



SAN DIEGO STATE UNIVERSITY

Laboratory Restart Checklist

This checklist may not address every consideration for your lab. Please contact [Research Safety Services](#), [Environmental Health and Safety](#) with questions about how to safely restart research operations in your laboratory.

Preparing

- ☐ Assess availability of PPE, such as gloves, eye protection, and clean lab coats.
- ☐ Follow SDSU institutional recommendation for face coverings. See [SDSU Face Coverings Guidance](#)
- ☐ Assess the availability of disinfectant (70% ethanol, 10% bleach, List N: [Disinfectants for Use Against Sars-CoV-2](#)) for high touchpoint disinfection. See the [Covid-19 Cleaning Guidelines for Laboratories](#)
- ☐ Ensure staff is trained on the approved Research Continuity Planning document
- ☐ Scheduling: if shared equipment (fume hoods, biosafety cabinets, etc) will be used on a schedule, confirm that all users understand that schedule. Consider creating a shared calendar for reserving equipment.

Communications

- ☐ Create a contact list including Research Leader and all lab personnel.
- ☐ Ensure the contact list is saved where it can be remotely accessed by everyone in the lab. Include cell phone numbers.
- ☐ Ensure that emergency contacts listed on lab placards are up to date and posted on outside of lab doors.

Initial Activities - Housekeeping and Emergency Equipment

- ☐ Visually inspect aisles and equipment for failures/leakages. Notify [EHS Research Safety Services](#) if assistance is needed
- ☐ Ensure there is unobstructed access to emergency showers and eyewash stations. Verify that the equipment has been flushed within the last 30 days. If not flushed, notify Facilities Services Work Control (x44754)
- ☐ Ensure all water sources are not leaking. Run water in lab sinks for 1-2 minutes to flush system.

Initial Activities - Chemicals/Hazardous Materials

- ☐ Inspect storage areas for spills and leaks
- ☐ Manage expired or outdated, peroxide-forming, self-reactive, or other agents with a limited lifespan appropriately. If necessary, schedule a waste pickup with EHS
- ☐ Verify inventory of potentially sensitive materials (controlled substances, radioactive materials, infectious materials, etc)
- ☐ Inspect contents of spill kit
- ☐ Check all gas cylinders to ensure they are still secured and valves closed. Ensure natural gas lines are still closed.

Initial Activities - Waste Management

- ☐ Prepare hazardous waste for removal by collecting and properly labeling all hazardous chemical waste in designated waste accumulation areas or laboratory fume hoods. Segregate incompatible chemicals by

means of a physical barrier (e.g., plastic secondary bins or trays). [Request a waste pickup.](#)

- ☐ Collect all solid biological waste in appropriate containers and dispose accordingly in the biohazardous waste accumulation site or [request a waste pickup.](#)
- ☐ Collect radioactive material into the appropriate waste containers and request a [RAM waste pickup.](#)

Research Materials

- ☐ Review any ongoing experiments that were running during the pause that could have been affected by loss of electricity, water, or other services.
- ☐ Consult with OLAC for current animal care recommendations: [Rick Sayen](#) and [Larkin Slater](#)

Shipping/Receiving

- ☐ Check in with [Logistical Services](#) or your building manager for packages/supplies that need to be picked up.
- ☐ Expect delays in ordering and receiving research materials, especially PPE.

Equipment

- ☐ Check that refrigerator, freezer, and incubator doors are operational and maintaining temperature.
- ☐ Verify biosafety cabinets are operational and certified before use.
- ☐ Verify fume hoods are operational. Notify EHS and Facilities Services of any sustained alarms.
- ☐ Lasers and X-Rays: Review equipment state and safely release or mitigate any stored-up energy sources.
- ☐ Review equipment manuals for safe startup procedures.

Maintenance Activities

- ☐ Disinfect high touch points (before and?) after each shift.
- ☐ (Have FS weigh in on trash - should trash be placed into hallways for ease of custodial staff?)
- ☐ Continue to schedule hazardous waste pickups with EHS. Continue to transport biohazardous waste to the accumulation site, if applicable, or schedule a pickup with EHS.

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