

Procedure for Temporary Laboratory Closure

In the event of a temporary laboratory closure (e.g. summer field work, PI or approval holder hiatus, etc.) or a University closure (e.g. severe weather, pandemic disease, etc.), labs must review their critical operations and complete this temporary shutdown checklist according to their specific activities and hazards. Customize the checklist for your specific needs/operations as needed.

Principal investigators are ultimately responsible for:

- 1) Ensuring that all lab operations have been accounted for, and that any hazardous materials/equipment are secured in the event of a planned or unplanned temporary lab closure; and,
- 2) Identifying personnel able to safely perform any required closure procedure and any critical operation during the temporary closure period.

In order to fulfill these obligations, Principal Investigators MUST complete the three parts of this form:

1) Checklists; (page 2 and 3)

2) Information Form (Provide to your department head, building manager, and RLSS); (page 5)

3) Door Posting. (page 6)

All laboratory personnel should be properly trained in their role in shutting down equipment and securing experiments. Please contact [Research Laboratory & Safety Services \(RLSS\)](#) for assistance with developing your plan and for any questions/concerns.

Checklist for Temporary Laboratory Closure

Preparations for Lab Closure

- Identify any critical equipment, research materials (biological, chemical or radiological), or processes that building managers should be aware of such as freezers, temperature sensitive areas, etc.
- Update all hazardous material inventories.
- Identify/modify all orders of security sensitive materials, plan for the receipt and locked storage of these materials if necessary.
- Prepare hazardous biological, chemical and/or radiological waste for disposal and arrange for a waste pick-up.
- Verify that written lab SOPs include steps for shutting down critical equipment or processes including those that are temperature, pressure, or air sensitive – includes glove boxes and distillation equipment.
- Make sure to review the University Biosafety Plans and Chemical Hygiene Plans, contact RLSS at 520-626-6850 if you have any questions during temporary closure.

Temporary Lab Closure Checklist

Experiments

- Reduce or cease all unattended experiments/processes and all experiments that need monitoring, are temperature or humidity sensitive, or could be affected by loss of electricity, water, or other services.
- Back up all data and turn off computers. 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.
- If animals are used in the lab, notify University Animal Care (UAC) about any change in research plans.

Equipment

- Close sashes on chemical fume hoods and biological safety cabinets.
- Turn off biological safety cabinets and UV lights.
- Close all gas and vacuum valves/lines.
- Turn off all water such as circulating water baths, water aspirators and distillation systems.
- Turn off and unplug all non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, and ovens.
- If possible, elevate equipment, supplies, electrical wires, and chemicals off the floor to protect against potential flooding (i.e. broken pipes, heavy rain).
- Tightly close all refrigerator, freezer and incubator doors.
- Secure all gas tanks and close all gas cabinets. Close tanks and if possible, remove regulators and place screw caps on tanks. NOTE: Leave inert gas flowing if it is being used to blanket reactive compounds.
- Ensure cryogenic liquids are properly vented.

Materials

- Properly label, close, and place all hazardous (biological, chemical, and radioactive) materials in appropriate storage areas away from incompatible hazards.
- Properly store all air/water reactive chemicals.
- Secure all security sensitive material in appropriate storage units that are properly labeled.
- Decontaminate/disinfect all potentially contaminated surfaces.
- Review storage of biologicals and other perishable items. Place valuable biological research items in temperature-controlled storage units that have backup systems or store items in duplicate locations. Review safety and other issues for the use of alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.).

Lab Specific Items

- _____
- _____
- _____
- _____
- _____
- _____

Final Checks

- Submit a copy of the Temporary Laboratory Closure Information form to your Department Head, building manager, and RLSS (rlss-help@arizona.edu)
- Fill out attached Temporary Laboratory Closure Posting form and post it on the lab door.
- Close all doors, including cabinets, storage areas and offices. Lock all exterior lab doors.

Resuming Laboratory Operations After a Temporary Closure

- If you discover a condition that poses a threat to you or to others, such as a fire or a hazardous material release, isolate the hazard (e.g., close the door to the lab), notify occupants in the area, activate the fire alarm, exit the building, and call UAPD.
- Do not use laboratory equipment that is alarming or not working properly (chemical fume hood, biological safety cabinet, etc.). Call Facilities Management for service (520-621-3000).
- Check equipment that may have been affected by a power disruption. Keep refrigerator and freezer doors closed until temperature levels return to normal.

If you have any safety or health questions, contact Research Laboratory & Safety Services (520-626-6850).

Temporary Laboratory Closure Information

Closure duration dates Start: _____ End: _____ *please indicate if unknown

P.I./Lab Manager:

Laboratory Emergency Contact Info:

Lab Location(s):

Critical Equipment and Type of Monitoring Required

Critical Materials and Type of Monitoring Required

Personal Protective Equipment or Special Procedures to Enter Lab



This laboratory has been temporarily CLOSED
DO NOT access this space without contacting the following personnel!

Lab-specific contact Information:

Principal Investigator:

Lab Manager:

Other Emergency Contacts: