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

____________________________________________________________________________

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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