

Check List to Ramp-Down Non-Essential Laboratory Research

Communications:

ITEM	Complete	N/A	Notes
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 non-essential research materials if they have not yet shipped.			
Contact loading dock/mail services personnel to notify them of any expected incoming shipments.			


Research Materials

ITEM	Complete	N/A	Notes
Freeze down any biological stock material for long term storage.			
Fill dewars and cryogen containers for sample storage and critical equipment.			
Consult with DAR about current animal care concerns Telephone: 404.727.3248			
Properly secure all hazardous chemicals in the recommended storage			
Biological waste should be sealed and secured for vendor pick up.			
Arrange for Hazardous Waste pick up if containers are more than $\frac{3}{4}$ full, contact EHSO for pick up Telephone: 404.727.6123			
Clear biosafety cabinets and chemical fume hoods from research materials. Ensure that the sash is down.			
Ensure all radioactive materials are locked/secured inside a refrigerator, freezer, or lockbox.			
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 chemical, biological, or radioactive materials.			


Physical Hazards*:

ITEM	Complete	N/A	Notes
Ensure all gas valves are closed.			
Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment, if possible.			
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 the refrigerator, freezer, and incubator doors are tightly closed.			
Review proper shut down procedures and measures to prevent surging.			
Shut down and unplug sensitive electric equipment.			



Security

ITEM	Complete	N/A	Notes
Lock all entrances to the lab. Ensure key personnel who will support critical functions have appropriate access.			
Discuss with your principal investigator how to secure research data			

**Please be aware not to overload an emergency circuit. Most duplex outlets only have the capacity to handle one freezer regardless of the fact that there is physical space for two plugs.*

Please contact your EHSO at ehso@emory.edu with questions about how to secure hazards or safely suspend research operations in your laboratory.