



UNIVERSITY of HAWAII*
MĀNOA

University of Hawaii EHSO 2040 East-West Rd. 808-956-8660 www.hawaii.edu/ehso

Laboratory Ramp-Down Checklist - COVID-19

Aloha Faculty, Staff, Postdocs, and Students who conduct research.

This Laboratory Ramp-Down Checklist has been developed to help prepare your laboratories in the event of a mandatory shut down at University of Hawai'i. Please develop a plan to protect your research equipment and materials as well as to prevent hazardous conditions.

Please keep informed and determine the University's status by visiting <https://manoa.hawaii.edu/emergency/coronavirus-update/>.

Research Continuity and Planning for COVID-19 information can also be found at <https://www.hawaii.edu/research/research-continuity-and-planning-for-covid-19/>.

Please review this checklist to help prepare your laboratory in the event of a campus shut down.

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 a 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. Use Google Document / Drive to populate and update real time entries and changes. Share documents with personnel.			

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 (If not on the EHSO sign, add a separate sheet.)			

Shipping/Receiving:

ITEM	Complete	N/A	Notes
Do not order any new research materials including radioactive materials (RAM) 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			

Research Materials:

ITEM	Complete	N/A	Notes
Store securely any biological stock material for long term storage.			
Consolidate storage of valuable perishable items within storage units that have backup systems. Utilize and plan for the use of emergency power outlets.			
Consider periodic lab checks with rotating staff.			
Fill Dewars and cryogen containers for sample storage and critical equipment.			
Consult with AVS about current animal care recommendations.			
Properly secure all hazardous materials in long-term storage. Refer to EHSO GUIDANCE .			

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.			
Test peroxide forming compounds or other chemicals that may become unstable over time.			
Collect contents of any acid/base baths and request waste pickup.			
Remove biological hazards from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.			
Confirm inventory of controlled substances and document in a logbook.			
Consider additional measures to restrict access to controlled substances.			
Secure physical hazards such as sharps.			
Ensure all radioactive materials (RAM) are locked/secured inside a refrigerator, freezer, or lockbox. If you need to transfer RAM to another location, please consult with the EHSO Radiation Safety Program first.			

Physical Hazards:

ITEM	Complete	N/A	Notes
Ensure all gas valves are closed. If available, shut off gas to the 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).			
Turn off lasers (e.g. inside microscopes).			

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 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.			
Remove batteries from sensitive instruments that may be harmed by continuous installation.			
Return dosimetry or secure in a safe location.			
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 items that may be contaminated with biological, radioactive, or chemical 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).			
Secure containers for chemical hazardous waste.			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect all solid biological waste in appropriate containers.			
Collect radioactive material into the appropriate waste containers. Log all disposals.			
Discard all unwanted, non-hazardous chemicals down the drain following the HMMP drain disposal guidelines . If there is any question about whether a chemical is non-hazardous, contact EHSO.			

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. Clean and disinfect as necessary.			

If Drug Enforcement Agency (DEA) controlled substances are needed during wind-down or animal emergencies ensure that those performing the essential tasks know how to access.			
---	--	--	--

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 contact EHSO (labsafe@hawaii.edu) with questions about how to secure hazards or safely suspend research operations in your laboratory.

<http://www.hawaii.edu/ehso/>