

## **EHS Guidance Document for Paused Research Laboratory Activities**

- Ensure all laboratory personnel are signed up to receive UH Alerts
- Contact Animal Care Operations for any animal related research
- Assess all ongoing experiments and terminate experiments that require interaction, oversight, or additional input that you could not provide remotely
- Secure copies or originals of all laboratory notebooks and records, if needed.
- Assess each piece of equipment in the laboratory and follow manufacturer or standard operating procedures for safe storage of that equipment.
- Inventory all freezers, refrigerators, incubators, glove boxes, and safety cabinets and their contents AND address any special storage and electrical power requirements
- Unplug or otherwise de-energize all non-essential equipment (ex. Hot plates or magnetic stirrers) and plug essential equipment into emergency outlets using surge protectors where necessary
- Ensure that all bench-mounted gas fixtures are in the off-position
- Check pressure-, temperature-, air-, moisture-sensitive materials and equipment, especially reagents. Ensure all sensitive materials and equipment are properly stored
- Review chemical inventories and on-hand chemicals against EHS-provided lists of time-sensitive chemicals and peroxide formers AND submit hazardous waste pickup requests where necessary (may include radioactive materials or biological materials)
- Secure all gas cylinders with a cylinder strap or chain to a permanent fixture. Apply caps to any not in use.

- Ensure all chemicals in a sealed or closed container, labeled (to be legible to first responders), and stored according to the provisions of the UH Chemical Hygiene Plan
- Ensure wastes and unwanted materials stored in secondary containment
- Ensure any chemicals not stored in shelving, cabinets, flammable storage cabinets, or other appliances are stored in secondary containment (include heating and cooling baths)
- Ensure any in-line (ex. HPLC) containers of chemicals, waste, or unwanted material removed from the equipment are emptied, sealed, and labeled appropriately
- Ensure all chemicals are removed from fume hoods and biosafety cabinets to appropriate storage areas and all fume hood and biosafety cabinet sashes closed completely
- Ensure safe shut down of all x-ray machines and laser devices
- Secure all sealed AND unsealed radioactive materials
- Ensure adequate venting for cryogenic liquids and filled dewars if used for sample storage or critical equipment
- Remove all infectious materials, recombinant and/or synthetic nucleic acid molecules materials from biosafety cabinets
- Autoclave, disinfect, or submit a waste request or safely store all infectious materials, recombinant and/or synthetic nucleic acid molecules materials