**Research Ramp-Down Checklist**

Use this checklist to prepare for a safe and orderly ramp-down of research laboratories and facilities if campus is restricted to essential activities performed by a limited number of designated personnel. This checklist may not address every consideration for your research team, but it can be customized for your specific needs. With questions on how to safely suspend research operations, contact PurdueResearch@purdue.edu. Submit a request for services from REM at <https://www.purdue.edu/ehps/rem/about/contactphp.php>. For additional information on safely securing hazards or specific information call 494-6371. In the case of emergency, call 911 and implement your building emergency procedures.

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| Preparing | Complete or N/A | Notes |
| Identify all non-critical activities that can be ramped down, curtailed, suspended or delayed. |  |  |
| Identify primary and backup personnel able to safely perform essential activities. |  |  |

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| Communications | Complete or N/A | Notes |
| Create a contact list of ALL research personnel, including researchers and staff, in MS EXCEL Include ALL names, cell numbers, e-mails. |  |  |
| Submit completed contact list to home department and save list at a site that can be remotely accessed by all personnel. |  |  |
| Test phone numbers and e-mail group to facilitate emergency communication among ALL personnel. |  |  |
| Post updated emergency contacts and hazards on the outside of all lab doors. Door sign samples can be found [here](https://www.purdue.edu/ehps/rem/forms/allforms.html#L).  |  |  |

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| Shipping/Receiving | Complete or N/A | Notes |
| Limit new orders to items needed to support minimal critical functions.  |  |  |
| Cancel orders for non-essential research materials if they haven’t been shipped. |  |  |
| Plan ahead and contact REM for any outgoing hazmat shipments (such as dry ice), both on the shipping and receiving end.  |  |  |

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| Contact Purdue Mail Services to notify of any expected incoming shipments.  |  |  |
| Plan ahead for any DRY ICE shipments and ensure proper storage after received. Contact REM as needed. |  |  |

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| Research Materials | Complete or N/A | Notes |
| Freeze any biological stock material for long-term storage. |  |  |
| Consolidate storage of valuable perishable items within storage units that have backup systems. |  |  |
| Fill dewars and cryogen containers for sample storage and critical equipment. |  |  |
| Consult with Laboratory Animal Program and [EVPRP Website](https://www.purdue.edu/research/covid-19/) about current animal care recommendations.  |  |  |
| Safely secure all hazardous materials appropriately. Label and securely cap every container (Parafilm is not an acceptable cap). |  |  |
| Return flammables that are usually stored in flammable storage cabinets to that location. Minimize storage of flammable outside storage cabinets  |  |  |
| Ensure all items are labeled appropriately. All working stocks of materials must be labeled with full name of its contents. Do not use temporary storage containers for extended storage. |  |  |
| Secure all samples: label and store appropriately. Remove unnecessary chemical, supplies and equipment from benchtops and store safely. |  |  |
| Consider the long-term stability of chemical containers (peroxide formers). Submit [hazardous waste pickup form](https://www.purdue.edu/ehps/rem/documents/forms/HMM001.pdf) as necessary.  |  |  |
| Neutralize piranha or aqua regia solutions. Secure and containerize when safe. |  |  |
| Collect contents or neutralize any acid/base baths and [request waste pickup](https://www.purdue.edu/ehps/rem/documents/forms/HMM001.pdf).  |  |   |
| Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store as appropriate. |  |  |
| Confirm inventory of controlled substances and toxins of biological origin (including syringes and needles). Document in logbook. Contact Bob Golden of REM at 765-494-1496 with questions on handling. |  |  |

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| Secure controlled substances according to DEA regulations. Consider additional measures to restrict access to controlled substances. Contact Bob Golden of REM at 765-494-1496 with questions on handling. |  |  |
| Secure physical hazards such as sharps.  |  |  |
| Secure radioactive materials. Submit a [radioactive material pickup form](https://www.purdue.edu/ehps/rem/documents/forms/RWPF.pdf) for waste. |  |   |

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| Physical Hazards | Complete or N/A | Notes |
| Close gas valves. If possible, shut off gas to area. Request assistance from Physical Facilities by calling 765-494-7099. |  |  |
| Secure gas cylinders and store in upright position. Remove regulators and use caps. |  |  |
| Plan for management of non-essential cryogenically cooled equipment like cryostats.  |  |  |
| Protect against flooding from leaks and broken pipes by elevating chemicals, materials, supplies, equipment, electrical wires, off the floor. |  |  |
| Check that equipment requiring uninterrupted electrical power is connected to an UPS and/or emergency generator. Unplug equipment if possible to protect from power surges. [Review guidance on power outages in laboratory spaces](https://www.purdue.edu/ehps/rem/laboratory/HazMat/sops.html#processsop).  |  |   |

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| Equipment | Complete or N/A | Notes |
| Prepare equipment if routine upkeep is required. |  |  |
| Check that refrigerator, freezer, and incubator doors are tightly closed. Ensure that alarms and batteries are functioning for critical low temperature freezers. Request assistance from Physical Facilities by calling 765-494-7099.  |  |  |
| Biosafety cabinets: surface decontaminate the inside work area, close the sash and power down. DO NOT leave UV light on. |  |  |
| Fume hoods: clear hood of all hazards, allowing for proper airflow and shut the sash. |  |  |
| Review proper shut down procedures and measures to prevent damage form electrical surges. |  |  |
| Shut down and unplug sensitive electrical equipment, including computers and appliances. |  |  |

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| Decontamination | Complete or N/A | Notes |
| Decontaminate/sanitize areas of the lab as you would do routinely at the end of the day. |  |  |
| Complete contamination survey if you have an authorization unsealed radioactive material. |  |  |

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| Waste Management | Complete or N/A | Notes |
| Collect and label all hazardous chemical waste in satellite accumulation areas. Segregate incompatible chemicals (e.g., in plastic secondary bins or trays). [Request removal](https://www.purdue.edu/ehps/rem/documents/forms/HMM001.pdf) if necessary. |  |   |
| Biological waste: disinfect and empty aspirator collection flasks. |  |  |
| Collect all solid biological waste in appropriate containers. [Request removal](https://www.purdue.edu/ehps/rem/documents/forms/biohaz.pdf) if necessary. |  |   |
| Collect radioactive waste in appropriate waste containers. [Request removal](https://www.purdue.edu/ehps/rem/documents/forms/RWPF.pdf) if necessary. |  |   |

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| Computing and Data Resources | Complete or N/A | Notes |
| Back up data to secure location and shut down computers not used for remote work. |  |  |
| Request departmental approval to take home desktop computers or other resources (e.g., software keys, etc.) needed for remote computational work. |  |  |
| Ensure that VPN software is installed and operation on all remote laptops and computers. |  |  |
| Place data needed for remote work on an accessible server or cloud storage. |  |  |
| [Ensure](https://www.purdue.edu/securepurdue/) that proper storage and security measures are in place for remote use of proprietary and protected software and data. |  |  |
| [Ensure](https://www.purdue.edu/research/regulatory-affairs/export-controls-and-research-information-assurance/) the technology control plans allow remote computation and data analysis by contacting Export Control. |  |  |
| Report any IT Security Incident by completing the [online report form](https://www.purdue.edu/securepurdue/services/report-security-incident.php). |  |  |

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| Security | Complete or N/A | Notes |
| Lock all entrances to lab. Ensure key personnel supporting critical functions have access. |  |  |
| Secure lab notebooks, removable media, and laptops in locked cabinets. |  |  |
| Close all windows. |  |  |

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| General Area | Complete or N/A | Notes |
| Remove all perishable and open food items. |  |  |
| Perform general housekeeping. |  |  |