Research and Laboratory Safety
10 Astor Place, 6th floor
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P: 212.998.1440
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Research & Laboratory Safety Checklist for Restarting Research Activities

This general laboratory checklist is intended to aid you and your research team as you plan to restart laboratory operations. This checklist will help to minimize potential disruptions and to ensure safety for all working in a research facility. For specific areas such as Biological or Chemical Hazards, be sure to contact the Department of Research and Laboratory Safety (RLS) for specific guidance. All queries regarding Radiation Safety at Washington Square contact Keegan Garcia kg72@nyu.edu and Tandon School of Engineering contact Lorcan Folan lmf345@nyu.edu.

	Review any ongoing experiments that were running during the hibernation that could have been affected by loss of electricity, water, or other services.
	Ensure chemical fume hoods (FH) are functioning properly. • If the fume hoods are on a schedule, confirm everyone in the laboratory understands the schedule • Check the certification date – it should have been certified within the last 12 months. If FH is expired, make arrangements to have it certified by contacting rls@nyu.edu
	Ensure biosafety cabinets (BSC) are functioning properly. • If the biosafety cabinets are on a schedule, confirm everyone in the laboratory understands the schedule. • Check the certification date – it should have been certified within the last 12 months. If BSC is expired, make arrangements to have it certified by contacting rls@nyu.edu
	Ensure that all refrigerators, freezers, and incubators are functioning properly.
	Ensure any essential equipment that was on emergency power is functioning properly.
	Test all eye washes and log on the weekly calendar.
	Ensure any sensitive electrical equipment that was shut off and unplugged is functioning properly.
	Confirm the inventory of controlled substances, document in the records book, and ensure they match with pre-shutdown values.
	Review equipment operation safety. • Review equipment manuals for safe startup instructions. • Review equipment state and safely release any stored-up energy sources. • Check inside of ovens/shakers for research materials such as tubes that may have been left behind. • Check for mold inside refrigerators, incubators and other equipment, Decontaminate if necessary. • Check inside incubators, refill water tray, if needed
	Ensure any unplugged non-essential electrical devices, particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, or ovens are functioning properly.
	Confirm all chemicals and glassware on the benchtops or stored in cabinets are still secured.
	Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled.
	Confirm that storage of perishable items that used alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.), vulnerable items that were put in storage units that have power backup systems, or items that were stored in duplicate locations are still secured and safe.
	Check containers of chemicals, biohazardous, radioactive materials, and hazardous waste are still properly labeled, closed, and secured in appropriate storage areas.
	Check infectious materials and toxins that were put away for storage are still secure.

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	Check all gas cylinders to ensure that they are still secured and valves closed. Ensure regulators are still not attached and caps are still in place on cylinders. Ensure natural gas lines in the laboratory are still closed.
	Ensure that all water sources (e.g. circulating water baths, aspirators, etc.) are not leaking. Run water until it is clear.
	Return any elevated equipment, supplies, electrical wires, or chemicals that were off the floor to protect against flooding from broken pipes.
	Remove any post related to the lab ramp down
	Review safety procedures. • Review/update any internal laboratory hazard analysis. • Review/update the Chemical Hygiene Program, Laboratory Safety Manual, Biosafety Manual, Controlled Substance Policy, and any other Standard Operating Procedures.
	Survey the laboratory for any unsafe conditions. • Chemical leaks, spills, or releases. • Biological leaks, spills, or releases. • Supplies, equipment, glassware, and other items left out during the hibernation. • Manage any expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan appropriately. • Secure, correctly label, and/or request a pickup of any hazardous wastes. • Manage any biological wastes appropriately.
	Establish staggered schedules (AM vs PM, every other day, every other desk, etc.) for areas with insufficient space to maintain 6' distancing.
	Review any shared facilities, such as microscopy areas, analytical laboratories, etc., for any use restrictions. • Delays due to start-up procedures. • May have restricted schedules to accommodate social distancing.
	Prepare for supply chain disruptions and limited availability. • Recognize that order placement may be slower as the volume of requests increases. • Plan for limited sales of high demand items. • Plan for limited Personal Protective Equipment availability (including N95s, face shields, gowns, over gowns, and gloves). • Plan for some reagents having limited availability. • Plan for some consumables having limited availability. • Communicate delivery instructions to vendors.
	Review and revise communication plan including administrators, students and research staff
	Establish long-term strategies • Plan to freeze and maintain stocks of valuable research materials • Create contingency plans using minimal number of staff onsite • Establish shared data collection and analysis files using the Institutional tools provided to ensure data security