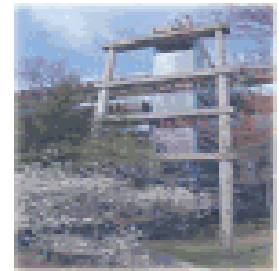




# Standard Operating Procedure Emergency Lab Shut Down



SOP Author:	Implementation Date:
Department: EHS	Last Reviewed/Updated Date: 10.23.20
SOP#	Reviewed by:
Location(s): Science Center	EHS Office Phone and email

## 1. Purpose/Background

The purpose of this Standard Operating Procedure (SOP) is to ensure the safe and compliant shut down of a research or teaching laboratory in case of a sudden emergency such as a COVID 19 lockdown or natural disaster. Faculty and the EHS Office will work cooperatively to make sure each lab is properly decontaminated, cleaned and secured in compliance with all applicable codes and regulations. This SOP will help minimize hazards when a lab is left unattended for long periods of time

The attached Laboratory Emergency Shutdown Checklist is the primary tools to guide faculty. A separate SOP covers planned lab closures or laboratory moves when more time is available. Early shut down planning can expedite the process including keeping emergency contact information, inventories and door signage up to date.

## 2. Scope

This SOP applies to all Wellesley teaching and research labs and ancillary spaces such as cold rooms. Faculty, staff and students are subject to this SOP if involved in a lab shutdown. All students must work under the direct supervision of a qualified faculty member.

## 3. Procedures

### 3.1 Closure Planning

- ✓ Identify critical research
- ✓ Contact key lab personnel
- ✓ Cancel non-essential orders
- ✓ Notify loading dock of incoming shipments

### 3.2 Research and Teaching Materials

- ✓ Consolidate stock material
- ✓ Arrange appropriate care for animals

### 3.3 Physical Hazard

- ✓ Gas valves/ cylinders
- ✓ Electric hazards -UPS
- ✓ Flammable material
- ✓ Cryogenic liquids
- ✓ Flooding

### 3.4 Equipment

- ✓ Fume hood and biosafety cabinets
- ✓ Cold rooms /Freezers/ Refrigerators

### 3.5 Cleaning and Decontamination

### 3.6 Waste Management

- ✓ chemical waste
- ✓ bio-waste, sharps
- ✓ pick up request

### 3.7 Security

- ✓ door signs
- ✓ keys
- ✓ laptops and notebooks

## 4. Roles and Responsibilities

### Faculty

- ✓ notice to EHS office
- ✓ follow SOP
- ✓ supervise student any workers

### EHS Office

- ✓ technical and regulatory support to faculty
- ✓ waste removal
- ✓ review of checklist
- ✓ final inspection of labs

If safety issues are not appropriately managed, a meeting will be set with the responsible person for the lab, the Science Center Director and the Director of Environmental Health and Safety

## 5. Training and Outreach

## 6. Attachments and References

- Checklist

\_\_\_\_\_  
Approved by Signature

\_\_\_\_\_  
Date