



## Laboratory Scaling Down Checklist

Environmental Health & Safety Directory of Services

Assistant Vice President for Environmental Health and Safety.....1-540-231-9044

Hazardous Materials Management.....1-540-231-2982

Laboratory Safety.....1-540-231-8758

Occupational Safety and Health.....1-540-231-5985

Radiation Safety..... 1-540-231-5364

Biological Safety..... 1-540-231-5864

**Main Office Number.....1-540-231-3600**

TO BE COMPLETED BY THE PERSON CLEARING THE LABORATORY	
Full Name (Please Print):	Lab Details (Building, Room #)
Department:	
Office Number:	Mobile Number:
Faculty Name:	Faculty Contact Number:

### LABORATORY SCALING DOWN

Preparation:	Complete	N/A	Notes
Identify all non-critical activities that can be reduced, curtailed, suspended or delayed.			
Identify personnel able to safely perform essential activities.			
Develop a schedule for staffing critical functions in the lab that enables social distancing. Practice the buddy system as needed and incorporate social distancing.			
Remove all perishable and open food items for the lab's break areas, lockers, and personal spaces.			

<b>Communication:</b>	Complete	N/A	Notes
Review and update as needed: Contact lists including all lab personnel, principal investigator, lab administrative director, research operations manager, EHS, 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 are up to date and posted on outside of lab doors.			

<b>Shipping/Receiving:</b>	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.			

<b>Research Materials:</b>	Complete	N/A	Notes
Freeze down any biological stock materials 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 OVPRI about current animal care recommendations: <a href="https://www.research.vt.edu/covid-19-updates-impacts/faqs.html">https://www.research.vt.edu/covid-19-updates-impacts/faqs.html</a>			
Properly secure all hazardous materials in long-term storage. Refer to EHS GUIDANCE: <a href="https://www.ehss.vt.edu/programs/HCM_gen_require.php#CS">https://www.ehss.vt.edu/programs/HCM_gen_require.php#CS</a>			

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 infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate			
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 Officer.			

<b>Physical Hazards:</b>	<b>Complete</b>	<b>N/A</b>	<b>Notes</b>
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).			

<b>Equipment:</b>	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.			

<b>Decontamination:</b>	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 contained with biological material.			

<b>Waste Management:</b>	Complete	N/A	Notes
Collect and properly label all hazardous chemical waste in your laboratory accumulation area. Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays).			
Biological waste: Disinfect and empty aspirator collection flasks.			

<b>Security:</b>	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.			