

# LABORATORY INSPECTION CHECK LIST

Department \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Room No. \_\_\_\_\_ Lab Director(s) \_\_\_\_\_

Inspection Team \_\_\_\_\_

YES NO N/A

## A. Housekeeping

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Walking aisles are clear                  | _____ | _____ | _____ |
| 2. Broken glass disposal containers provided | _____ | _____ | _____ |
| 3. All items stored appropriately            | _____ | _____ | _____ |

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<br>or 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: \_\_\_\_\_  
\_\_\_\_\_

YES NO N/A

**D. Ventilation**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Laboratory hoods or other local ventilation present          | _____ | _____ | _____ |
| 2. Sash is in working order                                     | _____ | _____ | _____ |
| 3. Equipment is positioned at least eight inches from hood face | _____ | _____ | _____ |
| 4. Gas and electrical shut-offs are outside the hood            | _____ | _____ | _____ |
| 5. Hood interior is clean, uncluttered, and free of storage     | _____ | _____ | _____ |
| 6. Hazard warning information posted on the sash                | _____ | _____ | _____ |

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. "Laboratory Safety Guide" is present   | _____ | _____ | _____ |
| 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 two kept in vented enclosures       | _____ | _____ | _____ |
| 4. Oxygen and flammable gases stored separately                    | _____ | _____ | _____ |
| 5. All cylinders are secured                                       | _____ | _____ | _____ |
| 6. "In Use" labels present   | _____ | _____ | _____ |
| 7. Gas cylinder, not in use, are capped                            | _____ | _____ | _____ |

Comments: \_\_\_\_\_  
\_\_\_\_\_

YES NO N/A

**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 4-8 is yes, please explain in comment section \*\*

Comments: \_\_\_\_\_

\_\_\_\_\_