

Appendix G
California State University, Sacramento
General Lab Self-Inspection Checklist

Laboratory Supervisors should conduct inspections, at least once per semester, of the laboratory and chemical handling areas which they are supervising. To aid supervisors to complete the inspection, the following checklist is provided. These are not a list of every possible safety issue, but are general guidelines. For questions about this checklist or for assistance with hazard identification, contact CSUS EHS office.

Building: _____	Room: _____	Date: _____
Completed By: _____		

Place an "X" in box indicating status:

TRAINING				
Inspected	Acceptable	Deficient	NA	Corrective Action/Owner
Lab personnel instructed in potential hazards in lab and safety procedures and policies. Is instruction documented				
EH&S Training Matrix developed for the Department				
All lab personnel (including PI) completed all required EH&S training (per department EHS training Matrix)				
Personnel trained in applicable Standard Operating Procedures (SOP's)				
Copy of supervisor/PI led safety training records sent to Department Office				
CSUS Chemical Hygiene Plan accessible and reviewed by all lab personnel				

HAZARD COMMUNICATION				
Inspected	Acceptable	Deficient	NA	Corrective Action/Owner
All containers are legibly labeled with full chemical names and the hazard of the material. Containers of non-hazardous substances (e.g., water) are labeled explicitly to avoid confusion and stock solutions are properly identified (e.g. buffers labeled and marked with the words "buffer").				
Written chemical inventory is current, available in lab and provided to Lab Stockroom manager				
Hazard Evaluation completed and documented in last 6 months				
Standard Operating Procedures documented and available for hazardous operations				
Lab personnel wear all required PPE?				
Lab personnel know the location of the Safety Data Sheets (SDS)?				
Lab inspection been completed in last 6 months?				
Lab policies and procedures being followed?				

HAZARDOUS CHEMICAL STORAGE				
Inspected	Acceptable	Deficient	NA	Corrective Action/Owner
Hazardous substances are separated according to chemical compatibility.				
Containers of peroxide-forming chemicals are dated upon receipt and disposed of or tested within manufacturer's suggested expiration dates.				
All chemical containers are capped and sealed, except when actively adding or removing materials from them.				
Containers of hazardous chemicals stored in secondary containment				
Chemical storage areas are routinely inspected for leaks and				

evidence of container deterioration.				
Flammable liquids in quantities in excess of <u>10 gallons</u> are stored in an NFPA- approved flammable liquid storage cabinet.				
All flammable liquid cabinets are free of combustible materials (cardboard, paper, etc.).				
Flammables can only be stored in “flammable approved” refrigerators				
Fume Hoods not used for storage				
Shelves have “lips” to prevent chemicals from falling				

HAZARDOUS WASTE				
Inspected	Acceptable	Deficient	NA	Corrective Action/Owner
Chemical waste is contained and labeled according to the campus hazardous waste guidelines with the words “Hazardous Waste,” with the waste’s physical state, hazardous properties (e.g. flammable), full product names, and appropriate percentages.				
Containers are labeled with the initial date of accumulation				
Sharps are stored in rigid, red, biohazard containers.				
Biohazardous waste is contained in red bags that are labeled as Biohazardous.				
Animal carcasses and/or infectious tissues are properly contained and disposed of in a timely manner.				

EMERGENCY INFORMATION, EQUIPMENT & SPILLS				
Inspected	Acceptable	Deficient	NA	Corrective Action/Owner
Current Emergency Information posted in lab (procedures, contacts)				
Fire Extinguishers present/charged/accessible/signage visible				
Emergency Shower/Eyewash inspected monthly				
Fume Hoods Certified in last 12 months				
Biological Safety Cabinets certified in last 12 months				
First Aid Kit present, stocked and without expired products				
Chemical spill kits are present and procedures known by staff				
Incidental spills are cleaned up in a timely manner and benches and equipment are cleaned/decontaminated as often as necessary to prevent unnecessary exposure to chemical or biological agents.				
Compressed Gas cylinders are strapped to prevent toppling				

GENERAL HOUSEKEEPING				
Inspected	Acceptable	Deficient	NA	Corrective Action/Owner
No food or drink is allowed or present in lab				
Exits/aisles/corridors are not blocked				
Refrigerators and microwaves are labeled with food/drink specifications (i.e. No Food, or Food for Consumption Only)				
Sinks available for hand washing				
Materials not stored within 24” of ceiling (18” if sprinklered)				
Power-strips not connected in a series (daisy-chained)				
Power-cords not in use (in lieu of permanent wiring)				
Shelves/cabinets above 6” are secured to prevent toppling				
Electrical panel has unobstructed access				