Icahn School of Medicine at Mount Sinai

ISMMS Wet Lab Ramp Up Checklist

TOPIC	ITEM	REVIEWED?	N/A	NOTES
Identify Research Personnel & Develop Research Schedule	Identify research personnel that can return to work (**Note**: limited to 25% of normal density / 1 person per laboratory bay).			
	If lab members plan to work alone, ensure schedules are announced and that proper certificates (i.e. C-14s) are maintained.			
	Develop research schedule in order to maintain social distancing (i.e. shift work or alternate days).			
	Develop scheduling mechanism for shared resources, tissue culture rooms, etc. (i.e. online schedule).			
Communication and Coordination	Coordinate with adjacent laboratory spaces to ensure minimal overlap in research schedule and that social distancing is maintained.			
	Communicate schedule to DSO and other relevant department contacts.			
	Ensure emergency contact information is up to date in SinaiCentral and SinaiCloud, and that posted emergency contact information is accurate and up to date.			

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Personal Protective Equipment	All laboratory personnel must wear face masks at all times in the laboratory and within the medical center hallways. Laboratory coats are required at all times while in the labs.			
	Ensure sufficient quantities of required PPE (i.e. surgical masks) are in stock for all returning research staff. Coordinate with DSO to request PPE from donation stock.			
Safely Entering the Lab Space	**BEFORE ENTERING LAB:** If possible, look through entry-door windows to see if any materials may have been damaged or if water or liquids are present on the floor or surfaces.			
	BEFORE ENTERING LAB: Listen for any local alarms indicating a safety issue (i.e. -80 freezer alarms, O2 sensor alarm, fume hood alarm) prior to entry. (**Note**: Do not enter laboratory if critical safety alarms sounding. Contact Security at x60 for assistance).			
	Walk-through laboratory space and inspect for damaged or missing items, obvious leaks, spills or other issues. Report any issues to your DSO (**Note**: Continue to securely lock your lab after hours, and perform regular walkthroughs of your floors).			
	Run water down dry traps/floor drains to mitigate sewer gas smells.			

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Safety Equipment and Engineering Controls	Check certification date on all Biosafety Cabinets and if necessary, schedule certification (**Note**: Do not use a BSC that has not been certified, or is outside the certification window.)			
	Inspect fume hood to ensure it is functioning properly. Review face velocity and certification dates (**Note**: Do not use a Fume Hood that does not maintain proper face velocity, or is outside the certification window. Submit a work order to Engineering to address).			
	Flush eyewash stations for 3-5 minutes to remove sediment and stagnant water and document on weekly inspection sheet. Report problems to your DSO.			
	Ensure safety showers are accessible. Remove all items stored beneath the safety shower.			
	Inspect Fire Extinguisher and ensure that it has been inspected in the past month. Contact Fire Safety at x4Fire to request an inspection.			
Physical Hazards	Inspect all built-in gas valvestest before use. If gas was shut off during ramp down, request that the gas be turned on.			
	Inspect all compressed gas cylinders. Double check that all cylinders and regulators are secured and there are no active leaks.			
	Check the integrity of all power cords to equipment and other sources of power.			

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Chemical Safety	Review chemical storage area. Inspect chemical bottles for integrity and potential chemical spills (**Note**: Contact Security at x60 in the event of a chemical spill)			
	Inspect labels, and ensure they are still intact. **(Note:** Unknown or unlabeled containers should not be handled. Contact EH&S at askEHS@mssm.edu to schedule a chemical sampling).			
	Inspect peroxide-forming chemicals for presence of peroxides crystals. Update labels inspection labels as appropriate.			
	Check highly hazardous materials (i.e. pyrophorics, reactive materials) that were put away for storage are still secure.			
	Confirm inventory of DEA controlled substances and document in logbook.			
	Review Chemical Standard Operating Procedures and update as necessary.			
Chemical Waste	Inspect hazardous waste storage area. Review container integrity and evidence of hazardous waste spills.			
	Inspect hazardous waste labels, and ensure they are still intact. **(Note:** Unknown or unlabeled waste containers should not be handled. Contact EH&S at askEHS@mssm.edu to schedule a chemical sampling).			
	Request hazardous waste pickups by emailing #ehswaste@mountsinai.org.			

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Biosafety	Decontaminate the laboratory, using an EPA-approved disinfectant, upon initial return to the laboratory space. (**Note:** Approved disifinectants can be obtained through Stat Stores.)			
	Review inventory of approved disinfectants for use in the laboratory, and request additional supplies as needed. (**Note**: Each lab will be required to clean personal work stations and high tough surfaces 2x per day.)			
	Check infectious material and toxins that were put away for storage are still secure.			
Biological Waste	Inspect, disinfect and empty aspirator collection flasks. Ensure all biohazardous waste containers are properly labeled.			
	Collect all solid biological waste in appropriate containers and request a biomedical waste pickup by emailing buildingservices@mountsinai.org			
Radiation Safety	Ensure all radioactive materials that were put away for storage are still secure. Contact Radiation Safety with any issues - rso@mssm.edu.			
Radiation Waste	Collect radioactive material into the appropriate waste containers and request a radioactive waste pickup from Radiation Safety.			

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Research Equipment	Check that refrigerator, freezer, and incubator doors stayed tightly closed. If refrigerator and freezer doors were not tightly sealed, keep closed until temperature levels return to normal. Then inspect samples for viability.			
	Check compressed air and vaccum lines and test prior to use.			
	Ensure any sensitive electrical equipment that was shut off and unplug is functioning properly. Turn on according to manufacturer instructions.			
	Check that any unplugged non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, vacuum pumps, or ovens are functioning properly.			
	Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled. Refill as needed.			
	Ensure that all water sources (e.g. circulating water baths, aspirators, etc.) are not leaking. Purge water lines for potential sediment prior to use with essential equipment or resarch.			
Inventory and Ordering	Inventory critical research materials (i.e. dry ice or liquid nitrogen, reagents, PPE).			
	Place orders for required materials in low stock from normal distributors (**Note**: many items may be backordered, so orders should be placed ASAP).			

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General Safety Protocols	Review Laboratory Hazard Assessment (LHAT) to ensure it is up-to-date. Re-submit on SECTOR if necessary.			
	Review required safety trainings and ensure all trainings are completed and up to date. Complete trainings online if expired.			
	Review Laboratory Safety Manuals (Biosafety and Chemical Hygiene Plan) and ensure all Standard Operating Procedures are up to date.			

Key Contacts		
	Email	**Phone**
Environmental Health and Safety	askEHS@mssm.edu	(212) 241-7233 **(x4Safe)**
Radiation Safety	rso@mssm.edu	(212) 241-2269
Building Services	buildingservices@mountsinai.org	(212) 241-4443
Chemical Waste Pick Up	#ehswaste@mountsinai.org	-
Fire Safey	-	(212) 241-3473 **(x4Fire)**
Engineering	http://intranet1.mountsinai.org/engineering	(212) 241-6201
Security	-	(212) 241-6068 **(x60)**
Download the Full Lab Safety Contact List: http://intranet1.mountsinai.org/compliance/envhs/labSafetyManual/1.Contact%20List.pdf		