

Laboratory Inspection/Audit Checklist

Inspection Code:	Date:	PI or Supervisor:
Name/Description:		Department:
Laboratory Hazards: Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Radiation <input type="checkbox"/> Other <input type="checkbox"/>		
Type of Laboratory: Research <input type="checkbox"/> Teaching <input type="checkbox"/> Mixed <input type="checkbox"/> Storage <input type="checkbox"/> Preparatory <input type="checkbox"/> Other <input type="checkbox"/>		

Laboratory Safety Inspection

1. Chemical Storage

Y N N/A

- 1.1. Incompatibles stored separately _____
- 1.2. Chemical containers properly labeled _____
- 1.3. Containers closed except when in use (storage/waste) _____
- 1.4. Chemicals stored off of floor _____
- 1.5. Chemicals and food stored separately _____
- 1.6. Chemicals stored in appropriate containers _____
- 1.7. Containers are in good condition _____
- 1.8. Flammables stored away from exits _____
- 1.9. Flammable quantity outside storage appropriate for total square footage _____
- 1.10. Storage of large containers/corrosive materials below eye level _____
- 1.11. Hazardous materials stored in appropriate areas _____

Comments _____

2. Special Chemical Problems

Y N N/A

- 2.1. Water reactives stored away from sinks and pipes _____
- 2.2. Peroxide forming materials have opening date and expiration date _____
- 2.3. Reactive metals stored properly _____
- 2.4. Highly toxic chemicals stored in secondary containers _____

Comments _____

3. Gas Cylinders

Y N N/A

- 3.1. Properly labeled (labels facing forward), stored upright, and secured _____
- 3.2. Flammable/oxidizing gases stored 25 feet apart or separated by a fire wall _____
- 3.3. Capped when not in use _____

Comments _____

4. Fume Hood/Local Exhaust

Y N N/A

- 4.1. Fume hoods inspected within last 6 months _____
- 4.2. Chemical storage in hoods is kept to a minimum _____
- 4.3. Hood is equipped with a flow alarm monitor _____
- 4.4. Storage is to the rear of the hood _____
- 4.5. Safe sash height is being observed _____
- 4.6. Fumehood present where chemicals in use _____

Comments _____

5. Eye Wash/Safety Shower

Y N N/A

- 5.1. Shower/eye wash unit present _____
- 5.2. Unit located away from electrical equipment _____
- 5.3. Routine maintenance performed _____
- 5.4. 16 inch clearance around unit observed _____
- 5.5. Shower and eye wash are clearly labeled _____
- 5.6. Shower and eye wash within 10 seconds or 100 feet of hazards _____

Comments _____

6. Electrical/Mechanical Concerns

Y N N/A

- 6.1. Breaker panels and safety switches accessible _____
- 6.2. Moving parts of equipment guarded to prevent physical contact _____
- 6.3. Multiple plug adapters not in use _____
- 6.4. Electrical cords intact and out of aisles _____
- 6.5. Extension cords intact and used appropriately _____

Comments _____

7. General Facility Maintenance

Y N N/A

- 7.1. Entrances posted with emergency contacts _____
- 7.2. Exits and aisles are unobstructed _____
- 7.3. Aisles have minimum 36 inch clearance _____
- 7.4. General housekeeping is satisfactory _____
- 7.5. Separate eating/drinking area posted _____
- 7.6. Personnel wear appropriate protective equipment _____
- 7.7. Vacuum breakers installed on hoses where standing water from equipment could be siphoned back to faucet. _____

Comments _____

General Comments

Laboratory Environmental Audit

1. General

Y N N/A

- 1.1 Spill kit and instructions are readily available and clearly posted for small spills
- 1.2 Annual Chemical Inventory has been completed and submitted to EH&S
- 1.3 There are no unknowns nor expired chemicals present in the lab.

Comments _____

2. Laboratory Activities and Waste Determination and Disposal

Y N N/A

- 2.1 Waste determination has been completed and recorded according to EMS Procedure-002: Environmental Issues, Objectives and Targets and Work Practice-001-03: Waste Determination or other format.
- 2.2 Activities in this laboratory have been identified and recorded according to EMS Work Practice-001-01: Laboratory Identification.
- 2.3 All in-line waste collection systems are constructed to prevent the release of laboratory waste into the environment.

Comments _____

3. Satellite Accumulation Area (SAA)

Y N N/A

- 3.1 All hazardous waste is properly sealed and labeled
- 3.2 Waste quantities have not exceeded waste accumulation limits of 208 liters (55 gallons) of laboratory waste of which up to 1 liter (one quart) can be acutely hazardous (p list) waste.
- 3.3 Chemical waste must be in a sealed container that shows no sign of leakage or damage.
- 3.4 There are no broken caps or stoppers
- 3.5 All corrosives and halogenated solvents are in glass or plastic containers.
- 3.6 All halogenated solvent waste has been collected and stored in separate containers from other solvent waste.
- 3.7 All containers of waste are securely closed, except when wastes are being added to (including during in-line waste collection) or removed from the container
- 3.8 All containers of incompatible laboratory wastes are stored in separate areas or use chemically resistant trays for segregation.
- 3.9 Glass and Sharps are properly disposed.

Comments _____

Comments _____

4. Environmental Issues, Objectives and Targets

Y N N/A

4.1 Mercury

- 4.1.1 All thermometers, sphygmomanometers, manometers, and barometers are non-mercury containing, and all mercury, mercury-compounds, and mercury containing devices have been identified and substitutions have been investigated.

4.2 Purchasing

- 4.2.1 Centralized purchasing agent has been identified
- 4.2.2 All hazardous chemical purchases have been reported to EH&S
- 4.2.3 All chemicals have been purchased in the smallest possible quantities

Comments _____

