NYU Langone Health

Research Suspension Checklist

Basic / Translational Research Units

Purpose – This document outlines the actions that need to be undertaken in order to prepare a research unit (wet- or dry-lab based) for the possibility of suspension of research activities in NYU Langone Health buildings on and off the superblock.

The below checklist is organized into actions that should be undertaken immediately and those that need to be undertaken when the decision to suspend lab-based research activity is made. The intent is to provide 2 – 3 days advance notice on when lab operations need to be suspended, but this time frame might need to be accelerated as dictated by the situation and approved by OSR.

NYULH policies that may impact research activities

☐ Please refer to http://atnyulmc.org for updates on all policies relevant to current COVID-19 crisis.

Actions to be undertaken immediately

Laboratory Contact Information

☐ Individual staff should verify and update contact information in PeopleSoft, including an emergency contact number.

☐ All research units should update laboratory contact list.

Data

☐ Confirm all data is backed up to network server or other back-up location.

☐ Test network connectivity for remote work

☐ Confirm physical notebooks are accounted for and secured

Experimental Research Materials – Frozen and Low temperature

☐ ELPRO – update ELPRO alert hierarchy.

☐ ELPRO – verify that ELPRO alerting can be accessed from home

☐ -80 degree C freezer – verify that ULT is plugged into emergency power outlet and at correct temperature

☐ Liquid N_2 ULT devices– ensure that LN2 levels are topped up and inform OSR research laboratory operations manager of LN_2 needs

☐ -20 C freezer – verify that freezer is plugged in and properly closed and at correct temperature

 Refrigerated samples - verify that refrigerators are plugged in and properly closed and at correct temperature

Hazardous Materials

 Verify toxic/flammable/hazardous reagents are stored in the appropriate secondary containment.

Tissue Culture-Based Research

 Freeze down all essential cell lines

 Catalogue key research reagents needed for tissue culture based research.

Ongoing Experiments

 Bring experiments-in-progress to a point at which they can either be completed within the next week or frozen / stored in progress.

 Develop contingency plan of action for ongoing in vitro and in vivo experiments if one or multiple members need to stay home

Planned Experiments

 New experiments that take longer than 5 days to complete should only be initiated with the understanding of the risk of losing the experiment.

Orders

 Catalogue essential research reagents.

Animal Care and Use

 Each lab must provide DCM with a list of emergency contacts in the event that any animal welfare concerns arise in the vivaria due to reduced DCM staffing levels.

 Develop contingency plan for long term experiments involving research animals in the event that lab staff shortages occur.

 Guidance from DCM

- DCM will provide regular service levels so long as trained and certified DCM personnel levels are maintained within acceptable levels.
- If DCM experiences roughly a 30% reduction in staffing, then the vivaria will move toward a "hibernation" mode in which DCM will provide
    - Basic food, water, bedding and health checks. The goal at this level is to insure animal welfare in accordance with all relevant regulatory guidelines.
- In hibernation status, DCM will have the following additional restrictions:
    - No animal orders
    - No large animal surgical support
    - No pharmacy services
    - No service requests, other than euthanasia
    - Health monitoring testing will be suspended
    - Breeding cages may be separated in order to control animal population

 Faculty-run animal facilities must provide a detailed staffing / maintenance plan to OSR by **Friday, March 13.**

N.B. Supply Chain is working with OSR to ensure that stocks of essential supplies are in place to ensure ongoing operations in all animal housing areas. These include personal protective equipment (PPE) and other supplies required to ensure animal welfare.

Research Continuity Plan

 Prepare a research continuity plan for each lab.
 Each lab should designate one or more individual who can assist with monitoring lab equipment in the event of suspension of lab activities.
 Prepare a business continuity plan for each administrative unit within a research department / Institute.
 Send Research Continuity plans for each research unit to departmental administrator.

Actions to take when the decision to suspend lab-based research activities is made (2 day countdown)

Orders

 Cancel orders for perishable consumables and non-perishable items

Experiments

 Complete experiments in progress to the extent possible in two days
 Do not initiate any new long-term experiments.
 Verify that CO_2 incubators have adequate supplies assuming being unable to access the lab for an extended period.
 Contact Airgas for CO_2 delivery if needed.
 If cells lines are not going to be used within the two-day closure window, cultures should be terminated.

Equipment

 Power down all non-essential equipment that is not required for the maintenance of critical samples or research materials
 Ensure that sensitive equipment is secured and covered

Animal Care and Use

 Contact DCM veterinary staff with concerns about animals currently in barrier and non-barrier facilities
 Cancel existing animal orders
 Do not initiate new animal orders
 Do not initiate new experiments using research animals in barrier or non-barrier facilities.

General Laboratory Considerations

 Perform lab walkthrough to ensure there are no chemical hazards on counters, and secure chemical cabinets.

Computers

 Confirm all data is backed up to network server or other back-up location.

 Shut down computers

Internal and External Collaborators and Funding Agencies

 Contact collaborators internally and externally to update on laboratory status.

 Contact NIH program officer to update on lab status

 Contact non-NIH funding agencies to update on lab status.

Research Continuity Plan

 Complete research continuity plan for each lab.

 Complete business continuity plan for each administrative unit within a research department / Institute

 Send Research and business continuity plans from each research unit to departmental administration.

Continuity Services provided centrally by OSR Research Laboratory Operations Units

 OSR Research Laboratory Operations and Research Support Services teams, along with members of the S.O.S. (Scientists on Standby) teams will monitor laboratories, fill LN2 tanks, and monitor alarms on equipment.