

# Laboratory Inspection Checklist

Principal Investigator \_\_\_\_\_

Department \_\_\_\_\_

Building and Room \_\_\_\_\_

Inspected By \_\_\_\_\_

Date \_\_\_\_\_

## SUMMARY OF INSPECTION FINDINGS

- A. No items of non-compliance or unsafe conditions were identified.
  - B. Items of noncompliance or unsafe conditions were identified. **SEE BELOW**
  - C. Uncorrected repeated violations were identified; **SEE BELOW**
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## RECORDS and DOCUMENTATION

- \_\_\_ Hand soap and paper towels available at all sinks.
- \_\_\_ Material Safety Data Sheets (MSDS's) know location, use of and available.
- \_\_\_ Chemical Inventory List available for each Lab/Rm.
- \_\_\_ Safety Training Records available and up to date for all employees.
- \_\_\_ SOP (standard operational procedures)

## GENERAL HOUSEKEEPING

- \_\_\_ Aisles and walkways not free of obstructions/ tripping hazards (28-36" WIDE).
- \_\_\_ Heavy items stored high may fall and injure someone.
- \_\_\_ Housekeeping needed in room, hood, or refrigerator.
- \_\_\_ Exit blocked or limited accessibility.
- \_\_\_ Food, beverages, etc. in laboratory.

## PERSONAL PROTECTION

- \_\_\_ Protective equipment (gloves, safety glasses, etc.) not worn or available.
- \_\_\_ Wearing open toed shoes, sandals or shorts while working in laboratory.

## **CHEMICAL USE & STORAGE**

- \_\_\_ Excessive quantities of hazardous materials stored on bench top.
- \_\_\_ Chemical containers not labeled with proper name. (e.g., "Nitric acid" not structure/formula).
- \_\_\_ Incompatibles-Chemicals are not stored by hazard class (e.g., flammables, oxidizers, acids, bases, reactive, and toxins) or physically separated.
- \_\_\_ Breakable chemical containers on the floor or not in secondary container / tray.
- \_\_\_ Chemical containers are not closed or cap is not tight.
- \_\_\_ Hazardous chemicals are not stored below eye level.
- \_\_\_ Chemical labels are not legible.
- \_\_\_ Chemical Storage location not marked with type of material stored (e.g. acids, flammables).
- \_\_\_ Chemicals not dated when received and/or opened.

## **FLAMMABLE MATERIALS**

- \_\_\_ Flammable liquids stored in non-explosion proof refrigerator.
- \_\_\_ Flammables stored in the laboratory are not minimized (5 gallons or less).
- \_\_\_ Flammable liquids over 25 gallons not stored in an approved safety cabinet or storage room.
- \_\_\_ Flammable liquids used in close proximity to source of ignition.

## **FIRE SAFETY**

- \_\_\_ Fire extinguisher blocked or not readily accessible.
- \_\_\_ Fire doors propped open.

## **SAFETY EQUIPMENT**

- \_\_\_ No eyewash station available (within 50 ft. or 10 seconds of travel.)
- \_\_\_ Eyewash station inaccessible.
- \_\_\_ Eyewash station not inspected regularly.
- \_\_\_ Emergency shower inaccessible.
- \_\_\_ Inadequate chemical spill supplies available
- \_\_\_ First aid kit not available / inaccessible.
- \_\_\_ Emergency Phone and evacuation routes not posted.

## **ELECTRICAL SAFETY**

- \_\_\_ Extension cord used (for temporary use only).
- \_\_\_ Electrical cords have cracked, brittle, or frayed insulation.
- \_\_\_ Electrical equipment not properly grounded.
- \_\_\_ Electrical cords through ceiling, walls, or floors (not fixed or in code).
- \_\_\_ Live circuits/parts exposed. (Missing outlet cover plates, open electrical panels, etc.) / or GFCIs not used in wet areas.
- \_\_\_ Electrical panels, switches inaccessible or blocked.

## **LABELING AND SIGNAGE**

- \_\_\_ Laboratory refrigerator, freezers, microwaves not labeled "Not for Food Use"/"Not for Flammable Liquids," etc.
- \_\_\_ Warning or restriction signs (Radioactive Materials, Biohazard, etc. ---if needed).
- \_\_\_ Gas lines, piping, manifolds not labeled (air, vacuum, etc.)

## **HAZARDOUS MATERIALS**

- \_\_\_ Sharps containers not used / or available.
- \_\_\_ Broken glass not placed in sharps receptacle.

## **SATELLITE ACCUMULATION**

- \_\_\_ Hazardous waste containers not labeled and/or not closed.
- \_\_\_ Hazardous waste labels are not complete (No abbreviations are allowed).
- \_\_\_ Hazardous waste labels do not have full chemical names and percentages.
- \_\_\_ Hazardous waste labels missing accumulation start date.
- \_\_\_ Hazardous waste label full date exceeds 3-day limit.
- \_\_\_ Hazardous waste residue on outside of container.
- \_\_\_ More than one hazardous waste container per waste type.

**COMPRESSED GAS CYLINDERS**

- \_\_\_ Gas cylinders are not properly chained and secured.
- \_\_\_ Gas cylinders are not stored away from excessive heat.
- \_\_\_ Gas cylinders are not properly marked as to contents.
- \_\_\_ Hoses & tubing are not in good condition, free of cracks and patches.
- \_\_\_ Cylinder caps not in place while cylinder is not in use.

**VENTILATION**

- \_\_\_ Fume hood doors left open.
- \_\_\_ Fume hoods cluttered with chemicals, equipment, etc.
- \_\_\_ Open container/ containers in fume hood.
- \_\_\_ Biological safety cabinets are cluttered with equipment, supplies, etc.
- \_\_\_ Biological safety cabinets Certification sticker is not current.
- \_\_\_ Evaporation without a permit

Comments:

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Signature of Inspector and Date

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Indicate below how the deficiencies noted above were corrected:

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Signature of Inspector and Date

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