

Laboratory Ramp-Down Checklist

This ramp-down checklist was created to help labs during an unforeseen event. Using this checklist will minimize safety issues while there are minimal staff in the lab or when the lab is left unattended for long periods of time.

Please contact EHS at ehs@ucf.edu or 407-823-6300 with any further questions about how to secure hazards or safely suspend research operations in your laboratory.

TO BE COMPLETED BY THE PERSON CLEARING THE LABORATORY			
Full Name (Please print):		Lab Details: (Building #, Lab #'s)	
Office Number:		Mobile Number:	
Department:		UCF ID:	

Please keep completed checklist for your records

PREPARING		
Action	Completed (Yes, No, N/A)	Comments
Identified all non-critical activities that can be ramped down, curtailed, suspended, or delayed.		
Identified personnel able to safely perform essential activities.		

COMMUNICATIONS		
Action	Completed (Yes, No, N/A)	Comments
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 among lab researchers, staff, and students.		



Ensure that emergency contacts listed on lab hazard signage are up to date and posted on outside of lab doors.		
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GENERAL		
Action	Completed (Yes, No, N/A)	Comments
Removed all perishable and open food items from break areas, lockers, personal spaces.		
Secured lab notebooks and other data, take laptops and other personal valuables home.		
Decontaminated all areas of the lab, including sinks and drain traps, items or equipment that may have been used with biological, chemical, or radioactive materials.		

RESEARCH MATERIALS		
Action	Completed (Yes, No, N/A)	Comments
Did not order any new research materials except those items needed to support minimal critical functions.		
Canceled orders for non-essential research materials if they have not yet shipped.		
Freeze down any biological stock material for long term storage.		
Consolidated storage of valuable perishable items within storage units that have backup systems.		
Filled dewars and cryogen containers for sample storage and critical equipment.		
Properly secured all hazardous materials in long-term storage.		
Ensured all flammables are stored in flammable storage cabinets.		
Ensured that all items are labeled appropriately. All working stocks of materials must be labeled with the full name of its contents and include hazards.		



Removed all chemicals and glassware from benchtops and fume hoods and stored in cabinets or appropriate shelving.		
Requested waste pickups for peroxide forming compounds or other chemicals that may become unstable over time.		
Collected contents of any acid/base baths and request waste pickup.		
Removed infectious materials from biosafety cabinets, and autoclave, disinfect, or safely stored them as appropriate.		
Secured physical hazards such as sharps.		

PHYSICAL HAZARDS		
Action	Completed (Yes, No, N/A)	Comments
Ensured all gas valves are closed. If available, shut off gas to the area.		
Turned 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 replace cylinder caps.		
Elevate equipment, materials and supplies, including electrical wires and chemicals, off 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.		

EQUIPMENT		
Action	Completed (Yes, No, N/A)	Comments
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 for equipment and measures to prevent surging.		
Shut down and unplug sensitive electric equipment.		
Cover and secure or seal vulnerable equipment with plastic.		

WASTE MANAGEMENT

Action	Completed (Yes, No, N/A)	Comments
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).		
Submit a request for chemical hazardous waste to be collected.		
Biological waste: disinfect and empty aspirator collection flasks.		
Collect all solid biological waste in biohazard waste containers.		
Dispose of any used sharps and broken glass in appropriate containers.		
Discard all unwanted, non-hazardous chemicals down the drain. If there is any question about whether a chemical is non-hazardous, contact the EHS.		
Ensure all trash, recyclable, and other unwanted items are disposed in proper containers.		

FOLLOW UP ACTIONS

Identify any follow up actions that still need to be taken and by whom.	
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Upon completion of this form, the faculty or faculty representative needs to sign off acknowledging the items marked above have been completed.

PLEASE KEEP COMPLETED CHECKLIST FOR YOUR RECORDS

FOR EHS USE ONLY	APPROVED BY
EHS Representative (print name):	Faculty or Faculty Representative (print name):
Signature:	Signature:
Date:	Date: