

# Temporary Lab Hibernation Template

## Business As Usual Procedures

- **Identify any critical equipment, research materials (chemical or biological), or processes that building monitors should be aware of such as freezers, temperature sensitive areas, etc.**
- **Prepare hibernation sign to be placed on door including lab staff contact information and above identified critical information. If no special monitoring is required indicate that on the sign.**
- **Verify that written lab SOPs include steps for shutting down critical equipment or processes including those that are temperature, pressure, or air sensitive – includes glove boxes and distillation equipment.**
- **Customize the following check list as needed for your lab – add additional procedures if needed**
- **If you are closing out the lab (vacating), please use: <https://www.k-state.edu/safety/docs/Lab-Close-Out.pdf>**

## Shut-down Procedures For Temporarily Unoccupied Labs

- Shut down all experiments that need monitoring, are temperature or humidity sensitive, or could be affected by loss of electricity, water, or other services.
- Close sashes on chemical fume hoods to the directed level for adequate ventilation and airflow.
- Ensure that all containers of chemical or radioactive materials and all hazardous waste containers are properly labeled, sealed, and placed in appropriate storage area. Notify EH&S.
- Ensure that water reactive chemicals are in sealed containers and stored in areas that are unlikely to become wet.
- Ensure that air reactive chemicals are properly stored.
- Ensure that all gas and vacuum valves are closed.
- Ensure that all water is turned off such as circulating water baths and water aspirators.
- Ensure that all gas tanks are secured. Close tanks and if possible remove regulators and place screw caps on tanks. NOTE: Leave inert gas flowing if it is being used to blanket reactive compounds.
- Secure all infectious material and toxins in appropriate storage units that are marked with a biohazard sticker or sign. Disinfect all potentially contaminated surfaces and properly dispose of all biohazard waste.
- Review storage of biologicals and other perishable items. Place valuable items in storage units that have backup systems or store items in duplicate locations. Review safety and other issues for the use of alternate cooling methods (e.g. liquid nitrogen, dry ice, etc.).
- Turn off biological safety cabinets and UV lights.
- If animals are used in the lab, notify CMG and URCO.
- Turn off and unplug all non-essential electrical devices particularly heat-generating equipment such as hot plates, stir plates, and ovens.
- Back up all data and turn off computers. Store lab note books and computers in areas that will not be impacted by possible broken water pipes. Secure lap tops and other easy to remove electronic devices.
- If possible, elevate equipment, supplies, electrical wires, and chemicals off of the floor to protect against flooding from broken pipes.
- Ensure that all refrigerator, freezer and incubator doors are tightly closed.
- Close all doors, including cabinets, storage areas and offices. Lock all exterior lab doors.
- Submit a copy of the Lab Hibernation form to your Department Head.
- Update any Hazard Communication information posted outside the lab.
- Contact EH&S, 532-5856, with any security or safety concerns.
- Post hibernation sign on door.

## Lab Hibernation Info

<b>P.I./Lab Supervisor:</b>  <b>Lab Location:</b>	<b>Emergency Contact Info:</b>
<b>Critical Equipment</b>	<b>Type of Monitoring Required</b>
<b>Critical Materials</b>	<b>Type of Monitoring Required</b>
<b>Personal Protective Equipment or Special Procedures to Enter Lab</b>	