

Use this checklist to restrict research on campus to critical activities, performed by a limited number of designated personnel. The only research activities that should continue to be conducted on campus are those that are absolutely necessary to retain critical research assets necessary to maintain laboratory viability, such as:

- Care for animals, plants and unique or expensive cell cultures or biological specimens
- Preservation of unique reagents and other unique or expensive materials, and
- Maintaining eq

Shipping/Receiving

Item	Complete or N/A	Notes
Limit new orders to items needed to support minimal critical functions.		
If possible, cancel orders for non-essential research materials if they have not yet shipped.		
Plan ahead for any outgoing hazmat shipments, both on the shipping and receiving end		
Contact loading dock/mail services personnel to notify them of any expected incoming shipments.		
Plan ahead for any Dry Ice shipments and ensure they are properly stored.		

Biological and Chemical Materials

Item	Complete or N/A	Notes
Freeze down any biological stock material for long term storage.		
Consolidate storage of valuable perishable items within storage units that have backup systems.		
Fill dewars and cryogen containers for sample storage and critical equipment.		

Secure all hazardous materials in long-term storage. Label and securely cap every container.

Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as appropriate.		
Confirm inventory of controlled substances (including syringes and needles) and toxins of biological origin. Document in logbook.		
Secure controlled substances according to DEA regulations. Consider additional measures to restrict access to controlled substances.		
Secure physical hazards such as sharps.		

Secure radioactive materials. If you need to transfer RAM to another location, please

Decontamination

Waste Management

Item	Complete or N/A	Notes
Collect and label all hazardous chemical waste in satellite accumulation areas (SAAs). Segregate incompatible chemicals (e.g., in plastic secondary bins or trays).		
Place a Request for chemical hazardous waste to be collected.		
Collect all solid biological waste in appropriate containers and		