

March 23, 2020

Marquette University Laboratory Ramp-down Instructions

All Marquette University Research Facilities are restricted to essential activities only at this time. As the University prepares for continued efforts to help restrict the spread of COVID-19, we must now prepare for continued ramp-down of in-person research. **Please note that this guidance is subject to change as the situation on-campus and in the community continues to evolve.**

What are essential research activities? The following criteria define essential research at this time. Valuable resources and activities that cannot be shut down without severe impact (i.e. equipment that requires on-going maintenance, cell and animal lines that cannot be replaced, and in-progress longer-term experiments where immediate shut-down would risk losing data) are considered essential. Researchers engaged in essential projects must be approved by department/college leadership and logged into the Office of Research and Innovation master spreadsheet. Any other in-person research activities should be shut down and researchers should be engaged in remote work. Contact Jeanne Hossenlopp if you have any questions (Jeanne.hossenlopp@marquette.edu or innovation@marquette.edu).

In addition, we need to immediately prepare for a stay-at-home or other directive that could result in further restrictions and shutdowns. **When the University moves to critical personnel status, we will need in-progress research activities to shut down for an indeterminant time and all research facilities will be in maintenance mode with the minimum level of staffing required to simply maintain essential items. Anyone entering research facilities when we reach this stage will require prior approval from college leadership and the VP for Research and Innovation.**

Departmental check list for ramp-down (adapted from UC Berkeley)

Immediate need:

Identify any PPE that you do not need so that it can be made available for redeployment (note that there are some essential areas on campus that need PPE and that we have been asked by local hospitals to help replenish hospital supplies. Contact Matt Paulus (matthew.paulus@marquette) from Risk Management who is coordinating our redistribution efforts.

Laboratory and Equipment Ramp-down steps:

- Posted Lab Emergency Information Forms are up-to-date and electronic copies (pictures are fine) are filed with PI and department.
- New orders research materials (except those items identified for essential activities) are stopped.
- Existing orders for non-essential materials are canceled, if possible.

March 23, 2020

- Check with ARC about animal needs.
 - Irreplaceable animals have been identified.
 - Breeding has been ceased or reduced.
 - All ordering of new animals has ceased.
- Department procedures for handling receiving of packages or materials that require special handling (chemicals, temperature-sensitive materials, radioisotopes, etc.) have been reviewed and confirmed with appropriate areas of Facilities Planning and Management (FPM).
- Instruments that require on-going care have been identified and the personnel responsible for attending to these are assigned. Please provide a list of all such equipment to your chair or associate dean for research who will communicate to ORI or email information directly to innovation@marquette.edu.
 - A procedure for full shut-down of these instruments is in place in case a complete shutdown of the University becomes necessary.
 - Additional staff are cross-trained for on-going maintenance and shut-down procedures in case the assigned staff are unavailable.
- Instruments with environmental needs (HVAC or power requirements, for example) have been identified and a plan for monitoring is in place. Send your environmental monitoring needs to your chair or associate dean for research or to innovation@marquette.edu.
 - UPS and emergency generators have been checked for equipment needing uninterrupted power.
- All Laboratory Critical Areas are in compliance per university policy, with chemicals, radioisotopes, biological materials, and controlled substances properly stored. https://www.marquette.edu/riskunit/environmental/documents/Critical_Areas_of_Compliance.pdf. Contact the Office of Research Compliance for any questions related to radiation safety or biosafety.
- Biological stock material has been frozen for long-term storage.
- Valuable perishable materials have been consolidated within storage units that have backup systems.
- Hazardous or infectious waste disposal has been scheduled with Dennis Daye (dennis.daye@marquette.edu).
- Radioisotope waste has been scheduled for pick up with the Adam Knier (adam.knier@marquette.edu).

March 23, 2020

- Labs have been decontaminated and cleaned per SOP.
- All gas valves are closed (confirm this).
- All appliances, computers, hot plates, ovens and other equipment are turned off. Unplug if possible.
- Fume hoods are cleared out and sashes closed
- Remove any perishables and open food items from break areas and personal spaces.