

# UVM Lab Hibernation/Temporary Closure/Sabbatical Plan

*Use the following checklist to complete your lab hibernation  
and post on inside of lab door.*

*(Vacations and sabbaticals in which your lab will not be conducting research  
when you are away, 1 week or more)*

## Hibernation Lab Checklist:

### *Proper Storage*

- Shut down non-essential experiments
- Ensure containers of chemicals, radioactive materials, and hazards are labeled, closed, and placed in appropriate storage areas away from incompatible materials.
- Secure infectious material and toxins in appropriate storage units that are marked with a biohazard sticker or sign.
- Disinfect potentially contaminated surfaces.
- Tag and dispose of all lab waste.
- Ensure refrigerators, freezers, and incubators are tightly closed.
- Elevate anything that is on the floor.

### *General Lab Practices*

- Close sash on chemical fume hoods.
- Turn off biological safety cabinets /UV lights.
- Ensure that all water sources are turned off (water baths, respirators, milli-Q systems).
- Check all gas cylinders are secured and valves are closed, remove regulators, and secure caps on cylinders.
- Turn off natural gas lines in the laboratory.

### *Turning off instrumentation and backing up data*

- Back up data.
- Store lab notebooks and computers in secure location.

### *Signage and Documenting Hazards*

- Update door signs with appropriate contacts.
- Close all doors and windows; and lock all exterior lab doors.
- Place Hibernation Notice sheet on front of the door of each lab space and office you are assigned and e-mail a completed copy to [safety@uvm.edu](mailto:safety@uvm.edu).
- Place Hibernation Plan (this sheet) on interior of the door of each lab space and office space you are assigned and e-mail a completed copy to [safety@uvm.edu](mailto:safety@uvm.edu).

### *Personnel*

- Identify properly trained primary and secondary contacts to monitor essential instruments, experiments, and processes during hibernation or emergency closure.
- Take a copy of this completed sheet with you.
- Ensure you know how to contact your principal investigator, lab manager, department facility manager, and other group or personnel.

## Contacts:

### *Principal Investigator:*

Name: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### *Laboratory Manager:*

Name: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### *Primary Alternative Contact:*

Name: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### *Secondary Alternative Contact:*

Name: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### *Department Facility Manager:*

Name: \_\_\_\_\_  
Work #: \_\_\_\_\_  
Cell #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Reporting an Emergency:

Life Threatening:  
802-656-3473  
911

Urgent maintenance (UVM SOS):  
802-656-2560

Non critical SOS:  
SOS@uvm.edu

Non-emergency:  
[safety@uvm.edu](mailto:safety@uvm.edu)