Laboratory Extended Closure Checklist

The purpose of the Laboratory Extended Closure Checklist is to identify any critical equipment, research materials, or processes in your laboratory and prepare the laboratory for extended closure.

Customize the following check list as needed for your laboratory

- ☐ Collate contact information for lab members and set up group communications. Post extended closure sign on lab's door (see below).
- ☐ Cease all experiments that need monitoring, are temperature or humidity sensitive, or could be affected by loss of electricity, water or other services.
- ☐ Shut the sashes on chemical fume hoods.
- ☐ Make certain that all containers of chemical and hazardous waste are properly labeled, sealed, and placed in appropriate storage areas.
- ☐ Seal containers of all air and water reactive chemicals, and store appropriately.
- ☐ Make certain that all gas, air, and vacuum valves are closed.
- ☐ Make certain that all circulating water baths and water aspirators are turned off.
- ☐ Make sure that all gas tanks are secured. Close tanks if possible, remove regulators, and replace screw caps. NOTE: Leave inert gas flowing if it is being used to blanket reactive compounds.
- ☐ Secure all infectious material and toxins in appropriate storage units that are marked with a biohazard sticker or sign.
- ☐ Disinfect all potentially contaminated surfaces, including biological safety cabinets, and properly dispose of all biohazard waste.
- ☐ Review storage of perishable items.
- ☐ Turn off biological safety cabinet lights and UV lights.
- ☐ Disinfect and empty aspirator collection flasks.
- ☐ Turn off and unplug all non-essential electrical devices such as hot plates, stir plates, and ovens.
- ☐ Back up all data and turn off computers unless needed for remote access. Store lab notebooks and computers in areas that will not be impacted by possible broken water pipes. Secure laptops and other easy-to-remove electronic devices. Ensure lab personnel have access to computers for remote work.
- ☐ Make certain that all refrigerator, freezer and incubator doors are tightly closed.
- ☐ Close all doors, including cabinets and storage areas. Lock all exterior lab doors.
- ☐ Verify that written laboratory Standard Operating Procedures (SOPs) are available online and in the laboratory for first responders that include steps for shutting down critical equipment or processes.
- ☐ Other:

Waste Pickups

Laboratory waste pickups may be limited. Please make sure that waste in storage is properly stored and secured. For questions regarding storage regulations contact Environmental Health and Safety.

Contact Info for Environmental Health & Safety

Main Office: (470-578-3321)

Emergency #: (678-449-7693)

Email: EHS@kennesaw.edu (this reaches all EHS staff)

Web: http://ehs.kennesaw.edu

In EMERGENCY situations, you can also contact:

- Stephen Ndiritu (470-578-2968, sndiritu@kennesaw.edu, Asst. Director of EHS)
- Vanessa Biggers (470-578-2415, vbigger1@kennesaw.edu, Sr. Env Programs Manager)
- Janet Nash (470-578-2599, jhull@kennesaw.edu, Asst. Director of EHS)
- Alex Lehocky (470-578-2968, alehock1@kennesaw.edu, Director of EHS)

KENNESAW STATE UNIVERSITY

Laboratory Extended Closure Sign

The purpose of the Laboratory Extended Closure Door Sign is to notify first responders and building monitors (KSU facilities, KSU Police, and KSU Security) of any critical equipment, research materials, or processes that could potentially require special attention during an emergency response.

P.I./Lab Supervisor: **Laboratory Location:**	**Emergency Contact Info:**
Critical Equipment	**Type of Monitoring Required**
Critical Materials	**Type of Monitoring Required**
Personal Protective Equipment or Special Procedures to Enter Laboratory	

For All Emergencies Contact KSU Police: (470)-578-6666

RESET

PRINT