

Appendix C: Laboratory Startup Checklist

The following checklist should be reviewed by your Unit and customized, as necessary.

Before you arrive in the lab

- ☐ Complete [COVID-19 Hygiene Best Practices, EHS-2470-WEB](#) in STARS.
- ☐ Review PPE [decontamination and reuse guidelines](#).
- ☐ Review [work alone guidance](#).
- ☐ Familiarize yourself with [Health Check](#).

The First Time You Arrive

- ☐ When you arrive for the first time, turn on lights, observe the lab briefly before entering, and then proceed with caution.
- ☐ Clean the lab and wipe down surfaces.

Before You Begin, Evaluate Supplies

- ☐ Labs are still required to obtain their normal PPE. Evaluate PPE on hand to perform the work you intend to do.
 - What amount do you already have on-hand in the lab?
 - What is your expected weekly “burn rate”?
 - Can you accommodate existing lab-required PPE to complete the work?
 - If you cannot, please place orders in advance through your normal procurement channel.
 - If the orders are in short supply, please contact covid19orders@stanford.edu with a description of your needs.
- ☐ Evaluate cleaning materials available in the lab to perform appropriate lab self-care.
 - Do you have a sufficient quantity, quality?
 - Is it compatible with the equipment and the science in the lab?
- ☐ Evaluate other supplies needed to complete your research tasks.
 - If other supplies in your lab covid19orders@stanford.edu are low and you are unable to obtain them through normal routes, contact covid19orders@stanford.edu with a description of your needs.

Before You Begin, Evaluate Support Services

- ☐ Verify the availability of support services needed for your work.
 - Compressed gasses

- House services (compressed air, house gasses, DI water)
- Glass wash services
- Hazardous chemical or biological waste pick-up
- Supply deliveries
- Other halted services (lab coats, etc.)
- Regular custodial services

Core/Service Center Facilities, including the Veterinary Service Center

- ☐ Contact the Core Facilities or Service Centers to ensure they are available to support your lab needs.
- ☐ Contact the VSC at (650) 723-3876 for any animal-related questions, or visit their website at <http://med.stanford.edu/vsc.html>.

Hazardous Materials (Chemicals, Biologicals, Radiation, etc.)

- ☐ Walk through the lab space to check if there has been a chemical spill. If you are not comfortable with cleaning up the spill, call EH&S at (650) 725-9999 for chemical spill clean-up.
- ☐ Resume the quarterly laboratory self-inspection on [BioRAFT](#) if your lab missed the March 31st deadline. Be sure to conduct another inspection for the second quarter, due on June 30th.
- ☐ Inspect hazardous waste storage. Request [EH&S](#) hazardous [waste pick-up](#) for any containers which are full or you no longer need. If you were previously participating in the SWEEPS Program for waste pick-up, it will be running at a reduced level in Stage 1, and you should submit pickup requests online using the above link. For any waste without a label or with a noncompliant label such as “Waste” with no additional data, label the waste using a [Waste Tag](#).
- ☐ Review the [Lab Compliance Cheat Sheet](#).
- ☐ Turn on BSCs or fume hoods, and disinfect surfaces before conducting lab work.
- ☐ Set-up new aspirator collection flasks if needed.
- ☐ Turn on the Geiger counter and conduct a lab radiation survey if needed.
- ☐ Do you have your dosimeter? Replace with a new dosimeter if needed.

Equipment

- ☐ Turn on essential equipment in the lab.
 - ☐ If cryogen fill is needed, perform it with assistance from another lab member.
- ☐ If CO₂ is needed for incubators, contact your building manager/ facility support services for gas orders.

- ☐ Check that equipment restarts and functions appropriately.
 - ☐ Use the [shutdown checklist](#) as a guide for equipment.
 - ☐ Is calibration needed?
 - ☐ Do safety devices operate properly?

General Building (Performed by building/facility units)

- ☐ If needed, update shutdown signage on the building entrance doors.
- ☐ Check mechanical rooms.
- ☐ Check water distillation units.
- ☐ Check shared equipment and shared facilities (chemical storage/waste areas, gas storage area).
- ☐ Communicate with all delivery personnel any changes to time/location for deliverables.
- ☐ Reactivate biohazardous waste pick-up and lab coat laundering services if they were stopped.