UC Santa Cruz Research Ramp-Up Checklist

After printing and completing, please have members of the laboratory sign the checklist that they have read all documents and keep with your Lab Safety Manual.

Prestart Safety:

ITEM	Complete	N/A	Notes
Review the CDC's guidance on social distancing, and ensure that all team members have done the same.			
Assess your research space for ability to properly social distance (consider patterns of traffic and common use equipment). • No more than one person should occupy a small space/room at any time. (ex. interview rooms, tissue culture rooms, microscopy rooms, or other small instrument rooms. • Consider placing colored tape on the ground around the workspaces indicating boundaries between workers – highly recommended for shared spaces.			
Review Santa Cruz County recommendations for face coverings, and ensure that all team members working in the lab have done the same. For the importance of face coverings, read an article found here.			
Review guidance for working alone in the lab and ensure that all team members working in the lab have done the same.			
Review Building entry procedures and ensure that all team members working in the lab have done the same. (Note: These procedures are currently being updated and will be communicated to PI's in a building specific fashion).			
Review EH&S safety procedures and laboratory safety manual, ensure that all team members working in the lab have done the same.			

Prestart Logistics:

ITEM	Complete	N/A	Notes
Create a team calendar to track who will work at what time.			
Create a communication channel, such as slack or group text, for communication around shift changes and shared use equipment. If there are instruments shared between labs, a similar communication channel should be available.			
If Division, Department or Institute requires, share the calendar with appropriate individual.			

Initial Lab Check:

ITEM	Complete	N/A	Notes
If there have been no lab checks or activity since the lab ramp-down, complete a walk-through of the lab to makes sure there are no obvious hazards or problems.			
Evaluate PPE on hand: • Face masks • Gloves Consider what needs to be ordered, understanding that delivery time for PPE can be quite long at the moment. The campus is working on a plan to provide face masks for all research personnel that need them.			
Review the CDC COVID-19 Cleaning Procedures for work spaces, and ensure that all team members have done the same.			
Review the UCSC COVID-19 Disinfection Guidance and ensure all lab members have done so.			

ITEM	Complete	N/A	Notes
Evaluate cleaning material available for disinfection in the lab. • Do you have sufficient quantity for ongoing operations? • It is compatible with instrumentation?			
Make sure hand soap and paper towels are available.			
Prepare a standard operating procedure for disinfection of surfaces at the end of a shift.			
Evaluate other supplies, such as gases, cryogens and others that are needed to return the lab to function. Prepare for supply chain disruptions.			
Ensure that water, house gases and other house services are properly functioning.			
Ensure lab safety items, such as eye wash stations, are properly operating.			
Custodial services will be at a reduced level. If necessary, develop a plan for trash and box removal from lab spaces.			
Check with Shipping and Receiving for your Division to understand if new delivery policies are in place.			
For spaces with radioactive materials, perform a wipe test within one week of starting lab activities. Include storage areas.			
Check the functions of equipment, computers and appliances that were disconnected. Ensure proper procedures are followed for bringing back online.			
Disinfect biosafety cabinets prior to use.			

ITEM	Complete	N/A	Notes
Fume hood and Biosafety Cabinets – Ensure that fume hoods and BSCs are in working order and have been tested within the last year. Contact EH&S if they have not.			
Wherever possible, move nonhazardous and non-research tasks into offices and other available non-lab areas.			
Review hazardous waste and request waste pickup for expired peroxide forming compounds or other degraded chemicals.			
Be careful when opening chemical storage cabinets or refrigerators for the first time. Vapors may have accumulated or containers may have shifted.			
Test peroxide forming chemicals before use.			
Carefully inspect all chemicals and biological materials for signs of degradation or contamination before use.			
Ensure that lab members who are essential for the operation of specialized equipment or lab techniques make documentation available to other lab members in case they are not present in the lab or otherwise not available.			