SAVE

Research Reconstitution Checklist

RESEARCH RECONSTITUTION CHECKLIST Keep a copy of the completed checklist for your records.			
PRE-OCCUPANCY CHECKS BY EHS			
ITEM	COMPLETE	N/A	NOTES
Verify chemical fume hood function	X		EHS verified fume hood function in May, 2020. If an issue was found with chemical fume hood, a work order was placed with Facilities. Researchers should verify operation of fume hood before starting work.
Emergency shower and eye wash testing	X		EHS tested showers and eye washes in May 2020. If an issue was found with the emergency shower or eye wash, a work order was placed with facilities. Researchers should flush showers and eye washes before starting work.
Check for unsafe laboratory conditions	X		EHS reviewed egress, electrical issues, spill kits, and checked for leaks, spills, or other concerns. Issues were reported to the PI and facilities maintenance as necessary. Researchers should conduct a walk-through of their laboratory before starting work.
PLANNING			
Review and become familiar with COVID-19 return to work procedures and resources: • Coronavirus/COVID-19 website • *Safe Return to Campus Plan* • *Research Continuity and Safety Plan*	☐	☐	
Prepare and prioritize a list of research activities: What must be done onsite/in-person? What can be done from home?	☐	☐	
Consider delaying highly hazardous research if possible until normal staffing levels and ensure people do not work alone.	☐	☐	
Anticipate that you may need to quickly ramp research back down if local conditions change. Consider delaying harder to ramp down operations for first few weeks to assess potential for COVID-19 resurgence	☐	☐	

Determine location(s) where research activities must occur. Is there a singular location or series of work stations? Is there equipment that must be shared such as microscopes, computer terminals, field equipment, etc.?	☐	☐	
Determine who among your staff needs to return to work. What is the minimum staffing required? Who are the more experienced personnel that should be engaged first? What can be safely done by one person alone? Which procedures require a virtual or actual buddy? What must be postponed due to high risk of injury or other incident?	☐	☐	
Determine what equipment is required, what supplies and PPE are needed to support research activities, and whether there are vendors and supply change issues that need to be overcome.	☐	☐	
Identify high priority activities where physical distancing cannot be guaranteed (such as procedures that require a buddy system for safety). If these activities are critical and cannot be postponed, develop a plan for these activities that allows for public health requirements to be upheld.	☐	☐	
PREPARATION			
Determine spatial configuration of the research space that will support physical distancing requirements.	☐	☐	
Determine staffing assignments that support physical distancing requirements.	☐	☐	
Verify contact information for all staff.	☐	☐	
Develop cleaning protocol and schedule to disinfect high touch surfaces and shared equipment.	☐	☐	
Complete the *Request to Resume Research* and submit for approval.	☐	☐	

Verify staff complete *COVID-19Public Health and Safety Precautions Training*.	☐	☐	
START UP			
Ensure access to research spaces is restricted to authorized personnel at all times.	☐	☐	
Ensure lab door signage is current, especially for PI office and after-hours contact information.	☐	☐	
Survey for unsafe conditions such as material spills or leaks; unusual odors; signs of forced entry or theft; waste that may need immediate attention; indented, cracked, or bulging chemical containers; any peroxide forming, self-reactive or other limited lifespan reagents that may need immediate attention or removal; mold growth (cold rooms); signs of water damage; etc.	☐	☐	
Review hazardous material inventory. Ensure containers are properly sealed, labeled, and stored. Report any suspected losses immediately to EHS.	☐	☐	
Confirm inventory of DEA controlled substances and select toxins. Document values in logs and ensure they match pre-shutdown values.	☐	☐	
Flush eye wash stations and emergency showers. Report problems to facilities and EHS.	☐	☐	
Pour water down dry traps to mitigate sewer gas smells.	☐	☐	
Check equipment that may have been affected by a power disruption.	☐	☐	
Check utilities including plumbed DI water, natural gas, electrical outlets, ventilation, compressed air/vacuum lines.	☐	☐	
Check dewars and cryogen containers for sample storage and liquid nitrogen levels.	☐	☐	

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 are still closed.	☐	☐	
Request a waste pick up for expired or unwanted chemicals.	☐	☐	
Verify chemical fume hoods and biosafety cabinets are functioning properly.	☐	☐	
Consider what instruments or equipment need to be recalibrated or certified.	☐	☐	
Start-up/test computer-controlled scientific equipment prior to initiating runs.	☐	☐	