

Laboratory Ramp-Up Checklist

This ramp-up checklist was created as an aid to help labs restore normal functions after the shutdown. This checklist contains many items that may need consideration as your lab resumes operations during the phased research expansion period.

Please Note: There is no requirement to complete this document. It is meant to be a tool to aid in the safe return to research. Some items may not apply to every lab.

Please contact your [EHS Safety Advisor](#) or EHS directly at ehs@yale.edu or 203-785-3550 with any questions about how to safely resume research operations in your laboratory.

PREPARING FOR LABORATORY RAMP UP PERIOD			
ITEM	Complete	N/A	Notes
Identify priority levels for activities needing performed to get the laboratory back up and functioning.			
Identify lab staff that can return to the labs to participate in ramp up activities.			
Ensure appropriate PPE, in sufficient amounts, is available to those returning for ramp up work.			
Establish, as much as is practicable, social distancing protocols to be used in laboratories, shared office spaces, break rooms, etc. Shift scheduling may need consideration to keep sufficient numbers for proper social distancing. See " Expectations for Working in Laboratories During the COVID-19 Pandemic " for guidance in these areas.			
Establish procedures for the event in which a lab member, who is assisting in the ramp up procedures, shows symptoms of and/or tests positive for COVID-19.			
Establish procedures for the event in which lab members have interacted with a COVID-19 positive person.			
Review operating hours and Ramp Up period limitations of other departments that support laboratory research (ex. EHS, TR&S, facilities, YARC, etc). Initial demand during the Ramp Up phase may result in delays in services offered by these departments.			

Review operating hours and Ramp Up period limitations of Core Facilities. Initial demand during the Ramp Up phase may result in delays in services offered by these departments.			
COMMUNICATION			
ITEM	Complete	N/A	Notes
Update as necessary the contact list including all lab personnel, Principal Investigator, lab and/or department administrator, EHS Safety Advisor, and other appropriate personnel.			
Ensure the contact list is up to date and saved where it can be remotely accessed by everyone in the lab. Include email addresses and home and cell phone numbers.			
Ensure phone tree or email group is up to date to facilitate emergency communication amongst lab researchers and staff. With staff working shift schedules, ensure that messages can be communicated effectively to all lab members,			
Ensure the emergency contacts listed on laboratory door signs are still up to date and posted outside lab doors. (If not on the EHS signs, add a separate sheet. If applicable, emergency contacts by shift should be listed.)			
SECURITY			
ITEM	Complete	N/A	Notes
Ensure key personnel who will support ramp up procedures have appropriate access.			
Inform department administrative staff of who will be accessing the labs during the ramp up period.			
INITIAL LABORATORY RE-ENTRY WALKTHROUGH			
ITEM	Complete	N/A	Notes
Survey the laboratory for unsafe conditions			
- Signs of leakage from hazardous material containers, waste containers, etc			
- Water damage or leaks (ex. wet, discolored ceiling tiles,			

stained cabinets, standing water on the floor or in cabinets)			
- Check cold rooms for evidence of mold growth			
- Make note of unusual conditions needing the attention of EHS or Facilities			
Survey chemical storage for expired or outdated chemicals, and signs of reaction formation.			
LAB RELATED ITEMS			
ITEM	Complete	N/A	Notes
Develop a list of materials that must be ordered to be able to restore lab functions. Materials should be prioritized to limit the burden on supporting departments (stock room, TR&S, EHS, etc.). Prepare for the possibility of supply chain disruptions and limited availability of needed items.			
Determine which materials requiring specialized handling will need to be used and when upon resuming lab function (ex. radioactive materials). Ensure all necessary items/staff in place to receive such an order properly.			
Conduct inventory of cold storage units to ensure that samples were appropriately preserved during the shutdown period.			
Confirm the inventory of Controlled Substances, document in logbook, and ensure they match with pre-shutdown values			
Consider additional measures to restrict access to Controlled Substances during lab ramp up procedures with many groups in addition to lab staff potentially entering areas where substances are stored.			
Recover glassware and other essential items from shared areas such as autoclave rooms, washrooms, and microscopy rooms.			

Ensure all radioactive materials/sources are properly secured in locked housing (refrigerator, freezer, cabinet, or lockbox).			
Perform a wipe test within one week of starting lab activities. Include stock vial storage areas and radioactive waste storage areas. Surveying stock vial storage areas is especially critical for H-3, as H-3 can leach from the storage container.			
Bump test eye-wash stations			
Check gas cylinder levels on tanks that were left on to maintain critical functions.			
Check the function of all appliances, computers, microscopes, hot plates, sterilizer ovens, water baths, and other equipment that were disconnected from energy sources for extended periods. Ensure proper procedures are followed for bringing them back online.			
Biosafety cabinets: decontaminate the inside work area prior to first use.			
Uncover and check all vulnerable equipment that had been covered with plastic.			
WASTE MANAGEMENT			
ITEM	Complete	N/A	Notes
CHEMICAL WASTE: Ensure all hazardous chemical waste is properly contained, labeled, and segregated in Satellite Accumulation Areas (SAAs). For materials that were not submitted before shutdown, submit a chemical waste pickup request to have the waste removed.			

<p>BIOLOGICAL WASTE: Collect all solid biological waste that was not picked up before the shutdown in appropriate containers and submit a biomedical waste pickup request to have the waste removed or bring it to the nearest biomedical waste cart location (Medical School).</p>			
<p>RADIOACTIVE WASTE: Collect, label, and secure all radioactive waste that was not picked up before the shutdown in appropriate containers. Submit a radioactive waste pickup request to have the waste removed, if necessary. Include any stock vials that have decayed fully during the shutdown.</p>			
<p>Follow the Laboratory Waste Disposal Tool to help identify how all laboratory waste streams needing to be picked up should be collected, packaged, labeled, segregated, and stored in the lab.</p>			
<p>Request waste containers as needed</p>			