

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. This list should indicate if staff is "essential."			
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.			

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 nonessential 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 DLAM or ARC about current animal care recommendations.			
Properly secure all hazardous materials in long-term storage. Refer to UCLA's chemical storage & handling guide .			
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 if feasible.			
For peroxide-forming compounds or other chemicals (e.g., piranha etch) that may become unstable over time, safely bring to your scheduled waste pickup.			
Collect contents of any acid/base baths and bring to your scheduled waste pickup.			
Remove infectious materials from biosafety cabinets, and autoclave, disinfect, 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 EH&S first at radiationsafety@ehs.ucla.edu .			

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 unless attached to critical equipment and highly toxic cylinders.			
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: Surface decontaminate the inside work area, close the sash and power down. Do NOT leave UV lights on.			
Fume hoods: Clear the hood of all hazards and shut the sash			
Review manuals for proper shutdown 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.			

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).			
Dispose of chemical hazardous waste during the scheduled hazardous waste pickup for your location. See schedule.			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect all solid biological waste in appropriate containers and dispose accordingly in the medical waste sites.			
Collect radioactive material into the appropriate waste containers and dispose of radioactive waste during the schedule radioactive waste pickup for your location.			
Dispose of any unwanted, non-hazardous chemicals appropriately. If there are any questions about disposal, refer to the EH&S waste management page .			

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 them.			

General Area

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

Please visit the [Environment, Health & Safety website](#) or email c19support@ehs.ucla.edu with questions about how to secure hazards or safely suspend research operations in your laboratory.

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