



**Laboratory Partial Staff Reduction Checklist**

**(Contact the Office of Research Safety-[researchsafety@uchicago.edu](mailto:researchsafety@uchicago.edu) with questions.)**

Preparation

Item	Complete	NA	Notes
Identify all activities that can be done remotely and assign staff to work-from-home status effective immediately.			
Identify all activities that can be ramped down, curtailed, suspended or delayed.			
Identify personnel able to safely perform essential activities.			
Identify any shared lab spaces in order to coordinate and communicate about plans.			
Identify any dependencies (research cores, suppliers) to determine effect of their activities on lab's work.			
Identify activities that will require cross-training should essential personnel become ill or unable to work.			

Communications

Item	Complete	NA	Notes
Create contact list including all lab personnel, principal investigator, lab administrative director, research operations manager, and building manager.			
Ensure the contact list is saved where it can be remotely accessed by everyone in the lab. Include home and cell phone numbers.			
Test your phone tree or email group to facilitate emergency communication amongst lab researchers and staff.			

Forward contact list to BSD/PSD/PME/SSD Building Manager - Facilities Operations in case lab needs to be notified of emergencies.			
Ensure that emergency contacts listed on lab placards are up to date and posted on outside of lab doors.			
Ensure contact numbers in alarm systems are updated.			

### Shipping/Receiving

Item	Complete	NA	Notes
Do not order any new research materials except those items needed to support core activities.			
Cancel orders for non-essential research materials if they have not yet shipped. Cancel any standing orders that will not be needed.			

### Research Materials

Item	Complete	NA	Notes
Ensure that all items are labeled appropriately. All working stocks of materials must be labeled with the full name of its contents and include hazards.			
Remove all chemicals and glassware from benchtops and fume hoods and store in cabinets or appropriate shelving.			
<a href="#">Request chemical waste pick-ups</a> via <a href="http://ehsa.uchicago.edu">ehsa.uchicago.edu</a> for <a href="#">peroxide forming chemicals</a> or other chemicals (i.e. piranha etch) that may become unstable over time via <a href="#">EH&amp;S Assistant</a> .			
Collect contents of any acid/base baths and request waste pickup via <a href="http://ehsa.uchicago.edu">ehsa.uchicago.edu</a>			

Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.			
Confirm inventory of controlled substances and document in logbook.			
Consider additional measures to restrict access to controlled substances.			
Secure physical hazards such as sharps.			
Ensure all radioactive materials are locked/secured inside a refrigerator, freezer, or lockbox. If you need to transfer RAM to another location, please consult with the <a href="#">Office of Radiation Safety</a> first.			

#### Decontamination

Item	Complete	NA	Notes
Decontaminate areas of the lab as you would do routinely at the end of the day.			
Decontaminate and clean any reusable materials that may be contaminated with biological material.			
Custodial Services/EVS will clean and decontaminate lab areas per routine processes. Lab spaces should be placed in a state that allows cleaning staff to perform normal services.			

## Waste Management

Item	Complete	NA	Notes
<b>CHEMICAL WASTE (EXCLUDES RADIOACTIVE MATERIALS AND BIOHAZARDOUS WASTES)</b>			
<p>Suspend reoccurring hazardous waste pick-ups by emailing EHS at <a href="mailto:safety@uchicago.edu">safety@uchicago.edu</a>.            Subject: Suspend weekly pick-ups            Body: Include the PIs name, Building Name and Room number of the reoccurring pick-up.</p>			
<p>Collect and properly label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals by means of a physical barrier (e.g., plastic secondary bins or trays). Verify all bottles are securely sealed.</p>			
<p>Submit a hazardous waste pickup request for the chemical to be collected via <a href="#">EH&amp;S Assistant</a>.</p>			
<p>Dispose of non-hazardous chemicals via the general trash or pour into the drain <b>IF AND ONLY IF</b> EHS or ORS has approved this disposal method for that specific chemical.</p> <p>All chemical waste which have not be evaluated by EHS/ORS must be treated as hazardous waste: submit a hazardous waste pickup request via <a href="#">EH&amp;S Assistant</a>. Please note that liquid biohazardous waste treated with sodium hypochlorite is approved for drain disposal.</p>			
<b>BIOHAZARDOUS WASTE</b>			
<p>Biological waste: Disinfect and empty aspirator collection flasks.</p>			
<p>Collect all solid biological waste in appropriate containers. If your lab does not have a routine biowaste pick up, request removal.</p>			

Liquid biohazardous waste treated with sodium hypochlorite is approved for drain disposal. Please do not dispose of liquid biohazardous waste in red bag waste.			
RADIOACTIVE WASTE			
Collect radioactive material into the appropriate waste containers and <a href="#">request a radioactive waste pickup</a> from the Office of Radiation Safety or ensure radioactive waste is properly stored and secured. Log all drain disposals ensuring drain disposal limits are not exceeded.			

Please contact your [Laboratory Safety Specialist](#) or [researchsafety@uchicago.edu](mailto:researchsafety@uchicago.edu) with questions about how to secure hazards or safely suspect research operations in your laboratory.