

University of Dayton
Laboratory, Studio and Workshop Restart of Operations
June 15, 2020

This checklist is intended to aid principal investigators, managers and coordinators of research and teaching laboratories, studios, workshops and technical areas for restarting operations. Please contact EHS with any questions.

Category	Item
Facilities and Equipment	Check that land line phones and internet connections are working.
	Flush all water lines (sinks and equipment) and run water through all drains to fill traps and check for leaks.
	Flush eye wash stations and/or emergency showers until water is clear. Please note that some units are alarmed to Public Safety. Contact EHS for advice.
	Confirm chemical fume hoods, paint spray booths, Biological Safety Cabinets and other exhausted units are operating normally and not in alarm mode.
	Check to make sure that all in-house lines (gas, air, DI and RO water, vacuum, etc.) are properly working.
	Check compressed gas cylinders. Are they properly secured. Check the tubing and hoses that are attached to cylinders and other equipment.
	Check to make sure emergency equipment such as fire extinguishers and first aid kits are available and accessible.
	Check equipment that requires regulatory or University licensing (i.e. lasers, radiation generating equipment).
	Calibrate any equipment that needs periodic calibration (i.e. pH meter).
	Review equipment manuals for safe startup instructions. Power up equipment slowly and one at a time to avoid overload of electrical circuits. Follow manufacturer instructions and procedures for re-energizing equipment.
	Check access to shared service rooms (i.e. dark rooms, cold rooms, incubation rooms, equipment rooms, etc.) and make sure that all service rooms to be used have the necessary safety equipment.
	Consider how you can ensure safe restart of potentially hazardous systems. Anticipate the hazards associated with the startup of equipment. Safely release or mitigate any stored up energy sources. Confirm correct start-up procedures for critical pieces of equipment. Review operating manuals and SOP's for safe startup procedures.
	Check shared equipment, such as ice makers, refrigerators, -80 degree freezers, autoclaves, water purification units, kilns, furnaces, incubators, etc.). Not Facilities if service is needed.
Chemical Management	Check chemical storage areas. Are chemical containers in good condition (rusty, bulging, cracked caps or containers) and check for leaks? Dispose of chemicals in poor condition to EHS.
	Check expiration dates and dispose of expired chemicals.
	Check the condition of highly reactive chemicals (i.e. peroxide-forming chemicals, reactive metals, pyrophoric chemicals). Look for crystals forming on the outside or inside of caps or bottles.
Security	Verify security and inventory of regulated materials such as controlled substances, select agent toxins, chemicals on Department of Homeland Security list of concern and radioactive materials.
Waste Management	Check waste containers and contact EHS if they need to be replaced.
Communications and Training	Review required general training. Have all members been assigned training based on the hazards and individual job activities? Are members up-to-date on training? Please note that wearing a N95 respirator requires respiratory training, medical clearance and a fit test, unless it is being worn voluntarily.
	Review personnel contact information and emergency evacuation procedures.
	Renew or amend any required protocols for changes in research and staffing (IRB, IBC, IACUC, RAM).
	Review and update required lab signage, as needed.
Preparations for Research Continuity Under COVID Protocols	Clean and disinfect commonly touched surfaces before work resumes. Clean, wipe down, sanitize lab benches, BSCs, laminar flow cabinets, and fume hoods.
	Check inventory of research specific PPE and restock as needed (lab coats, safety glasses, goggles and gloves).
	Confirm adequate supply of general face coverings and cleaning supplies. Contact EHS for requests for COVID related supplies.
	Assess what support services and deliveries (such as compressed gases, reagents, dry ice) you may require when your research is restarted and determine whether those services are operational and will be available when you need them.
	Before restarting a process, consider what will be necessary to safely shut it down again if necessary.