SUNY Downstate Health Sciences University
Office of Environmental Health & Safety

Checklist for Ramping Up Laboratory Research Activities

Yes	No	N/A	Phase 1 : Before Entering the Laboratory (PIs should review and act as appropriate now)
			Has a staffing schedule been established and shared with all personnel?
			Are required reagents/media/animal and consumables available or orders placed?
			Does any equipment need recalibration or recertification from a vendor, and if so, has the service been scheduled (e.g. fume hoods, biological safety cabinets)?
			Has lab staff completed all required training? SUNY Laboratory Safety Training may be accessed here.
			Has a procedure for regular decontamination of workspaces and shared equipment been established and are supplies available?
Yes	**No**	**N/A**	**Phase 2: Preparing the Laboratory for Operations (tasks to do upon starting in the lab)**
			Survey the laboratory for unsafe conditions, e.g. spills, leaks or unusual spill conditions.
			Confirm locations and contents of spill kits and first-aid kids.
			Survey chemical/reagent and waste storage areas for full/leaking containers and report to EHS if present (x5212).
			Appropriately manage expired/outdated, peroxide-forming, self-reactive or other reagents with a limited lifespan.
			Review Satellite Accumulation Areas for waste capacity and signage. Ensure secondary containment and segregation of incompatible materials.
			Secure, correctly label, and/or request pickup of hazardous waste.
			Review Red Bag and Sharps waste necessities. Ensure that containers are properly labeled and that the lab has appropriate containers and red bags. Packaging and labeling instructions may be found here.
			Laboratories authorized for use of radioactive materials perform wipe tests in storage and use areas. Contact Radiation Safety for more information (x1423).
			Flush eye washes for five minutes.
			Run sinks and cup sinks to fill drain traps and eliminate odors.
			Review start-up procedures for compressed gas cylinders, gas generation stations and/org gas distribution systems. Secure gas cylinders, and remove empty cylinders.
			Test computer-controlled scientific equipment prior to initiating runs.
			Verify chemical fume hoods are functioning by checking certification sticker.
			Verify biosafety cabinets have up-to-date certification stickers and are in good working condition.
			Confirm that autoclaves are operational, and PPE (face shield, gloves and apron) are available.

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			Store new shipments of supplies and reagents in the appropriate locations.
			Cell culture aspirators that were not decontaminated prior to shutting down may be contaminated with mold, and will need to be decontaminated ASAP within a Biosafety Cabinet. Ensure that HEPA filter on vacuum line is up-to-date. Tissue culture aspiration protocol may be found here.
Yes	**No**	**N/A**	**Phase 3: On-going Operational Items**
			Review staffing levels/schedules weekly and ensure continued social distancing.
			Ensure all staff continue to wear face masks unless in a room alone.
			Ensure staff perform routine decontamination of laboratory spaces and equipment.
			Ensure that any staff who develop symptoms of COVID-19 do not come to campus until cleared by Employee Health Services (x1995).

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Glossary

decontamination – the neutralization or removal of dangerous substances, radioactivity or germs from an area object or person. Decontamination procedures in place to prevent the spread of SARS-CoV-2 should utilize disinfectants on the List N found here: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

hazardous waste – waste that has substantial or potential threats to public health or the environment. Definitions of hazardous waste may be found here.

expired/outdated chemicals – chemicals that have reached their shelf life. Any chemicals held in corroded packaging are considered to be hazardous waste. Such items may be removed through the EH&S office (x5212).

peroxide forming chemicals – peroxide forming chemicals (such as ethyl ether) may only be stored for 6 to 18 months. Peroxide formers who have expired from the date deceived must be removed through the EH&S office (x5212).

self-reactive chemicals – chemicals that may undergo a strongly exothermic decomposition (such as picric acid) must be properly maintained. Any such chemicals exhibiting degradation must be removed through EH&S (x5212).

satellite accumulation area – areas within the lab where hazardous waste may be stored in secondary containment. Guidance may be found at this link.

social distancing - a set of actions taken to stop or slow the spread of a highly contagious disease, typically practiced by maintaining greater than usual physical distance (six feet or more) from other people