Laboratory Ramp Down Checklist – COVID-19

This checklist is being provided to help advise laboratory personnel on considerations associated with ramping down of research laboratories. It is intended for internal use. Each laboratory should ensure that all lab equipment, materials, and research is protected from loss and that their lab does not pose an unnecessary hazardous condition.

**Research Materials:**
Consolidate storage of valuable perishable items within storage units that have backup systems.
- Yes  No  N/A

Ensure animal care continues by contacting the IACUC or other animal care personnel.
- Yes  No  N/A

Properly secure any hazardous materials in long-term storage.
- Yes  No  N/A

Verify that any safety sensors (e.g. toxic gas alarms, low oxygen sensors, security alarms) are operating within specifications.
- Yes  No  N/A

**Physical Hazards:**
Turn off all heat-generating equipment (e.g. hot plates, ovens, stir baths and computers) and other nonessential electrical devices. Unplug if possible.
- Yes  No  N/A

Check that all gas cylinders are secured and stored in an upright position. Close valves and, if possible, remove regulators and place screw caps on tanks that will no longer be in use.
- Yes  No  N/A

**Equipment:**
Fume hoods: clear the hood of all hazards and shut the sash.
- Yes  No  N/A

Review proper shut down measures for equipment to prevent surging.
- Yes  No  N/A

Shut down and unplug sensitive electrical equipment.
- Yes  No  N/A

**Waste Management:**
*Request a waste pickup* for peroxide forming compounds or other chemicals (i.e. pirihana solution) that may become unstable over time.
- Yes  No  N/A

There may be other laboratory-specific actions that need to be taken. Please also consider any unique or specific aspects of your lab or research that need to be addressed in the ramp-down process.

Please contact the EHS at ehs@oregonstate.edu with any questions about how to secure hazards or safely suspend research operations in your laboratory.