

Lab Emergency Shutdown Checklist

Principal Investigator / Responsible Person _____

Room # _____ Date ____/____/____

Planning	yes	no	Notes
Has EHS been notified that shutdown has begun?			
Have all non-critical activities been identified for shutdown?			
Have personnel been identified to safely assist with the shutdown?			
Have all non-essential orders been canceled?			
Have you made arrangements for incoming shipments?			
Research and teaching materials			
Have valuable perishable items been consolidated and properly stored?			
Have arrangements been made for the appropriate care of lab animals and vivarium?			
Have all chemical and biological materials been properly labeled and stored?			
Have Controlled Substances been properly inventoried and secured?			
Physical Hazards			
Has all unnecessary equipment been unplugged?			
Are all gas cylinders secured and gas valves closed?			
Has equipment and material been elevated off the floor in case of flooding?			
Equipment			
Are refrigerators, freezer and incubator door tightly shut?			
Are fume hoods and biosafety cabinets cleared out and powered down?			
Is vulnerable equipment covered?			
Cleaning and decontamination			
Have all chemicals/ glassware been removed from benchtops and fume hoods and properly stored?			
Have all work areas been decontaminated?			
Has all perishable food been removed from the area?			
Waste Management			
Is all chemical and biological waste properly labeled and secured?			
Has all hazardous waste been placed in an SAA?			
Security			
Have all doors and windows been secured?			
Do key personnel have appropriate access?			
Are lab notebooks and other data secure?			