Laboratory Checklist

The following are recommended steps to take prior to an event that may result in an interruption of laboratory operations.

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|  **Lab Checklist:****Secure chemicals and hazardous agents**[ ]  Remove all chemicals and glassware from benchtops and store in cabinets as appropriate. [ ]  Ensure that water reactive chemicals are in sealed containers and stored as appropriate. [ ]  Remove biological materials from biosafety cabinets and/or benches, disinfect or autoclave, or safely store them as appropriate. [ ]  Ensure that all chemicals, radioactive, and hazardous waste containers are properly stored according to practices. [ ]  Ensure all gas valves are closed. If available, shut off gas to area. [ ]  Check that all compressed gas cylinders are secured. Remove regulators and use caps. [ ]  Consolidate storage of valuable perishable items within storage units that have backup systems if possible. **Secure equipment and room**[ ]  Secure/shut down all experiments that could be affected by loss of electricity, water, or other services. [ ]  Shut off and unplug sensitive electric equipment. [ ]  Close fume hoods/biosafety cabinets. [ ]  Turn off appliances, computers, hot plates, ovens, and other equipment. Unplug equipment if possible. [ ]  Fill dewars and cryogen containers for sample storage and critical equipment. [ ]  If possible, elevate equipment, materials and supplies, including electrical wires and chemicals, off the floor. [ ]  Inspect all equipment requiring uninterrupted power for electricity supplied through an Uninterrupted Power Supply (UPS) and by emergency power (emergency generator). [ ]  Close all windows and lock all doors. **Secure information and communications**[ ]  Secure lab notebooks and other data storage media. [ ]  Ensure emergency contact and phone numbers are up to date. [ ]  Take phone tree with you or copy of your department’s business continuity plan, if available. [ ]  Prepare for telecommuting as applicable and as procedures and policies of your department and division.[ ]  Ensure you know how to contact your principal investigator, department representatives/research operations manager, and facility management group.  | **Contacts:**  **Principal Investigator:**

|  |  |
| --- | --- |
| Telephone |   |
| Mobile |   |
| email |   |

 **Department Representative / Research Operations Manager:**

|  |  |
| --- | --- |
| Telephone |   |
| Mobile |   |
| email |   |

 **Facility Manager:**

|  |  |
| --- | --- |
| Telephone |   |
| Mobile |   |
| email |   |

 **Other:**

|  |  |
| --- | --- |
| Telephone |   |
| Mobile |   |
| email |   |

**Reporting an Emergency**o Call emergency services at 9-1-1* Notify Campus Security
	+ 604-822-2222 (Vancouver)
	+ 250-807-8111 (Okanagan)
* Building Operations (Vancouver): 604-822-2173
* UBC-O Facilities Management (Okanagan): 250-807-9272

 **Reporting an incident or accident*** <https://www.cairs.ubc.ca/public_page.php> (Common for both campuses)

**Latest UBC COVID-19 information*** [UBC Notifications](https://covid19.ubc.ca/)
* [General Research FAQs](file:///C%3A%5CUsers%5Cgregmubc%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CNQHLP3ID%5Co%09https%3A%5Cresearch.ubc.ca%5Cresearch-faqs-relating-covid-19)
* [FAQs for Research with Human Subjects](https://ethics.research.ubc.ca/announcement/covid-19-and-research-involving-human-participants)

**Feeling Distressed? There’s Help For:** [Faculty & Staff](http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/helping-staff-and-faculty-in-distress/)[Students](https://facultystaff.students.ubc.ca/health-wellbeing/assisting-students-distress) |