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. |  |  |  |
| 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:

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| --- | --- | --- | --- |
| 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 |  |  |  |

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Research Materials:

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| --- | --- | --- | --- |
| 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 [**OAR**](https://animal.research.uiowa.edu/) about current animal care recommendations. |  |  |  |
| Properly secure all hazardous materials in long-term storage. |  |  |  |
| 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 chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving. |  |  |  |
| [**Request waste pickup**](https://ehs.research.uiowa.edu/wasteenvironmental/waste-pickup-information) for peroxide forming compounds or other chemicals (i.e. pirhana etch) that may become unstable over time. |  |  |  |
| Securely cover acid/base baths for long term storage. |  |  |  |
| 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 EHS Radiation Protection first: [**Radiation Protection**](https://ehs.research.uiowa.edu/about-us/contact-us) |  |  |  |
| Ensure all select toxin materials are locked/secured inside a refrigerator, freezer, or lockbox. |  |  |  |

Physical Hazards:

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| --- | --- | --- | --- |
| 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 uprightposition. 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:

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| --- | --- | --- | --- |
| 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 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. |  |  |  |

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Decontamination

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| --- | --- | --- | --- |
| 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:

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| --- | --- | --- | --- |
| 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). |  |  |  |
| [**Place a Request**](https://ehs.research.uiowa.edu/wasteenvironmental/waste-pickup-information) to remove full chemical waste containers. |  |  |  |
| Biological waste: Disinfect and empty aspirator collection flasks. |  |  |  |
| Collect all solid biological waste in appropriate containers and close containers. |  |  |  |
| Collect radioactive material into the appropriate waste containers[and **Request a Radioactive Waste Pick**](https://ehs.research.uiowa.edu/wasteenvironmental/waste-pickup-information)[**up** for full waste containers from EHS.](https://ehs.research.uiowa.edu/wasteenvironmental/waste-pickup-information) |  |  |  |
| Ensure there are no open, unlabeledcontainers in the laboratory. |  |  |  |

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Security

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| --- | --- | --- | --- |
| 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. |  |  |  |
|  |  |  |  |
| If DEA/IDPH Controlled Substances are needed during wind-downor animal emergencies ensure that those performing the essential tasks know how to access. |  |  |  |

General Area

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

Please contact your [**EHS Safety Advisor or EHS**](https://ehs.research.uiowa.edu/about-us/contact-us) with questions about how to secure hazards or safely suspend research operations in your laboratory.