

## Ramp Up Checklist for Hazardous Material Research Labs and Shops

### Work with your building/facility/department representative as needed.

- Complete required Research Activity Reporting Tool
- Verify staff members have a face covering available prior to coming to work. (Marketplace, Chem Stock room, CORE BIO Services, Bookstore links)
- Train your staff on the measures and tools you have implemented to ensure their understanding, including the Departments posted
- Prepare for daily temperature checks or health checks for employees and visitors, must follow the campus health [Screening Guidance of Personnel and Visitors](#).
- Use shared calendars for shared space.
- Post room occupancy limits on the door, visible to those outside.
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### Before you arrive in lab / shop

- Ensure all [Research Continuity Forms](#) are accurate, submitted and approved for work to be completed.
- Ensure that all administrative safety requirements are complete:
  - Verify that your lab personnel list is accurate in the [My EHS Profile Application](#). Add or remove individuals as needed.
    - If persons are added, make sure a New Lab Worker Checklist is completed and uploaded to their record in the [EHS Training Analytics site](#).
  - Verify that all lab personnel are current with EHS Training Requirements via the [EHS Training Analytics site](#).
  - Verify that [EHS Authorizations](#) are all current and accurate
- Review [PPE guidelines for preventing the spread of contamination](#).

### First Time You Arrive

- Verify that there are no hazards in the hallways, such as supplies or equipment impeding egress or hazardous materials.

- Verify that the contact information on your Room Hazard Sign is accurate. You can update [Lab Contacts](#) in the My EHS Profile Application and print new rooms signs (in color) from the [Lab Locations](#) screen.
- Listen or observe for any lab-specific hazard alarms indicators

### **Before You Begin, Evaluate Supplies**

- Evaluate PPE on hand to perform the work you intend to do.
  - What amount do you already have on-hand in lab?
  - What is your expected weekly “burn rate”?
  - Can you accommodate existing lab required PPE to complete the work?
    - New PPE, such as face coverings, required to meet social distancing guidelines does not need to be included in this assessment.
  - Are supplies available for decontaminating shared PPE?
  - Is PPE stored in a way to [prevent the spread of contamination](#)?
- Evaluate cleaning materials available in the lab to perform appropriate [decontamination of surfaces and equipment](#).
  - Do you have a sufficient quantity, quality?
  - Is it compatible with the equipment and the science in the lab?
  - Are hand washing materials available in sufficient quantities?
- Evaluate other supplies needed to complete your research tasks.
- If PPE or other supplies in your lab are low and you are unable to obtain them through normal routes, work with your department to coordinate with the Emergency Operations Center and campus procurement.

### **Before You Begin, Evaluate Support Services**

- Communicate with all delivery personnel any changes to time/location for deliverables.
- Verify the availability of support services needed for your work.
  - Compressed gasses
  - House services (compressed air, house gasses, DI water)
  - Glasswash services
  - Hazardous chemical or biological waste pick-up
  - Supply deliveries
  - Other halted services (labcoats, etc.)
  - Regular custodial services

### **Animals**

- Visit <https://animalcare.ucsd.edu/pages/> for current contact preferences regarding animal related inquiries.

### **General Laboratory Safety**

- Complete the [Lab Self-Audit](#) checklist and keep a copy on file

## Chemical Safety

- Walk through the lab space to check if there has been a chemical spill. If you are not comfortable with cleaning up the spill, call EH&S at 858-534-HELP (4357) for chemical spill clean-up.
- Verify that chemicals stored within cabinets are in good condition.
- Verify that your fume hood has been tested within the last year and that visual indicators show proper hood function.

## Biologicals

- Turn on BSCs and disinfect surfaces before conducting lab work.
- Verify BSCs have been certified within the last year (365 days)
- Set-up new aspirator collection flasks if needed. Replace any filters older than [one year](#).

## Radiation

- Turn on the Geiger counter and conduct a lab radiation survey if needed.
- Verify whether or not your inventory reporting is due, and complete if required

## Equipment

- Run water through each sink to verify proper functionality and to flush stagnant water. Sink traps can dry-out and cause odors in the lab, so running the water for 30 seconds will ensure lines are flushed and traps are filled.
- Perform test runs of specialty water systems, such as reverse osmosis or deionized water
- Turn on essential equipment in the lab.
  - If cryogen fill is needed, perform it with assistance from another lab member.
- Verify gas systems are functioning properly
- Check for freezer alarms and that temperature is holding properly
- Check that equipment restarts and functions appropriately.
  - Is calibration needed?
  - Do safety devices operate properly?

## Hazardous Waste

- Inspect hazardous waste storage for spills or unsafe conditions.
- Request [EH&S hazardous waste pick-up](#) for any containers which are full or at 9-month accumulation.
- Transfer any [biohazardous waste](#) into the buildings collection point for pickup. Ensure waste is kept containerized for the duration of this transport. ([Biohazardous Waste Disposal Guidelines poster](#))
- Empty any benchtop waste collection into the appropriate collection container.
- Ensure all waste containers are [properly managed](#).