

LABORATORY RESUMPTION CHECKLIST

The following checklist is intended as a tool and does not include all actions that may be needed in order to work safely. It is intended to be utilized in conjunction with other guidelines provided and laboratory physical distancing plans. Each laboratory group should be completing the checklist prior to initiating research activities.

Yes	No	N/A	Phase 1: Before Entering the Laboratory (PIs should review and act as appropriate now)
			Has a staffing schedule been established and shared with all personnel?
			Does your research require any other additional PPE? Is this additional PPE available?
			Are required reagents/media/animal and consumables available or orders placed?
			Does any equipment need recalibration or recertification from a vendor, and if so, has the service been scheduled?
			Has lab staff completed all required Hunter training? (Laboratory and Radiation Safety, Bloodborne Pathogens, COVID-19) Contact EHS for more information.
			Has a procedure for regular decontamination of workspaces and shared equipment been established and are supplies available?
			Has a FDNY Certificate of Fitness (C-14) holder been scheduled during lab operations for each workday?
Yes	No	N/A	Phase 2: Preparing the Laboratory for Operations (tasks to do upon starting in the lab)
			Survey the laboratory for unsafe conditions, e.g. spills or leaks. Confirm locations and contents of spill kits and first-aid kits.
			Survey chemical/reagent and waste storage area for full/leaking containers, and report to EHS if present.
			Appropriately manage expired, outdated, peroxide-forming, self-reactive, or other reagents with a limited lifespan.
			Review Satellite Accumulation areas for waste capacity and signage. Ensure secondary containment and segregation of incompatible materials.
			Secure, correctly label, and/or request pickup of hazardous waste.
			Review Red Bag and Sharps waste necessities. Ensure that containers are properly labeled and that the lab has appropriate containers and red bags.
			Laboratories authorized for use of radioactive materials perform wipe tests in storage and use areas.
			Flush eye washes for five minutes.
			Run sinks and cup sinks to fill drain traps and eliminate odors.
			Review start-up procedures for compressed gas cylinders, gas generation stations, and/or gas distribution systems. Secure gas cylinders, and remove empty cylinders. Ensure oxygen monitors are operational, if applicable.
			Test computer-controlled scientific equipment prior to initiating runs.
			Confirm the Biosafety Cabinets are certified and are in good working condition. Contact EHS for BSC certification or for a list of repair providers.
			Confirm that autoclaves are operational, and PPE (face shield, gloves and apron) are available.
Yes	No	N/A	Phase 3: Ongoing Operational Items
			Review staffing levels/schedules weekly and ensure continued social distancing.
			Ensure all staff continue to wear masks in common areas.
			Ensure staff perform routine decontamination of laboratory spaces and equipment.
			Ensure that any staff who develop symptoms of COVID-19 do not come to campus until cleared.
			Ensure all staff continue to wear masks in common areas.