

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:

Signature of Inspector and Date

Indicate below how the deficiencies noted above were corrected:

Signature of Inspector and Date
