

# Lab Hibernation/ Shut-down Checklist

## Business As Usual Procedures

- Identify any critical equipment, research materials (chemical, biological, or radioactive), or processes that the building chair should be aware of such as freezers not on a generator outlet, temperature sensitive areas, etc.
- Prepare hibernation sign to be placed on door including lab staff contact information and above identified critical information. If no special monitoring is required, indicate that on the sign.
- Verify that written lab Standard Operating Procedures (SOPs) include steps for shutting down critical equipment or processes including those that are temperature, pressure, or air sensitive- includes glove boxes and distillation equipment.
- Customize the following check list as needed for your lab - add additional procedures, if needed.

## Shut-down Procedures for Unoccupied Labs

- Shut down all experiments that need monitoring, are temperature or humidity sensitive, or could be affected by loss of electricity, water or other services.
- Close sashes on chemical fume hoods. Wipe down the inside of empty hoods by lab personnel.
- Ensure that all containers of chemical, biological or radioactive materials and all hazardous waste containers are properly labeled, sealed and placed in appropriate storage area.
- Complete and post in the lab an inventory of all chemical, biological, and radioactive materials presently in the lab including those in refrigerators, freezers, and storage cabinets. The inventory should indicate the material and its location in the lab.
- Ensure that water reactive chemicals are in sealed containers & stored in areas unlikely to become wet.
- Ensure that air reactive chemicals are properly stored.
- Ensure that all gas and vacuum valves are closed.
- Ensure that all water is turned off such as circulating water baths and water aspirators.
- Ensure that all gas tanks are secured. Close tanks and, if possible, remove regulators and place screw caps on tanks. **NOTE:** Leave inert gas flowing if it is being used to blanket reactive chemicals.
- Secure all non-infectious material and toxins in appropriate storage units that are marked with a biohazard sticker or sign. Disinfect all potentially contaminated surfaces and properly dispose of all biohazardous waste.
- Review storage of biological materials and other perishable items. Place valuable items in storage units that have backup systems or store items in duplicate locations. Review safety and other issues for the use of alternate cooling methods (e.g. liquid nitrogen, dry ice, etc).
- Turn off biological safety cabinets and UV lights.
- If animals are used in the lab, either return animals to Animal Resource Center or sacrifice animals.
- Turn off and unplug all non-essential electrical devices, particularly heat-generating equipment such as hot plates, stir plates and ovens.
- Ensure that freezers are plugged into emergency back-up outlets, if available. If back-up power is not available, notify building chair of need for power if there should be an outage.
- Back up all data and turn off computers. Store lab notebooks and computers in areas that will not be impacted by possible broken water pipes. Secure laptop computers and other easy to remove electronic devices.
- Elevate equipment, supplies, electrical wires and chemicals off of the floor to protect against flooding from broken pipes.
- Ensure that all refrigerator, freezer and incubator doors are tightly closed.
- Defrost non-auto defrost refrigerators.
- Close all doors including cabinets, storage areas and offices. Lock all exterior lab doors.
- Post hibernation sign on inside of lab door with chemical inventory.
- Contact University Safety & Assurances, 229-6339, with any security or safety concerns.
- Other:

# Lab Hibernation/ Shut-down Checklist

## Hibernation Info

Emergency Contact Information: \_\_\_\_\_

P.I. /Lab Supervisor: \_\_\_\_\_

Lab Location: \_\_\_\_\_

Type of Monitoring Required: \_\_\_\_\_

Critical Equipment: \_\_\_\_\_

Type of Monitoring Required: \_\_\_\_\_

Critical Materials: \_\_\_\_\_

Personal Protective Equipment or Special Procedures to enter Lab: \_\_\_\_\_

\_\_\_\_\_

## Closure Info:

Note: All equipment is to be thoroughly cleaned of chemical contamination by the laboratory staff prior to disposal.

Equipment to dispose:

Chemicals to dispose: Contact [hazwaste@uwm.edu](mailto:hazwaste@uwm.edu) with list.

Safety Tour Completed: \_\_\_\_\_

Recommendations: \_\_\_\_\_

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Safety Sign-Off: \_\_\_\_\_