UNIVERSITY OF HAWAII AT HILO
FACULTY/STAFF CHECKLIST FOR LABORATORIES OR RESEARCH FACILITIES BEING POWERED DOWN OR CLOSED

WINTER BREAK CLOSURE

I. General Checklist

☐ Change outgoing voicemail messages to the following:

“In accordance with the recently negotiated collective bargaining settlement and to receive energy savings to meet budget shortfalls, the University of Hawaii System offices will be closed during the following non-instructional period: Sunday, December 20th through Sunday, January 3rd, 2010. Please call back when we reopen for normal business hours on Monday, January 4th, 2010. If this is an emergency, please call UH Hilo Campus Security at 974-7911.”

☐ Personal items and room surfaces such as desks, shelves, books, etc. should be:

☐ wiped down with disinfectant dampened rag or disinfectant wipes; (Available from your building’s janitors starting December 15, 2009)

☐ sprayed with additional disinfectant if mold growth is known to reoccur;

☐ and allowed to air dry.

☐ Remove plants from the area. Wet soil, plants, and containers, such as wicker baskets, introduce moisture into the air and may promote fungal growth.

☐ Take the opportunity to clean out your office old paper and cardboard products (like those boxes of old journals you are always promising yourself you are going to read some day). Paper and cardboard sequester huge amounts of moisture that promote fungal growth.

☐ Perishable food such as fruits, vegetables, bread, etc., should be removed from the building (i.e. do not leave perishable items in trash cans or in refrigerators that are being turned off or down)

☐ Aquariums and Terrariums (containing non-vertebrate animals) should be removed from the building and/or decommissioned for the period as they are reservoirs of moisture that promote fungal growth.

II. Animal Care

Per the “Guidelines for the Care and Use of Laboratory Animals”,

Animals should be cared for by qualified personnel every day, including weekends and holidays, both to safeguard their well-being and to satisfy research requirements. Emergency veterinary care should be available after work hours, on weekends, and on holidays.

Although the guidelines are for laboratory animals they are the prevailing guidelines that are extended to other species of animals in the University's animal use program.

12/14/2009
Basically if vertebrate animals are being used/housed they must be cared for everyday regardless of whether it’s the weekend or a holiday unless they are approved for a variance from the IACUC.

a. **Dean/Director Level**
   - In advance of building closures, departments should have plans in place to provide access and care for animals.
   - Ensure availability of veterinary support and/or facilities repair procedures during the break (pre-arranged emergency support if animals become ill or pumps or other mechanical systems related to animal care fail)
   - Individuals and alternates should be identified who will be providing care for animals.

b. **Individual Level**
   - Obtain written protocols for animal care during the break.
   - Primary caregivers & alternates must coordinate to ensure proper care is provided during the break:
     - Contact alternate if primary caregiver is unavailable
     - Ensure adequate food supply for break (fiscal support may not be available during the break)
     - Ensure mechanical systems (feeding systems, aeration pumps, etc.) are functioning properly

III. **Laboratories**
   a. **Principal Investigators**
      - In advance of building closures, departments should have plans in place to provide access (if needed) to laboratories and/or research facilities.
      - List of individuals who will be working in labs should be provided to the Environmental Health & Safety Office prior to shut down. (list will be shared with Campus Security in case of lab emergency)
      - Ensure emergency contact information is current
      - Individuals working in the labs must be provided with training regarding operational changes during the break by P.I.
      - Arrangements must be made in advance for orders placed which may or may not arrive during break. Mailroom will be closed and shippers may hold deliveries which could affect shipment of perishable materials, items packed with dry ice, or hazardous materials
      - Ongoing experiments should be secured if lab will be closed during the break. If experiments require daily or periodic attention, provisions for working during the building closure should be made

   b. **Technicians**
      - In advance of building closures, obtain direction from P.I. regarding operational changes during the break:
        - If working during the break:
          - Review emergency procedures
Make sure others know when you will be working in the lab in case of emergency

If lab is being shut down during the break:
- Ongoing experiments should be secured so they will not present a hazard during the closure
- Ensure all hazardous materials are secured properly
- Ensure all hazardous waste is properly stored and labeled
- Ensure all equipment is properly shut down and/or secured