

Ramp Up Checklist for Research Areas (Non-labs)

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 face covering requirement for campus, building, and research areas.
- 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](#).
- Post occupancy limits, social distancing and disinfection plan by doors or entryways. Must be visible to those entering the space.
- Use shared calendars for shared space.
- Post usage calendar on the door.

Research Space Ramp Up Checklist

Before you arrive in lab

- Ensure all [Research Continuity Forms](#) are updated, accurate, submitted and approved for work to be completed.
- Ensure that all administrative safety requirements are complete:
 - Verify that your research personnel list is up to date with current contact information.
 - If you have new staff or students, make sure to complete a safety orientation with them.
 - [Review Injury and Illness Prevention Program](#)
 - Verify that all personnel are current with Research, EH&S, and campus Training Requirements.

First Time You Arrive

- Check: exit routs and doors, fire extinguishers, first aid kits, emergency supplies.
- [Review Fire Safety Checklist](#)
- [Safety Inspection Checklist](#)

- ❑ Verify that there are no hazards blocking doorways or hallways.
 - ❑ Ensure supplies or equipment are stored appropriately.
- ❑ Contact [Facilities Maintenance](#) if you find any leaks, smells or other facility concerns.
 - ❑ [Facilities Maintenance Enhanced COVID-19 services](#)
 - ❑ Additional start up cleaning can be coordinated through [Facilities Maintenance](#).
- ❑ Contact [EH&S](#) for any safety concerns; Indoor air quality, mold, or spills.

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?
 - What is your expected weekly “burn rate”?
 - Can you accommodate existing required PPE to complete the work?
 - Are supplies available for decontaminating shared PPE?
 - Is PPE stored in a way to [prevent the spread of contamination](#)?
- ❑ Evaluate cleaning / disinfection materials available to perform appropriate [decontamination of surfaces and equipment](#).
 - Do you have a sufficient quantity, quality?
 - Is it compatible with the equipment and the research?
 - Are hand washing materials available in sufficient quantities (soap and towels)?
- ❑ Evaluate other supplies needed to complete your research tasks.
- ❑ If PPE or other supplies are low and you are unable to obtain them through normal, routes (Marketplace, Chem Stock room, CORE BIO Services, Bookstore links) work with your department to coordinate with the Emergency Operations Center and campus procurement.
- ❑ Review [Ergonomics](#) of your research area.

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
 - Supply deliveries
 - Other halted services (labcoats, etc.)
 - Begin regular custodial services

General 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 (cleaning, paints, oil, resins, ect.). 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, labeled and closed.

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 systems.
- 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 (paint, resin, oils) for spills or unsafe conditions.
- [Universal and Electronic Waste](#), batteries, light bulbs, electronics.
- Request [EH&S hazardous waste pick-up](#) for any containers which are full or at 9-month accumulation.