

Lehigh University

Environmental Health and Safety

2020 Laboratory Shutdown Guide

Turn Off Gases

Ensure all the gases in the lab are turned off at the valve and bleed off the regulators. Gases stored in ventilated cabinets must continue to operate with ventilation and gas alarms while the cylinder resides in the cabinet.



Seal and Store Chemicals

Cap all chemicals and place in their proper storages areas. Flammable materials should be stored in flammable cabinets. Chemicals separated and stored in acid/base cabinets.



Power Down Electrical Components

Power down **nonessential** electrical components within the lab. Computers, pumps and analyzers that can be powered down should be turned off to avoid an electrical surge if power is lost and then restored.

Gas monitors, gas ventilation cabinets, ovens and freezers storing specimens *should not be powered down* as these components require power to maintain specimens.



Remove chemicals in the ventilation hood, seal them and store in their proper location.

Ventilation hoods should be as empty as possible. In the event power is lost the chemical odors

won't become an issue. Ensure all chemical waste is sealed and marked appropriately. The goal is to allow for shutdown of labs within two hours, we would encourage you to begin this process immediately.

Remember to check your emergency contact sheet to ensure it has the most current information on who to call if there is an emergency in your lab.

Post the information outside your laboratory door.