IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Environmental Health and Safety
2408 Wanda Daley Drive
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www.ehs.iastate.edu

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 (equipment, office spaces, work spaces, fume hoods, shared computers, etc.); 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/applications necessary while not on campus.			

Shipping/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 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 (respirator, face shield, etc.)			

Research Materials:

ITEM	Done	N/A	Notes
Survey the laboratory for unsafe conditions. Look for materials spills/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.			
Fill dewars and cryogen containers for sample storage and critical equipment.			
Check renewal dates on plant/soil permits. Comply with guidance from the ePermits system.			

Contact greenhouse manager(s) to make arrangements for resuming care of plants.			
Inventory any radioactive materials that were locked/secured inside a refrigerator, freezer, or lockbox. If you need to transfer RAM to another location, please consult with the EH&S Radiation Safety Group.			

Fire Safety:

Inspect Fire Extinguishers immediately upon re-occupying lab after shut-down.

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.			

*******Immediately contact EHS Fire Safety @ 515-294-5359 if any of these checkpoints fail inspection******

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.			

Equipment:

ITEM	Done	N/A	Notes
Test and document eyewash stations before work resumes.			
Run all taps/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 cabinet(s) in shifts.			
Fume hoods: Use a kim-wipe to check air flow. Contact EH&S if the fume hood is not working properly. If necessary, create a schedule for lab workers to use the fume hood(s) 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 (UPS) and by emergency power (emergency generator).			

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 cabinet(s).			
Decontaminate and clean any reusable equipment/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 (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/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 EHS.			

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.			

Please contact ehsinfo@iastate.edu with questions about how to secure hazards or how to safely resume research operations in your laboratory.