



On-Campus Laboratory Ramp-Down Checklist
Required for MKI Faculty, Senior Research Scientists, Principal Research Scientists

Investigator Name:

List all Graduate Students under Supervision

Student Name	Current location	Comments

List all Postdocs under Supervision

Postdoc Name	Current location	Comments

Please describe your plan to communicate with graduate students & postdocs during the ramp down:

_____ YES I am responsible for active laboratory research space or equipment at MKI
If so, please complete the remainder of this form on Pages 2+.

_____ NO I am not responsible for active laboratory research space or equipment at MKI
Those answering NO may stop here and submit Page 1 of this form as your entry.

Laboratory Location / Rooms:

Principal Investigator:

Laboratory EHS Representative:

MKI personnel routinely working in this lab:

Please inventory any hazards in your laboratory that may require special handling to bring into safe configuration without regular personnel interaction, using the table below.

Hazard Category	Items present in lab space	Plans to secure or dispose
Hazardous chemicals (i.e. those requiring EHS certification)	<ul style="list-style-type: none">• Item 1• Item 2• Item 3	Guidance: All hazardous materials should be secured for long-term storage; Waste pickup should be requested from satellite storage areas.
Cryogenic equipment and liquids		
Vacuum / pressure vessels or gas cylinders		Guidance: Vacuum systems should be at atmosphere or tolerant of power failure. Secure gas cylinders, remove regulators, install caps.
Static or humidity sensitive components or electronics		
Flammable materials		Guidance: All flammable materials should be secured for long-term storage

Radioactive Materials		Guidance: Radioactive materials should be in locked storage
Housekeeping		Guidance: – Secure electrical components & cables on floor against water risk – Ensure lab door placards have current contact information

