University of Nevada, Reno
Safety Checklist for Restarting Laboratory Operations

This laboratory checklist provides safety guidance as you restart laboratory operations. This checklist may not cover all issues so it should be supplemented as needed with lab-specific information and procedures for restarting laboratory operations. Contact the EH&S Department at 327-5040 if more specific safety guidance is needed. Contact Facilities Maintenance for assistance with facility related issues by submitting an online work order request at tma.unr.edu/.

Have you completed the WebCampus training modules a) General COVID-19 Training for University Personnel, and b) COVID-19 Training for Research Laboratories and Creative Activities? **Yes** ☐ **No** ☐

If the response to the question above is NO, then the individual cannot work in the laboratory.

OK	NA	
☐	☐	Verify that utilities (power, water, gas) in the laboratory are operational.
☐	☐	Ensure natural gas valves in the laboratory are still closed.
☐	☐	Verify that safety equipment is present (as applicable). • Emergency eye wash (flush for 3 – 5 minutes if plumbed to a drain). • Emergency shower • Fire extinguisher (if dry powder type, is pressure gauge in the acceptable (green) range?)
☐	☐	Review any ongoing experiments that were running during the laboratory shutdown that could have been affected by loss of electricity, water, or other services.
☐	☐	Ensure chemical fume hoods and biological safety cabinets are operational by checking the velocity monitor if so equipped, or verifying inward air using a telltale (e.g., placing a piece of yarn or strip of Kimwipe at the face of the hood or cabinet).
☐	☐	Ensure that all refrigerators, freezers, and incubators are functioning properly.
☐	☐	Ensure that laboratory equipment is powered and functioning properly. • Review equipment operation safety. • Review equipment manuals for safe startup instructions.
☐	☐	Ensure any unplugged non-essential electrical devices are functioning properly, particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, and ovens.
☐	☐	Confirm that glassware is properly stored and secured.
☐	☐	Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled.
☐	☐	Check containers of chemicals, biohazardous materials, radioactive materials, and hazardous waste and ensure that they are properly closed, labeled, and secured in appropriate storage areas.
☐	☐	Check all gas cylinders to ensure that they are secured and that valves are closed. • Ensure that cylinders that are not in use have regulators removed, with safety caps in place.
☐	☐	Ensure that all water sources (e.g., circulating water baths, aspirators, etc.) are not leaking.
☐	☐	If necessary, restore any backed up secure data and turn on non-essential/non-critical computers and equipment.
☐	☐	Survey the laboratory for any unsafe conditions. • Chemical leaks, spills, or releases. • Biological leaks, spills, or releases. • Supplies, equipment, glassware, and other items left out during the laboratory closure. • Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately. • Secure, correctly label, and/or request a pickup of any hazardous wastes. • Manage any biological wastes appropriately.

☐ ☐	Review safety procedures. • Review laboratory-specific hazard analyses and safety procedures and update as needed.
☐ ☐	Establish social distancing, wearing of cloth face covering, cleaning, and disinfecting policy and procedures. • Shared office spaces. • Break areas/food preparation areas. • Research laboratories. • Field locations.
☐ ☐	Established stagger schedules (AM vs PM, every other day, every other desk, etc.) as appropriate to maintain distancing and a personnel density of no more than 3 individuals per 500 square feet of laboratory space.
☐ ☐	Review any shared facilities, such as microscopy areas, analytical laboratories, etc., for any use restrictions. • Delays due to start-up procedures. • May have restricted schedules to accommodate social distancing.
☐ ☐	Prepare for supply chain disruptions and limited availability. • Recognize that order placement may be slower as the volume of requests increases. • Plan for limited sales of high demand items. • Plan for limited Personal Protective Equipment availability (including N95s, face shields, and gloves). • Plan for some reagents having limited availability. • Plan for some consumables having limited availability.