# Laboratory Inspection Checklist

**Responsible Person:**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Fall Semester</th>
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</thead>
<tbody>
<tr>
<td>Building/Room:</td>
<td>Spring Semester</td>
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</tbody>
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As a condition of the campus Injury and Illness Prevention Program (IIPP), specific departments are required to conduct periodic self-inspections of all trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used. This checklist or any other form of documentation can be used to fulfill the requirement. EH&S recommends that departments conduct semi-annual self-inspections.

In Compliance?

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>Notes/Date Corrected</th>
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</thead>
<tbody>
<tr>
<td><strong>OK</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NO</strong></td>
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<tr>
<td><strong>N/A</strong></td>
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</table>

## 1. EMERGENCY PROVISIONS

- **A.** Tags on eyewashes & emergency showers indicate monthly flushing.
- **B.** Emergency equipment (i.e., eye washes, showers, fire extinguishers) is accessible and in good working condition.
- **C.** All exit routes, aisles, and emergency doors are free from obstruction.
- **D.** Emergency information is posted in the room.
- **E.** Fire extinguishers, if any, are clearly marked, charged, securely mounted, unobstructed and inspected annually.
- **F.** Electrical shut-off panel doors can be opened and are accessible. (3 ft clearance)

## 2. REQUIRED RECORDKEEPING

- **A.** A current inventory of chemicals used or stored in the lab is available.
- **B.** Material Safety Data Sheets (MSDS) for every chemical on the inventory are readily available on file or on-line during working hours. *(Website bookmarked)*
- **C.** All employees in this lab/room have current safety training.
- **D.** Chemical Hygiene Plan and other written safety procedures are available.

## 3. HOUSEKEEPING PRACTICES

- **A.** Refrigerators, microwaves, or freezers in hazmat areas are labeled “NO Food or Beverages” – no sodas, snacks or other food stored inside.
- **B.** Food/beverage containers are absent in areas where hazardous materials are used /stored.
- **C.** Fume hoods, counters, and secondary containers are free of spilled material.
- **D.** Incompatible chemicals on counters/shelves are segregated to prevent mixing.

## 4. COMPRESSED GAS CYLINDERS

- **A.** Gas cylinders are clearly labeled identifying their contents and properly secured.
- **B.** CGA connections on regulators are appropriate for gas(es) in use.
- **C.** Fuel gas cylinders are stored at least 20 feet from oxygen gas or spark sources.
- **D.** When not “in use”, regulators are removed and replaced with cylinder caps.
- **E.** Regulators in use are not leaking and in good condition.
5. FUME HOODS

☐ No fume hoods in room

☐ A. Not used for routine storage of chemicals or equipment.
☐ B. All work and material located at least 6 inches inside fume hood.
☐ C. Air flow is not blocked by equipment/materials stored in hood.
☐ D. Sash is lowered /closed when not in use.
☐ E. Sash at or below arrows when in use.
☐ F. Certification sticker indicated fume hood inspected within past year.

6. CHEMICAL STORAGE AND HANDLING

☐ <1L stored in room

☐ A. Incompatible chemicals are stored separately and all chemicals are stored by hazard class.
☐ B. All chemical containers such as bottles, cans, beakers, flasks, and vials have a legible label or tag stating the contents and appropriate warnings and are in good condition.
☐ C. Flammable liquids totaling more than 10 gallons are stored in flammable self closing cabinets.
☐ D. Containers are capped or closed when material is not being added or removed.
☐ E. Solvents and other hazardous liquids are stored off the floor.
☐ F. Flammable liquids and gases are stored away from open flames, spark sources, strong oxidizers, hydrogen or oxygen cylinders, and distillation units.
☐ G. Peroxide formers are disposed of by expiration date or tested for peroxide concentration and labeled with date received and date opened.
☐ H. Flammables that require refrigeration are stored in refrigerators marked as “Flammable Safe”.
☐ I. Halogenated solvents (i.e., chloroform), that are not flammable, are not stored in cabinets labeled “Flammables Storage”.

7. HAZARDOUS WASTE

☐ None stored in room

☐ A. Posted signs identify designated Satellite Accumulation Areas (SAA’s).
☐ B. Different waste types are separated by secondary containers or space: (i.e., sharps, chemical waste & hazardous lab trash, biological waste, and radioisotopes.)
☐ C. Every container, with even a drop of waste in it, has a dated, signed, and completed hazardous waste label.
☐ D. Hazardous chemical waste is within one year of the accumulation start date written on the label. (Take containers to stockroom if full or expired.)
☐ E. Waste containers are closed, except when waste is being added. Funnels are not caps.
☐ F. Waste containers are appropriately labeled (no abbreviations, formulas or shorthand)
☐ G. Biohazard waste is placed in red, biohazard bags or sharps containers and labeled appropriately.

Comments:

Signature of Person Performing the Self-Inspection __________________________ Telephone Number __________________________ Date ____________