on equipment green cards are current.			

Research Material:

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.			
Identify freezers, refrigerators, and critical research equipment and ensure the equipment is plugged into emergency electrical outlets.			

Fill dewars and cryogen containers for sample storage and critical equipment.			
Consult with DCM about current animal (mice) care recommendations. Prepare care plan for other organisms such as fish/ frogs/worms.			
Properly secure all hazardous materials in long-term storage. Contact safety@wi.mit.edu for assistance.			
Ensure all flammables 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.			
Remove all items from biosafety cabinets. Empty the aspirator flasks. Disconnect gas and/or vacuum connections.			
Request waste pickup for peroxide forming compounds or other chemicals that may become unstable over time.			
Collect contents of any acid/base baths and request waste pickup.			
Confirm inventory of controlled substances and document in logbook. Consider additional measures to restrict access to controlled substances.			

Secure physical hazards such as sharps (needles/syringes/razor blades/scalpels etc.)			
Ensure all radioactive materials are locked/secured inside a refrigerator, freezer, or lockbox. Contact safety@wi.mit.edu with any questions.			

Physical Hazards:

ITEM	COMPLETE	N/A	NOTES
Ensure all gas valves are closed. If available, shut off gas to area.			
Turn off heat-generating equipment (e.g., hot plates, stir plates, ovens, and computers) and nonessential electrical devices. 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
Identify equipment that requires special procedures to restart. Procedures for restarting this equipment should be readily available to the laboratory staff.			
Check that refrigerator, freezer, and incubator doors are tightly closed.			
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.			

Decontamination:

ITEM	COMPLETE	N/A	NOTES
Decontaminate areas of the lab as you would do routinely at the end of the day. Do not forget shared spaces.			
Decontaminate and clean any reusable materials that may be contaminated with biological material.			

Waste Management:

ITEM	COMPLETE	N/A	NOTES
Collect and properly label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). Veolia Technicians will collect waste from SAA's. Contact safety@wi.mit.edu for supplies.			
Biological waste: Disinfect and empty aspirator collection flasks by the biosafety cabinets and bench tops. Collect all solid biological waste in appropriate containers. Veolia Technicians will collect waste from SAA's. Contact safety@wi.mit.edu for supplies.			
Collect radioactive material into the appropriate waste containers For sink disposals follow the sink disposal guidance and log all disposals. Contact safety@wi.mit.edu for supplies and waste pick-up.			

Laboratory Ramp-Down Checklist

Security:

ITEM	COMPLETE	N/A	NOTES
Close all entrances to the lab. Ensure key personnel who will support critical functions have appropriate access. In office spaces, ensure windows are closed.			
Secure lab notebooks and other data.			
Take laptops home.			

General Area:

ITEM	COMPLETE	N/A	NOTES
Remove all perishable and open food items for the lounge, lab's break areas, lockers, personal spaces.			
Clear personal items stored under the lab desk areas.			

Please contact safety@wi.mit.edu with any questions about how to secure hazards or safely suspend research operations in your laboratory.