**NJIT Checklist**

**Ramping Down Research Laboratory Operations (Non-Essential)**

All non-essential in-person research operations must be ramped down as soon as possible and discontinued until further notice. The essential operations are those that are critically required for the viability of the research lab or facility.

To prepare ramping down the non-essential research labs and facilities in anticipation of periods of laboratory inactivity, please refer to the following checklist.

Approved Essential Research Operations:

* With the approved Essential Research Operation (ERO) plan, any individual working in the lab must observe the strongest social networking protocol (maintaining 6 feet of distance with another person) in disinfected and safe environment.
* The Principal Investigator or lab director should be aware of who is working in the laboratory.
* Working in the laboratory after hours should not be permitted.
* Develop/review/post contact list of PI, lab members, departmental administrative and safety personnel, and NJIT Public Safety personnel.

Research Materials:

* Do not order any new non-essential research materials. Develop a plan to accept essential deliveries and inform Robert Gjini (gjini@njit.edu) or mailroom manager John McTernan, 973-596 3188, mcternan@njit.edu) for critical shipments for loading dock access and operation for compressed gasses and cryogenic liquids.
* Label all chemical containers and waste containers appropriately (full chemical names).  Store chemicals and other hazardous materials in appropriate/designated storage cabinets – do not leave chemicals unattended on the laboratory bench.
* Monitor peroxide forming chemicals – submit waste removal request forms as needed.  Generally, peroxide formers should be offered for disposal 6 months after opening or 1 year after delivery to the lab.
* Ensure that compressed gas cylinders are properly secured in place and that regulator valves are closed.

General Research Operations:

* Terminate unattended research operations especially those involving potentially hazardous materials.  Be aware that emergency response capabilities may be impacted.
* Freeze down biological stock materials or develop ongoing maintenance plan.
* Securely store all temperature sensitive items in appropriate freezer or refrigerator.  Moisture sensitive items should be stored in desiccators.  Photosensitive and reactive materials should also be stored appropriately.
* Establish plan to fill cryogen containers and to support critical equipment such as CO2 incubators.
* Ensure appropriate care of laboratory animals consistent with IACUC protocols.
* Decontaminate inside surfaces of biological safety cabinets, close sash, and power down – do not leave UV lights on.
* Ensure that all controlled substances are locked securely.
* Turn off appliances, hot plates, ovens, vacuum pumps, and other heat generating equipment.
* Check that refrigerator, freezer, and incubator doors are closed securely.
* Clear fume hoods of on-going experimental processes and close sash.
* Decontaminate laboratory work surfaces and equipment as you would normally do at the end of the day.  Decontaminate laboratory common touch surfaces such as door handles, sink faucets, keyboards, telephones, fume hood sash handle, etc.

Waste Management:

* Label all containers of chemical, biological, and radioactive waste properly – using full chemical names.
* Store in designated satellite accumulation areas, segregated by hazard class (acid/base/flammable/toxic/etc.).
* Dispose sharps in appropriate sharps containers and medical waste in appropriate medical waste boxes lined with red bags.  Label all medical waste appropriately. Submit waste removal request forms as needed.
* For all waste classes, submit waste removal request forms and waste container request forms as needed.  NJIT will have the assistance of our hazardous waste broker to complete waste pick-ups on Tuesdays of each week for the near future.

Security:

* Lock lab doors, ensure key personnel have access as needed.