



University of North Carolina Wilmington
Environmental Health & Safety (EH&S) Department

LABORATORY LIMITED USE CHECKLIST: COVID-19

The following are recommended steps to take prior to placing research and teaching laboratories into reduced activity during periods of limited personnel. Each laboratory PI should develop and implement protocols to protect occupants, equipment, materials, and research that work best for their individual laboratory spaces.

LABORATORY CONFIGURATION / HYGIENE:

- Lab personnel should configure their laboratory and office spaces to maintain social distancing guidelines.
- Lab use should be scheduled to ensure minimal personnel are gathered at one time. All surfaces should be cleaned and disinfected at regular intervals to avoid cross contamination and frequent handwashing is required.
- Food and drink are prohibited in lab or shared office areas.

COMMUNICATION:

- Ensure emergency contact and phone numbers are up to date, posted and available to personnel remotely.
- Have access to, or be familiar with your department's Continuity of Operations Plan (COOP)

SHIPPING AND RECEIVING:

- Do not order any new research materials except for items needed to support critical functions.
- Cancel orders of nonessential research materials if they have not yet shipped.

RESEARCH PROCESSES:

- Postpone starting any new experiments, including all involving animal subjects, and limit laboratory work to critical activities.
- Be prepared to terminate ongoing experiments.

CHEMICAL AND PHYSICAL HAZARDS:

- Alert EH&S if any safety equipment is not functioning properly (e.g. fume hoods, snorkels, oxygen monitors, etc.)
- Work with the smallest quantities of hazardous materials possible to reduce spills and the chance of exposure.
- Secure, label and store all hazardous waste in **secondary containers**.
- Secure all unused chemical stock in appropriate storage containers and cabinets.
- If gas cylinders are not in use, close valves and if possible, remove regulators and place screw caps on tanks.

All laboratory personnel are encouraged to utilize Vivid Learning at this time to further familiarize themselves with laboratory safety and fulfill Chemical Hygiene Plan requirements. The training can be accessed by signing into mySeaport using the link below. Your password is the password used to log in to your computer / email account.

<https://myseaport.uncw.edu>

Once signed in, please follow these steps:

- Click the **Administrative Services** tab at the top of the page
- Under the **Finance & Business Affairs** tab, click **UNCW EH&S Vivid Learning Access** (bottom of page)
- Priority:** 1) University lab safety: working safely; 2) University lab safety: analyzing hazards; 3) University lab safety: developing and using controls.

Please contact EH&S at 910-962-3057 with any questions or concerns.

03/25/2020



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LABORATORY HIBERNATION AND PREPAREDNESS CHECKLIST: COVID-19

The following are recommended steps to take prior to placing research and teaching laboratories into a hibernation status. Each laboratory PI should develop and implement protocols to protect occupants, equipment, materials, and research that work best for their individual laboratory spaces.

LABORATORY HYGIENE:

- Remove all perishable and open food items from laboratory and office areas.

COMMUNICATION:

- Ensure emergency contact and phone numbers are up to date, posted and available to personnel remotely.
- Have access to, or be familiar with your department's Continuity of Operations Plan (COOP)

SHIPPING AND RECEIVING:

- Do not order any new research materials.
- Cancel orders of nonessential research materials if they have not yet shipped.
- Notify EH&S of any hazardous material orders that are pending receipt.

RESEARCH PROCESSES:

- Postpone starting any new experiments, including all involving animal subjects.
- Properly close out and store existing research activities.
- Secure any biological stock for long term storage or properly dispose (e.g. freeze down or autoclave).

CHEMICAL AND PHYSICAL HAZARDS:

- Properly secure all hazardous materials, including biohazards, in appropriate storage containers and cabinets.
- Label all containers and segregate according to hazard categories.
- Ensure fume hoods are closed and hazardous materials are not stored in them.
- Ensure all water sources are turned off (e.g. circulating water baths, aspirators, etc.)
- Turn off heat generating equipment (e.g. hot plates, stir plates, ovens, etc.)
- Secure, label and store all hazardous waste in **secondary containers**. Request pickup of significant volume or elevated hazard material.
- Ensure gas cylinders are secured in an upright position. Close valves and if possible, remove regulators and place screw caps on tanks. Note: Notify EH&S if inert gas is required to blanket reactive chemicals during laboratory shut down.

All laboratory personnel are encouraged to utilize Vivid Learning at this time to further familiarize themselves with laboratory safety. The training can be accessed by signing into mySeaport using the link below. Your password is the password used to login to your computer / email account.

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