

If your lab is reducing operations over the next few weeks, take a few minutes before you leave to:

- Power down and unplug laboratory equipment*
- Shut down water-cooled equipment and turn the water off to prevent leaks or floods*
- Ensure samples / reagents / chemicals are stored appropriately for the long-term
- Plan for who will cover essential duties (e.g. lab animals, cell lines, cold storage)
- Double check for incoming shipments/orders
- Brush the frost out of your freezers
- Update your chemical and freezer inventories
- Properly dispose of all chemical and biohazardous waste; call for pickup
- Clear out personal food from your kitchen/breakroom area
- Power down computers
- Close fume hood sashes
- Turn off all lights

*Ensure you have approval from your PI / EH&S before turning equipment off



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