Laboratory ramp-up checklist

Preparing:

Item	Done	N/A	Notes
Identify all non-critical activities that were ramped down, curtailed, suspended or delayed.			
Identify and assign personnel to safely perform laboratory activities while maintaining appropriate social distancing. Ensure that no one works alone in a laboratory.			
Create a plan for working safely in your laboratory while using social distancing. Train all workers on the new procedures.			
Review all safety procedures and SOPs with lab workers; document the process of re-training.			
Identify areas which will need routine disinfection between users such as equipment, office spaces, work spaces, fume hoods and shared computers. Create SOPs and train all workers on the new sanitizing procedures.			

Communications:

Item	Done	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.			
Test your phone tree or email group to facilitate emergency communication amongst lab researchers and staff.			
Ensure that emergency contacts listed on door signs are up to date and posted on outside of lab doors.			
Ensure availability and test virtual communication tools and applications necessary while not on campus.			

Shipping and receiving:

Item	Done	N/A	Notes
Identify and order any new research materials needed to resume research.			
Plan for supply chain interruptions and limited availability of specific items.			
Verify that required Personal Protective Equipment, or PPE, is available for all laboratory work that will be resumed. Order necessary PPE if not currently available.			
Identify laboratory work that cannot be resumed due to a lack of appropriate PPE such as a respirator or face shield.			

Research materials:

Item	Done	N/A	Notes
Survey the laboratory for unsafe conditions. Look for materials spills and leaks, and supplies, equipment, or glassware that was left out during ramp-down.			
Assess all materials that were put into storage. Ensure that containers are in good condition and materials are viable. Dispose of anything that is not in good condition.			
Test peroxide forming chemicals. Request waste pickups for peroxide forming compounds or other chemicals that have become unstable over time.			
Ensure that all chemicals are still labeled appropriately. All containers must be labeled with the full name of its contents, signal word and hazard statement.			
Confirm inventory of controlled substances and document in logbook.			
Confirm radiological dosimetry is available if issued.			
Fill dewars and cryogen containers for sample storage and critical equipment.			

Check renewal dates on plant and soil permits. Comply with guidance from the ePermits system.			
Contact greenhouse manager to make arrangements for resuming care of plants.			
Verify status of any research animals and coordinate with DACT for upcoming experiments.			
Inventory any radioactive materials, or RAM, that were locked and secured inside a refrigerator, freezer or lockbox. If you need to transfer RAM to another location, please consult with the ASU Safety Partners Radiation Safety group.			

Fire Safety:

Inspect fire extinguishers immediately upon re-occupying lab after shut-down. Contact the University Fire Marshal's office at 480-965-0974 immediately if any of these checkpoints fail inspection.

Item	Done	N/A	Notes
Confirm the fire extinguisher is in the correct location.			
Ensure access to the fire extinguisher is not blocked.			
Verify the gauge on the extinguisher is in the green area which indicates it is charged, or for a CO_2 extinguisher, the extinguisher feels full by weight.			
Ensure the pin is in place and the seal is unbroken.			
Inspect the extinguisher for damage.			

Physical hazards:

Item	Done	N/A	Notes
Ensure all gas valves are closed. Resume gas flow to work area if needed.			
Check that all gas cylinders are secured and stored in an upright position.			
Review startup procedures and SOPs for any compressed gas cylinders or gas distribution systems.			

Equipment:

Item	Done	N/A	Notes
Test and document eyewash stations before work resumes.			
Run all taps and faucets to flush any stagnant water.			
Check that refrigerator, freezer and incubators are functioning properly.			
Ensure that all biosafety cabinets have been certified before use. Turn them on and check that they are working properly before use. If necessary, create a schedule for lab workers to use the biosafety cabinets in shifts.			
Fume hoods: Use a kim-wipe to check air flow. Contact ASU Safety Partners if the fume hood is not working properly. If necessary, create a schedule for lab workers to use the fume hoods in shifts.			
Plug in sensitive electric equipment.			
Review equipment operation safety. Consult equipment manuals for safe start-up instructions. Safely release any stored energy sources.			
Return all elevated equipment, materials, and supplies, including electrical wires and chemicals to their previous positions.			
Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply, or UPS, and by emergency power such as an emergency generator.			
Pour water down dry traps/floor drains to mitigate sewer gas smells			

that are often confused with natural gas leaks.			
Ensure all local alarms indicating a safety issue have been addressed.			

Decontamination:

Item	Done	N/A	Notes
Sanitize all work areas before ramping-up laboratory and office activities.			
Decontaminate areas of the lab as you would do routinely at the end of the day.			
Surface decontaminate the inside work area of biosafety cabinets.			
Decontaminate and clean any reusable equipment and materials that may be contaminated with biological material.			

Waste management:

Item	Done	N/A	Notes
Collect and properly label all hazardous chemical waste in satellite accumulation areas, or SAAs. Segregate incompatible chemicals by means of a physical barrier.			
Place a request for the collection of chemical hazardous waste.			
Comply with IBC approved procedures for the disposal or removal of biologicals and plants used in research. Consult the IBC before implementing a procedure outside of approved methods.			
Biological waste: Disinfect and empty aspirator collection flasks.			
Collect all solid biological waste in appropriate containers.			
Collect radioactive material into the appropriate waste containers and request a radioactive waste pickup from ASU Safety Partners.			

Security:

Item	Done	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.			