LABORATORY INSPECTION CHECK LIST

Department __________________________ Date __________________________

Building ______ Room No. _______ Lab Director(s) ____________

Inspection Team ____________________________________________

A. Housekeeping

1. Walking aisles are clear
2. Broken glass disposal containers provided
3. All items stored appropriately
4. Lab is reasonably hygienic and facilities are maintained in good condition

Comments: __________________________________________________

B. Chemical Storage

1. Food and chemicals kept separate
2. Chemicals stored in the open are kept to a minimum
3. Glass containers are limited to one gallon size or smaller
4. Flammable liquids in excess of 10 gal are stored in flammable liquid cabinet
5. Acids and bases separated from flammable chemicals and each other
6. Highly toxic chemicals and carcinogens secured
7. Refrigerators used for storage of flammables are properly rated
8. Highly reactive chemicals disposed of prior to expiration date when no longer needed
9. Chemicals stored in the proper environments/compatible containers
10. Condition of containers is good -- no rust, crud, or ooze
11. Labels clearly indicate contents and associated hazard

Comments: __________________________________________________
C. Personal Protective Equipment

1. Safety glasses are worn
2. Additional protective equipment is available
3. If noise interferes with normal speech, ear protectors used

Comments: ________________________________________________________________
__________________________________________________________________________

D. Ventilation

1. Laboratory hoods or other local ventilation present
2. Sash is in working order
3. Equipment is positioned at least six inches from hood face
4. Gas and electrical shut-offs are outside the hood
5. Hood interior is clean, uncluttered, and free of storage

Comments: ________________________________________________________________
__________________________________________________________________________

E. Waste Management

1. All waste is contained within tightly closed containers
2. Chemical waste labels are present and marked correctly
3. Waste containers monitored for compatibility of chemicals
4. Hallways, maintenance corridors, etc., are free of waste
5. Amount of flammable liquid waste less than five gallons
6. Corrosive liquids stored in non-metal containers
7. Lab occupants are knowledgeable of waste disposal procedures

Comments: ________________________________________________________________
__________________________________________________________________________
F. Emergency

1. "In Case of Emergency" notices current and posted outside door
2. "Let Run Notices" current and posted appropriately
3. All exits are clearly marked and unobstructed
4. First Aid Kits, if present, are stocked
5. Safety shower and eyewash fountain locations clearly marked and unobstructed

Comments: _______________________________________________________

________________________________________________________________________

G. Compressed Gas

1. Manual shut-off valves provided at all points of supply and use
2. Permanent piping systems properly identified
3. Gases with health hazard of 2 or greater kept in vented enclosures
4. Oxygen and flammable gases stored separately
5. All cylinders are secured
6. "In Use" labels present
7. Gas cylinders, not in use, are capped

Comments: _______________________________________________________

________________________________________________________________________

H. Mechanical

1. Machine guarding, emergency stop, and lock-out controls in place
2. Cutting instruments (razor blades, knives, etc.) sheathed
3. Syringes properly secured and disposed

Comments: _______________________________________________________

________________________________________________________________________
I. Electrical

1. Electrical equipment double insulated or grounded
2. Cords and plugs in good condition (not pinched/broken/covered)
3. Outlets grounded
4. Wiring appropriate for usage
5. Electrical cords and equipment positioned away from water & heat

Comments: __________________________________________________________

_______________________________________________________________

J. Radiation Safety

1. All users checked by Radiation Safety Officer
2. "Radioactive Material" signs appropriately posted
3. Pipetting performed correctly
4. Protective clothing used (lab coats, gloves, etc.)
5. Appropriate radioactive waste receptacles used (Liquid/Solid)
6. Personnel wearing "Film Badge"
7. Radionuclide inventory current and available to workers for update

Comments: __________________________________________________________

_______________________________________________________________

K. Exit Interview

1. All staff and students are aware of procedures in case of:
   a. fire
   b. chemical spill
   c. injury
   d. power outage
   e. other emergencies
2. All staff and students are aware of locations of MSDS
3. Are special safety procedures/equipment/devices needed in this lab
4. Are explosive materials used in laboratory
5. Are there any utilities in this laboratory that are not working
6. Is there any way the safety personnel can better serve your needs

** If any answer to items 3-6 above is yes, please explain in comment section **

Comments: __________________________________________________________

_______________________________________________________________