

Laboratory Information

Lab Information	
Department	
Room number and function	
Principal investigator (PI)	
PI telephone number	
PI email address	
Lab Safety contact person	
Lab Safety contact telephone number	
Lab Safety contact email address	
Lab phone number	

<input type="checkbox"/> Classroom	<input type="checkbox"/> Storage	<input type="checkbox"/> Research Lab	<input type="checkbox"/> Other
<input type="checkbox"/> Biosafety 1 2 3 4	<input type="checkbox"/> Lasers 1 2 3 4	<input type="checkbox"/> Animals	<input type="checkbox"/> Radiation
<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Biological waste	<input type="checkbox"/> Sharps	<input type="checkbox"/> Vacuum/pressure
<input type="checkbox"/> Fume hood	<input type="checkbox"/> Biological cabinet	<input type="checkbox"/> Laminar flow hoods	<input type="checkbox"/> Natural gas

CHEMICAL TYPES PRESENT

<input type="checkbox"/> Corrosives	<input type="checkbox"/> Flammables
<input type="checkbox"/> Regulated carcinogens	<input type="checkbox"/> Explosives
<input type="checkbox"/> Compressed gas	<input type="checkbox"/> Peroxide Formers
<input type="checkbox"/> Cryogenics	<input type="checkbox"/> Pyrophoric
<input type="checkbox"/> Particularly Hazardous Substances (select carcinogens, acute toxins, reproductive toxins)	<input type="checkbox"/> Water Reactive

PERSONNEL INFORMATION (paid staff)

First Name	Last Name	Job Title	Net ID

INSPECTION INFORMATION

Inspector	Accompanied by:
Inspection Date	

COMMENTS/CORRECTIONS

LABORATORY INSPECTION CHECKLIST

GENERAL WORK ENVIRONMENT

Yes	No	NA	Inspected	Comment/Corrections
			Storage of combustible materials is minimized	
			Trash has been removed	
			Heavy items stored on lower shelves	
			Means available to reach things above shoulder height	
			Shelving appears to be adequate to support load	
			Security adequate where required	
			Storage is at least 24" below ceiling	
			Food and drink was not found in the lab	
			Labs with RAM, lasers, and biological hazardous are properly labeled	

HAZARD COMMUNICATION (Signage, labels)

Yes	No	NA	Inspected	Comment/Corrections
			Original and secondary containers are labeled with chemical name, hazard warning, date	
			Non-lab safe refrigerators are labeled with: <i>Do not store flammables in this refrigerator</i>	
			Refrigerators labeled with food and drink requirements	
			Chemical storage cabinets are properly labeled (i.e., corrosives, flammables, etc...)	
			Special hazard warning signs are posted as required (biological, radiological, carcinogens, etc.)	

EMERGENCY PREPAREDNESS

Yes	No	NA	Inspected	Comment/Corrections
			NFPA Diamond posted	
			Current occupant and emergency contact list available	
			Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers	
			Fire extinguisher present/ charged/ accessible/ inspected; signage clearly visible.	
			Class D fire extinguisher is located where combustible metals, such as magnesium, titanium, potassium and sodium are stored	
			Approved safety shower & eyewash Stations are checked monthly, with a 16" clearance on all sides. Signage is clearly visible.	

Yes	No	NA	Inspected	Comment/Corrections
			Chemical spill material or kit available, spill procedures known to staff	
			Exits/aisles/corridors are not blocked (24" minimum width)	
			Laboratory doors kept closed	
			Emergency call numbers are posted near the phone	
			Flammable storage cabinets are self-latching	

CHEMICAL FUME HOODS, BIOLOGICAL CABINETS, LAMINAR FLOW HOODS

Yes	No	NA	Inspected	Comment/Corrections
			Fume hood(s) were certified within the last 12 months	
			Fume hood(s) – proper sash height is labeled	
			Fume hood(s) – sash height is at or below the marked approval level	
			All hoods – hood illumination is functional	
			All hood(s) – low flow audible and visual alarm is reset and functional	
			All hoods – minimal clutter in hoods	
			Biological safety cabinets were certified within the last 12 months	
			Laminar flow hoods are labeled	

SEISMIC SAFETY

Yes	No	NA	Inspected	Comment/Corrections
			Storage shelves have seismic restraints	
			High overhead storage is secured	
			Heavy items are stored on lower shelves	
			Hazardous chemicals are stored on shelves below eye level	
			Refrigerators, storage cabinets have seismic restraints as needed	
			Shelving and file cabinets over 5" are seismically braced	

MECHANICAL & ELECTRICAL SAFETY

Yes	No	NA	Inspected	Comment/Corrections
			Movable parts guarded on equipment as appropriate	
			Cover plates in place over electrical outlets and switches	
			Electrical panels accessible	
			Plugs, cords, and outlets are in good condition	
			No overloaded outlets or daisy chained power strips	
			No extension cords used	
			All power cords on the floor are covered and	

Yes	No	NA	Inspected	Comment/Corrections
			protected	
			No power cords through doors, under carpet, or through ceilings	

HOUSEKEEPING

Yes	No	NA	Inspected	Comment/Corrections
			Aisles and exits are kept clear of obstructions	
			Combustibles are minimal (cardboard boxes)	
			No food or drink in areas with chemicals	
			Chemicals are in secondary containment	
			Chemicals are not stored near sinks	
			Lab and storage areas are uncluttered including bench tops	
			Tools and equipment are in good condition	
			Glassware is inspected and free of chips and cracks	
			Proper disposal of sharps (broken glass, needles, pipettes, razors)	

PERSONAL PROTECTIVE EQUIPMENT

Yes	No	NA	Inspected	Comment/Corrections
			Eye and face protection available where needed: Safety glasses, goggles, face shield	
			Gloves are available for the hazards: chemical, temperature, cuts	
			Respirators: user enrolled in respirator protection program, proper cartridges used and storage	
			Closed toe shoes	
			Lab coats	

GAS CYLINDERS

Yes	No	NA	Inspected	Comment/Corrections
			Type of gases: flammable, oxidizer, inert. other	
			Gas cylinders greater than 26" in height are double chained	
			Cylinder caps are in place when cylinders are not in use	
			Cylinders are stored away from excessive heat	
			Cylinders are transported on a cart with chains	
			Fuel gas cylinders are stored at least 20 feet away from oxygen cylinders	
			Cylinders are marked with their contents	
			Empty cylinders are marked "EMPTY" and stored separately	
			Gas lines, manifolds, etc. are labeled with the	

Yes	No	NA	Inspected	Comment/Corrections
			identity of their contents	
			Hoses, lines, and regulators are appropriate for the gas and in good condition	

FLAMMABLE LIQUID STORAGE & HANDLING

Yes	No	NA	Inspected	Comment/Corrections
			Flammables are stored in explosion proof or flammable refrigerator only	
			Stored in flammable liquid storage cabinet	
			Flammables are segregated from strong oxidizer and other incompatibles	
			Any amount over 5 gallons is stored in a flammable storage cabinet	

CHEMICAL STORAGE & HANDLING

Yes	No	NA	Inspected	Comment/Corrections
			Chemical containers not in use are closed	
			Chemical containers are in good condition	
			Primary labels on original containers are intact or properly replaced	
			Secondary containers are properly labeled with chemical name and hazards	
			Secondary containers available for transporting chemicals	
			Incompatibles are segregated <ul style="list-style-type: none"> • Flammables ≠ oxidizers • Acids ≠ flammables • Acids ≠ bases • Nitric acid ≠ organic acids 	
			Peroxide forming chemicals are not expired	

WASTE HANDLING & STORAGE

Yes	No	NA	Inspected	Comment/Corrections
			Annual training for hazardous waste generator	
			All hazardous waste is properly labeled	
			All hazardous waste collected is properly labeled and kept for no longer than 9 months	
			Containers are closed and in dry secondary containment	

DOCUMENTATION & TRAINING

Yes	No	NA	Inspected	Comment/Corrections
			Current chemical inventory available	
			MSDSs available to staff by:	
			Hazardous Waste Training up-to-date	
			Staff EHS training completed and up-to-date	