**Upstate Lab Hibernation Checklist**

1. **This checklist provides basic instructions to close a laboratory facility for up to several weeks safely.**
2. **Make sure that all laboratory staff has each other’s contact information for emergencies.**
3. **Return all chemical reagents to appropriate storage locations (e.g., flammable liquid storage cabinets, desiccators, etc.) If containers or caps are not intact, transfer contents to the compatible container, write chemical(s) identification on container and include appropriate warnings from old label, and properly dispose old container.**
4. **Return all biological materials to appropriate storage location. Cultures in incubation chambers must be removed and terminated/stored as appropriate for the organism and its properties.**
5. **Decontaminate biological safety cabinet work surface, close sash and turn off fan.**
6. **Return radioisotopes, select agents and controlled substances to properly-secured storage locations.**
7. **Place all chemical materials, stock solutions or samples that will remain on benches, fume hoods, tables, etc., in intact, closed containers, and label containers with contents.**
8. **Terminate all on-going chemical processes and reactions (distillation, reflux, etc.) and transfer chemicals to intact, closed containers. Label containers with contents and store in appropriate storage locations.**
9. **Shut off all heat-producing equipment (ovens, hotplates, incubators, meltemps, etc.) and unplug from wall (if possible).**
10. **Shut off all faucets and water supply cutoff valves (if so equipped) to minimize possibility of leaks/flooding.**
11. **Shut off all compressed gas systems at the cylinder, bleed pressure from the lines, remove regulators. Cap.**
12. **Disconnect power from all experimental apparatus and discharge any accumulated stored energy (compressed air, mechanical, hydraulic, electric, etc.)**
13. **If temperature-sensitive chemicals, microorganisms or radioisotopes are stored in refrigerators or freezers, adjust thermostat to appropriate temperature and close/secure doors. Write “Temperature-Sensitive (Chemicals, Microorganisms and/or Radioisotopes) are**
14. **Close fume hood sashes and turn off hood blowers if controlled in lab. Close and lock all windows.**
15. **Remove any trash from the lab that will generate odors upon decomposition.**
16. **Turn off computers and equipment that will not be needed during the period when the lab is closed.**
17. **Walk through all portions of laboratory and conduct a final inspection. Turn off lights and close/lock doors when exiting.**
18. **Follow Animal Facility Closure Procedures if you are responsible for animal colonies.**