



# Laboratory Ramp-Up Checklist

## Contingency planning

ITEM	Complete	N/A	Notes
Increase activities in stages with the knowledge that a quick ramp-down may be required due to public health directives.			
Develop a plan to prioritize and limit work should a ramp down be necessary. See the <a href="#">Ramp Down checklist</a> for guidance on curtailing operations.			

## Reduce onsite occupancy:

ITEM	Complete	N/A	Notes
Continue to encourage working remotely whenever possible.			
Create a schedule/plan that establishes staggered onsite work shifts.			
Document your remote work policy and scheduling procedures and communicate to all staff.			

## Onsite Staff Preparation:

ITEM	Complete	N/A	Notes
Require everyone who will work onsite to take the online training <a href="#">COVID-19 Safety</a> .			
Document that staff have reviewed all lab specific policies/procedures for COVID -19 related safety measures.			
Instruct each staff member to <a href="#">review their personal health</a> each day to determine if they should come onsite.			

## Physical distancing:

ITEM	Complete	N/A	Notes
Assess equipment and work station locations in the laboratory and re-position as necessary to maintain <b>a minimum</b> of 6 feet of separation at all times.			



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Erect solid barriers such as plexiglass shields when operations do not allow adequate separation AND the activity cannot be staggered or eliminated.			
Ensure that any rooms used to space out lab operations are equipped with emergency eyewashes/showers, fume hoods and ventilation appropriate for the work being conducted.			
Desks in shared spaces are separated to maintain <b>a minimum</b> of 6 feet of separation at all times OR solid physical barriers/shields are erected between.			
Control foot traffic flow via establishing one-way traffic patterns in room aisle ways. Post signage to provide instruction.			
Designate an entry and exit point into hallways and corridors. Post signage to provide instruction.			
Document physical distancing expectations and procedures and communicate to all staff.			

## Working Alone:

ITEM	Complete	N/A	Notes
Require anyone working alone in the lab to seek prior approval from their supervisor/PI.			
Prohibit work with 1) highly hazardous materials or 2) equipment requiring more than one person for safe operation.			
Require periodic check ins with a colleague/supervisor for work occurring during very low building occupancy (e.g. overnight).			
Document a working alone policy and communicate to all staff.			

## Cleaning and disinfection of shared equipment and high touch surfaces:

ITEM	Complete	N/A	Notes
Designate/assign equipment and work areas where possible to avoid sharing during the same work shift.			



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Develop a <a href="#">laboratory cleaning/disinfection</a> protocol and schedule, to disinfect high touch surfaces and shared equipment.			
Note any shared equipment that requires face/head contact (headsets, microscopes, or other equipment with eyepieces) and ensure the equipment is cleaned and disinfected between users.			
Install cleanable covers where possible on sensitive equipment such as keyboards.			
Document the cleaning/disinfection protocol and communicate to all staff.			

## Respiratory etiquette and hand hygiene:

ITEM	Complete	N/A	Notes
Require cloth <a href="#">face coverings</a> or similar disposable non respirator masks for common areas and shared spaces.			
Stock sinks in the lab with soap and paper towels. Supply hand sanitizer for office spaces.			
Post signs encouraging <a href="#">hand hygiene</a> and <a href="#">other practices</a> .			

## General Laboratory Safety:

ITEM	Complete	N/A	Notes
Ensure that items are in their proper place and are not missing, damaged, leaking, etc.			
Ensure that you have adequate personal protective equipment (PPE) available for near-term planned research.			
Schedule deliveries of research materials in smaller quantities and expect delays.			
Check that all utilities such as house vacuum and natural gas are operational.			
Flush faucets and fill drain traps with water to prevent release of sewer gas. Check water connections for leaks.			



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Flush eyewashes for several minutes. Report any low or uneven flow to the facility manager.			
Check fire extinguisher pressure gauges to make sure the indicator is in operating range.			
Check whether any desiccants need replacement.			
Restock spill kits.			
Check that personnel lists are up to date.			

## Engineering Controls:

ITEM	Complete	N/A	Notes
Verify that fume hood is operational. Ensure that the sash can be raised up with one hand to the mechanical stop or 18 inch vertical opening and that it does not go into alarm. If the hood lacks a flow monitoring device, check air flow by using a tissue/Kimwipe to see if it is sufficiently drawn inward.			
Verify that gas cabinets are functioning properly.			
Verify that snorkels and other ventilation engineering controls are functioning properly.			
Verify that biosafety cabinets (BSCs) are functioning properly and have been certified within the last year. For expired certification, schedule an appointment with an approved certifier asap.			

## Equipment:

ITEM	Complete	N/A	Notes
Verify that all refrigerators, freezers, and incubators are functioning properly.			
Check for and clean out mold or other growth inside refrigerators, incubators and other equipment.			
Check inside of equipment such as incubators, shakers, or ice buckets for abandoned research materials such as tubes and dispose of properly.			



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Review equipment operation safety and refer to manuals for safe startup instructions.			
Check equipment state and safely release any stored-up energy sources.			
Check cryogen supply. Contact cryogen suppliers to make any special delivery arrangements/changes necessary.			
Ensure heat sources do not have damaged cords before reconnecting to power (e.g. hot plates, ovens, heat blocks, sterilizers, water baths).			
Verify that any essential equipment on emergency power is functioning properly.			

## Waste:

ITEM	Complete	N/A	Notes
Check whether waste contains have developed pressure, leakage, or contamination.			
Set up new collection containers, as needed, including <a href="#">waste tags</a> .			
Ensure you have sharps containers available before beginning work.			
Autoclave any residual biohazardous waste and perform required autoclave waste validation for BL-2 waste.			

## Chemicals:

ITEM	Complete	N/A	Notes
Ensure that all compressed gas cylinders are chained/secured.			
Order backup compressed gas cylinders if necessary.			
Consider leak testing compressed gas piping systems before using.			
Check <a href="#">peroxide formers</a> for peroxides before using if they are overdue.			
Inspect all chemical storage locations for leaks, spills, or compromised containers.			



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Dispose of compromised or expired chemicals through <a href="#">DRS</a> .			
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## Biological:

ITEM	Complete	N/A	Notes
Examine all work surfaces, flooring and storage areas for biological leaks, spills, or accidental release.			
Ensure that appropriate disinfectant for cleaning lab surfaces and equipment approved for your biological work are available and not expired.			
Check that inventoried infectious materials and toxins are still secure.			
Check vacuum/aspiration flasks at BSCs are properly protected with secondary overflow trap and inline HEPA.			
Decontaminate any existing aspiration flask liquid waste using a final concentration of 10% Bleach for 60 minutes contact time.			
Add fresh bleach or other approved disinfectant to each aspiration flask.			
Update Institutional Biosafety Committee registrations (IBCs) as necessary.			

## Radiological Materials:

ITEM	Complete	N/A	Notes
Verify that all radioactive materials are present.			
Check the function of radiation detection instrument, especially the batteries in portable survey meters.			

If you have questions contact [DRS@illinois.edu](mailto:DRS@illinois.edu).