

## Guidelines for Laboratory Startup Following Extended Shutdown

The following general guidelines should be observed when restarting laboratories following an extended period of minimal activity or shutdown (i.e. modified operations). The proper function of all laboratory equipment and material integrity should be ensured prior to resumption of normal operations. Labs should discuss all standard operating procedure and safety protocols prior to resuming activities. Contact OES for assistance. For any specific questions or concerns, contact [Occupational and Environmental Safety](#) (OES).

- Continue to monitor the health of lab personnel. ***Any personnel who are ill (or have an ill household member) should not report to work.*** Supervisors should be notified immediately.
- Inspect the laboratory space and ensure that security has been maintained during the period of inactivity. Ensure all lab materials and equipment are accounted for and have not been tampered with or vandalized. If tampering or theft is suspected, immediately notify CUPD and department leadership.
- Inspect and ensure the integrity of all chemical containers. If any chemical spills are found, clean the spill (if trained to do so) and notify OES. If the spill is of an unknown material or beyond your ability to clean, contact OES immediately. If an emergency, call CUFD and evacuate the area. Ensure the stability of any time or temperature sensitive chemicals has been maintained.
- Inspect all biological samples to ensure integrity and viability. If samples have been compromised, handle as biological waste according to established protocols.
- Inspect and account for all radioactive materials. Immediately report any issues or missing material to the [Radiation Safety Officer](#).
- Any hazardous waste that had been placed in storage prior to the period of inactivity should be [declared for pickup](#). Ensure satellite accumulation areas are properly reestablished according to [established protocols](#).
- Inspect all laboratory refrigerators, freezers, and other low / high temperature storage appliances. If damage or failure has occurred, move viable materials to new storage areas or dispose of as hazardous waste. Contact OES for assistance.
- Inspect all laboratory instruments and power up according to manufacturer's instructions. Perform function tests if applicable. If deficiencies are found, contact the manufacturer for technical assistance.
- Check fluid levels in apparatuses where applicable prior to startup (i.e. water baths, recirculators, incubators, etc.).
- Leak check all hoses / tubes and connections (liquid and gas).
- Test and / or inspect all safety equipment, including safety showers, eyewashes, fire extinguishers, first aid kits, etc. Report any deficiencies or concerns to OES and department leadership.
- Ensure function of fume hoods, biosafety cabinets, local exhaust devices (i.e. snorkels, ventilated enclosures, etc.). Report any deficiencies or concerns to OES. If desired, a request for testing can be placed with OES.
- Ensure the proper function of laboratory infrastructure including lights, heating / cooling, water, electrical, gas supply lines, etc. Report any deficiencies or concerns to building managers.
- Check all compressed gas cylinders and report any suspected leakage to OES. Contact supplier to resume regularly scheduled cylinder deliveries. Ensure function of gas monitoring systems (if applicable)
- Evaluate laboratory logistics and ensure necessary items such as PPE, consumables, etc. are available prior to resuming activities. Contact suppliers to resume regularly scheduled deliveries of needed items. Expect delays in delivery of many items and plan accordingly.