

The safety of our campus community is our number one priority. Ohio State continues the fight against COVID-19 and is actively engaged in moving forward into a safer future. As information becomes available about the eventual return of appropriate on-campus operations, it is imperative that plans are in place to ensure a safe campus environment for students, faculty, staff, patients and visitors. As research laboratories resume operations, the principal investigator, lab manager, or designee from each laboratory should ...

- Fill out the information at ehs.osu.edu/lab-start.
- Review and complete the Research Laboratory Safety Start-Up Checklist below.

Personnel, Staffing

- Contact [Environmental Health and Safety](#) (EHS) in anticipation of your laboratory reopening. We encourage you to email your [EHS Safety Representative](#) and schedule a Skype/Zoom re-entry interview. Additional information about Skype and Zoom video conferencing is available online at it.osu.edu/keepworking/tech-access.
- Continue to practice physical distancing. Limit the number of people in the lab or in a confined area to allow for proper distancing while conducting work.
- Review the [Working Alone Safety Program](#) even when a few people return at a time. This program is designed to encourage awareness and promote safe work procedures.
- Review relevant standard operating procedures (SOPs) and experimental procedures before beginning work. Ensure written safety procedures are in place and updated to accommodate any new working conditions.
- Ensure all safety training for personnel is up to date. Do not permit work without the proper safety training. Laboratory safety training resources are available at ehs.osu.edu.
- Investigate how other facilities (e.g., core facilities, sample providers, collaborators) will manage their services and maintain physical distancing requirements.
- Ensure everyone has necessary contact information for other group members who will not be present during their shift in case there are questions or issues with materials or equipment in their workplace.
- Take your assigned work schedule into account when planning your research activities. You may not be at liberty to return to the lab at will to stop processes or monitor experiments. Ensure hazards at workstations are either removed before leaving or communicated to others who may work in the areas.

Personal Protective Equipment (PPE)

- Evaluate your inventory of PPE. Procedures cannot be conducted without required PPE.
- Contact your [EHS Safety Representative](#) and request a PPE evaluation as appropriate.
- Do not wear PPE used in the laboratory, including gloves, outside the lab, in common areas, or in shared facilities except where normal lab protocol requires PPE be worn. Face coverings are permitted to leave the laboratory.
- Ensure that all communal-use safety glasses and safety goggles are disinfected before and after use.

General Room Conditions

- Perform a walk-through and visual inspection of all laboratory locations.
- Perform basic cleaning of the laboratory before starting up experiments, including a wipe-down of surfaces and equipment with the proper disinfectant.
- Check fume hoods for air flow. Hold a paper towel or Kimwipe at the bottom of the window sash to check for inward airflow. Do not use if there is no airflow or if the fume hood is in alarm. Enter service requests as appropriate.
- Inspect flammable and corrosive storage locations. Check the integrity of shelves and any crystal formation on chemicals. Lab personnel could experience chemical odors from lack of ventilation. Unusual chemical or gas odors that cannot be attributed to a known source should be reported to EHS for investigation.
- Check all sink and floor drains to ensure the traps are not dry. Add water to prevent odors.
- Confirm there is an adequate supply of soap and paper towels for hand washing and that disinfectant will be available for cleaning shared equipment and work areas.
- Check for leaks or unusual physical conditions in the lab that need to be addressed.

Equipment

- Perform a battery check on battery-operated equipment such as survey meters.
- Check certification/calibration dates of equipment such as biosafety cabinets, fume hoods, and survey meters.
- Perform an autoclave cycle verification.
- Perform self-calibration of equipment as appropriate.
- Flush all eyewash stations. Enter service requests as appropriate.
- Review equipment state and safely release or mitigate any stored energy sources.
- Review startup procedures for compressed gas cylinders, gas generators, gas distribution systems, or pressurized systems such as solvent drying apparatus
- Plan to restart equipment when the process can be monitored for enough time to confirm safe continuous operation.
- Before restarting a process, consider what will be necessary to safely shut it down again if necessary.
- Disinfect equipment before and after each use, including all touchable surfaces. Place wipes and a spray bottle with disinfectant near the equipment.

Chemicals and Waste

- Check expiration dates of chemicals and open bottles of bleach. Dispose of expired items.
- Evaluate any accumulated waste in labs for disposal. Enter service requests as appropriate.
- Check your supplies for waste collection and ensure you have collection and containment ready as you restart your research.

Service Requests

Service2Facilities
s2f.osu.edu
614-292-HELP