
LAB RESTART INFORMATION SHEET for **PI NAME**

LAST UPDATED: **DATE**

PART I – BASIC INFORMATION

1. Name
2. Position
3. Department/School
4. Email
5. Phone (preferably cell)
6. UFID

7. **Projects.** List all projects that will use your experimental laboratory.

Funding Source*	Project Title	Reporting Sponsor**	IRB, OCR, or IACUC Numbers**

*Project number, overhead, startup, foundation account, etc.

**If applicable

8. **Research personnel.** List yourself and those in your group tasked with experimental work. Do not list (a) undergraduates or (b) individuals who conduct purely computational or theoretical research. They will not be approved.

Name	Position	Department / School	UFID

PART II – PROJECT CHARACTERIZATION

Definitions:

Critical research activities are defined as those activities with the greatest time and research productivity constraints. These can include, but are not limited to, seasonal data collection, experiments that are urgently required to satisfy project deliverables (e.g., DOD contracts identified as part of the Defense Industrial Base or research for a sponsor that provides “essential services to the federal government”), milestone or reporting, or projects whose continued pause or deferral would lead to catastrophic delay or loss of research results and subsequent success. Work that affects tenure-track assistant professors’ progress toward tenure is also included.

Time sensitive research activities are defined as those activities with elevated, but not critical, time and research productivity constraints. These can include activities for graduate students and postdocs close to completing their degree/term of appointment and research for completion of grants with end dates within 3 months, where the funding agency has not granted leniency. Preliminary data collection required to meet a major proposal deadline will also qualify.

9. Categorize the research as "Critical" or "Time Sensitive" based on the above. Choose the one that best reflects the state of your research program. If your projects qualify as both critical and time sensitive, then indicate "critical."

- Critical Research Activities
- Time Sensitive Research Activities

10. Provide a description of the planned activities.

11. Justify why the proposed work meets the requirements for a "Critical" or "Time Sensitive" Research Activity. Please provide any associated deadlines or critical dates, e.g. requirements for student graduation.

PART III – OPERATIONAL LOGISTICS AND SAFETY

Review all EHS guidance for lab work at <http://www.ehs.ufl.edu/resources/covid-19/> before completing this section.

12. Address how you will safely conduct experimental research in your lab(s):

13. Identify the location(s) of the work:

Building	Room(s)	Frequency / Duration	Managed by another dept.?

14. Do you need access to the Research Service Centers (NRF, MAIC, PAIC)?

15. **Occupancy and scheduling considerations.** Indicate how occupancy will be managed to maintain social distancing. Indicate how scheduling will take place to ensure that no more than 1 person occupies a given room or laboratory at any given time, or that occupancy is below 1 person per 500 sq ft. If the research is deemed "Time Sensitive," the plan may address how occupancy will be kept below 1 person per 250 sq ft. If you do not know the (net assignable) square footage of your lab, please send your room numbers in a request for this information to Andre Ferraro (andre.ferraro@eng.ufl.edu).

16. **Communications.** Indicate how lab staff and PI will communicate, including plans for a daily briefing of activities to be performed in the lab, wellness checks at 2 hour intervals, and steps to ensure communication if any hazardous procedures are performed.

17. **Personal Protective Equipment (PPE).** Indicate what PPE will be available for the persons carrying out the activity and how it will be used and disposed (note that the use of cloth masks is required as a bare minimum in any shared spaces).

18. **Special Hazards.** Will the following activities be performed? Mark all that apply. The activities cannot be performed by research personnel working in isolation. Therefore, you must explain how you will maintain social distancing with more than one person working in the same area in the next question (General Precautions).

- Working with strong acids, such as hydrofluoric acid solutions

- ___ High hazard shop equipment, e.g., mills, lathes, drills presses, saws (table, miter, etc.)
- ___ Hot work outside of a dedicated hot work zone
- ___ Outdoor operation of heavy equipment, e.g., tractors, planters, harvesting equipment
- ___ Acutely toxic chemicals. See [expanded list](#)
- ___ Corrosive chemicals over 500 ml, including aqua regia/piranha solutions (any volume) and acid/base bath (e.g., change outs or when used for cleaning)
- ___ Toxic or Corrosive Gas purchased from a supplier OR as a byproduct from chemical reaction, e.g. hydrogen chloride, Hydrogen sulfide, Nitrogen Dioxide, Anhydrous Ammonia, Nitric Oxide, Cyanides, Hydrogen selenide, Phosphine, ethylene oxide. See [expanded list](#)
- ___ Large volumes of flammable solvents (over 1 gallon), which are often used for transferring to smaller containers and diluting for stock solutions
- ___ Labs without direct access to an eyewash or safety shower (greater than 10 second walk and/or impeded pathways such as a closed door)
- ___ Acute biological toxins. Expanded lists found [here](#) and [here](#)
- ___ Pyrophoric or Water Reactive Chemicals. [See expanded list](#)
- ___ Class 4 lasers
- ___ Radioactive materials (excludes sealed sources, UFTR, X-ray generator)

19. General Precautions. Indicate what general precautions will be in place to prevent the spread of the virus, including personal hygiene and hand washing.

20. Cleaning. Indicate when cleaning will happen and who will perform cleaning, what cleaning agents will be used and their availability, and what will be cleaned and how; address cleaning of common touch points, including sinks, drawer/door handles, fume hood sash, keyboards, computer/instrument surfaces).

Optional. You may append up to 3 pages of supporting information—e.g., emails/memo from sponsors directing projects to continue— to the end of this document. Do NOT provide proposal or reporting material.