

## Environmental Health & Safety Checklist for Restarting Research Activities

This general laboratory checklist is intended to aid you and your research team as you plan to restart laboratory operations. This checklist will help to minimize potential disruptions and to ensure safety for all working in a research facility. For specific areas such as Radiation, Biological or Chemical Hazards, be sure to contact the Office of Environmental Health & Safety (EH&S) at 518 442-3495 for specific guidance.

<input type="checkbox"/>	Review any ongoing experiments that were running during the laboratory shutdown that could have been affected by loss of electricity, or other services.
<input type="checkbox"/>	Ensure chemical fume hoods are functioning properly.
<input type="checkbox"/>	Ensure biological safety cabinets are functioning properly.
<input type="checkbox"/>	Ensure that all refrigerators, freezers incubators, vacuum pumps, etc., are functioning properly.
<input type="checkbox"/>	Ensure any essential equipment that was on emergency power is functioning properly.
<input type="checkbox"/>	Ensure any sensitive electrical equipment that was shut off and unplugged is functioning properly.
<input type="checkbox"/>	Review equipment operation safety. <ul style="list-style-type: none"> <li>• Review equipment manuals for safe startup instructions.</li> <li>• Review equipment state and safely release any stored-up energy sources.</li> </ul>
<input type="checkbox"/>	Ensure any unplugged, non-essential electrical devices particularly heat-generating equipment, such as hot plates, stir plates, vacuum pumps, or ovens are functioning properly.
<input type="checkbox"/>	Confirm all chemicals and glassware on the benchtops or stored in cabinets are still secured.
<input type="checkbox"/>	Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled.
<input type="checkbox"/>	Confirm that storage of perishable items that used alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.), vulnerable items that were put in storage units that have power backup systems, or items that were stored in duplicate locations are still secured and safe.
<input type="checkbox"/>	Check that containers of chemicals, biohazardous, radioactive materials, and hazardous waste are still properly labeled, closed, secured in appropriate storage areas, and have not expired.
<input type="checkbox"/>	Check infectious material and toxins that were put away for storage are still secure.
<input type="checkbox"/>	Check all gas cylinders to ensure that they are still secured and valves closed. Ensure regulators are still not attached and caps are still in place on cylinders. Ensure natural gas lines in the laboratory are still closed.
<input type="checkbox"/>	Ensure that all water sources (e.g. circulating water baths, aspirators, etc.) are not leaking. Flush all sinks in the lab to ensure sink traps have water, in order to eliminate any dry trap odors. Flush all eyewashes in the lab, to ensure stagnant water has been replaced with fresh water.
<input type="checkbox"/>	If necessary, return any elevated equipment, electrical cords, or supplies that were taken off the floor for their protection during the shutdown.
<input type="checkbox"/>	If necessary, restore any backed up secure data and turn on non-essential/non-critical computers and equipment. If necessary, return stored laboratory notebooks and computers in areas that may have been impacted by the shutdown. Return any secured laptop computers, or other easy to remove electronic devices.
<input type="checkbox"/>	Review safety procedures. <ul style="list-style-type: none"> <li>• Review/update any internal laboratory hazard analysis.</li> <li>• Review/update the Chemical Hygiene Plan, Radiation Safety Manual, Biosafety Manual, and any other Standard Operating Procedures.</li> </ul>
<input type="checkbox"/>	Survey the laboratory for any unsafe conditions. <ul style="list-style-type: none"> <li>• Chemical leaks, spills, or releases.</li> <li>• Biological leaks, spills, or releases.</li> <li>• Supplies, equipment, glassware, and other items left out during the shutdown of the laboratory.</li> <li>• Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately. Call EH&amp;S for guidance at 518 442-3495.</li> <li>• Secure, correctly label, and/or request a pickup of any hazardous wastes. Call EH&amp;S for a waste pickup.</li> <li>• Manage any biological wastes appropriately. Call EH&amp;S for guidance.</li> </ul>
<input type="checkbox"/>	If requested, establish social distancing, wearing of cloth face covering, cleaning, and disinfecting policy and procedures. <ul style="list-style-type: none"> <li>• Shared office spaces.</li> <li>• Break areas/food preparation areas.</li> <li>• Research laboratories.</li> <li>• Field locations.</li> </ul>
<input type="checkbox"/>	If requested, establish staggered schedules (AM vs PM, every other day, every other desk, etc.).
<input type="checkbox"/>	Review any shared facilities, such as microscopy areas, analytical laboratories, etc., for any use restrictions. <ul style="list-style-type: none"> <li>• Delays due to start-up procedures.</li> <li>• May have restricted schedules to accommodate social distancing.</li> </ul>
<input type="checkbox"/>	Prepare for supply chain disruptions and limited availability. <ul style="list-style-type: none"> <li>• Recognize that order placement may be slower, as the volume of requests increases. Also, all chemical purchases must be placed on a purchase requisition.</li> <li>• Plan for limited sales of high demand items.</li> <li>• Plan for limited Personal Protective Equipment (PPE) availability (surgical masks, gowns, face shields, and gloves).</li> <li>• Plan for some reagents having limited availability.</li> <li>• Plan for some consumables having limited availability.</li> </ul>