

# Laboratory Safety

## Laboratory Inspection Checklist

<b>Date</b>	
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Lab Information	
Department	
Principal investigator (PI)	
PI telephone number	
PI email address	
Building	
Lab room numbers	
Lab phone number	

	<b>Radiation</b>		<b>Biosafety 2 or greater</b>		<b>Lasers</b>		<b>Animals</b>
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Chemical Types Present			
	Particularly Hazardous Substances (select carcinogens, acute toxins, reproductive toxins)		Flammables
	Regulated carcinogens		Explosives
	Pyrophorics		Peroxide Formers
	Water Reactives		Corrosives

Personnel Information		
First Name	Last Name	UID

**Explanation of Ratings**

1: Compliant • 0: Non compliant/not acceptable • N/A: Not applicable • \*Denotes Administrative Deficiency  
 S: Serious finding that must be corrected within 48 hours or less, depending on severity of finding.

Inspection Information	
Inspector	
Accompanied by	

Documentation & Training					
1	0	S	N/A	Inspected	Comments
				Lab Safety Manual (CHP) accessible	
				CHP training including lab specific safety training documented (employees and students)	
				Documented Hazardous Waste Handling Training (haz wst generators)	
				Laboratory accidents and safety concerns documented	

Hazard Communication					
1	0	S	N/A	Inspected	Comments
				MSDS accessible (i.e., hard copy or on-line)	
				MSDS location known to each employee	
				SOP available (for lab specific hazardous equipment or activity)	
				Containers labeled with contents (full name, hazard warning, and date; no conflicting labels)	
				Chemical inventory is current and accurate	
				Chemical storage cabinets labeled (i.e., corrosives, flammables, etc...)	

Emergency & Safety Information					
1	0	S	N/A	Inspected	Comments
				Emergency assistance information posted in lab	
				NFPA fire diamond posted	

Fire Safety					
1	0	S	N/A	Inspected	Comments
				Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers	

				Fire extinguisher present/charged/accessible/tag updated; signage clearly visible	
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### General Safety

1	0	S	N/A	Inspected	Comments
				Exits/aisles/corridors are not blocked (24" minimum width)	
				Laboratory doors kept closed	
				Approved safety shower & eyewash station accessible within 10 seconds (travel distance no greater than 100 feet)	
				Emergency shower / Eyewash Station inspected monthly	
				Clearance area around safety shower at least 16" in each direction. Signage clearly visible.	
				Chemical spill material or kit available, spill procedures known to staff	
				Gas cylinders secured upright to a stable structure (i.e., wall or with clam shell/frame casing.)	
				Gas cylinder valve protection cap in place when not in use	
				Refrigerators/freezers labeled with food and drink specifications	
				Sink available for hand washing	

### Personal Protective Equipment (PPE)

1	0	S	N/A	Inspected	Comments
				Closed-toe shoes and long pants worn by laboratory personnel	
				Lab coats worn	
				Gloves worn	
				Eye protection worn (Goggles must be worn for procedures involving chemical splashes)	
				Adequate supply of specialty PPE available (i.e. UV/IR glasses, face shields, lab aprons, cryogenic gloves)	

### Housekeeping

1	0	S	N/A	Inspected	Comments
				No food or drink in lab areas	

				Secondary containment provided for floor storage of glass bottles that contain chemicals.	
				Minimal glassware on bench top, sink, and fume hoods	
				Proper waste disposal of sharps (broken glass, pipettes, needles, razors, etc)	
				Sharps containers less than ¾ full	

### Chemical Storage and Compatibility

1	0	S	N/A	Inspected	Comments
				Less than 10 gallons of flammables located outside flammable storage cabinet	
				Maximum of 60 gallons flammable liquids per flammable storage cabinet, maximum of 3 flammable storage cabinets per lab/fire area.	
				Flammable storage refrigerator/freezer approved and labeled	
				Minimal acids stored outside corrosive cabinet	
				Strong acids and strong bases stored in secondary containers	
				Incompatible materials properly segregated	
				Chemicals stored safely (e.g. seismic restraints, etc.)	
				Combustible materials not stored with flammable chemicals	
				Chemical storage cabinets clearly labeled (i.e. flammables, corrosives, etc.)	
				Chemical containers in good condition	
				Corrosive chemicals stored below eye level	
				Ethers and other peroxide formers dated	
				Water reactive chemicals segregated, contained, and labeled	
				Carcinogens segregated and stored in designated areas.	
				Pyrophoric chemicals segregated, contained, and labeled	

### Fume Hoods

1	0	S	N/A	Inspected	Comments
				Certified within one year	

				Proper sash height indicated	
				Sash at or below marked approval level	
				Sash stoppers functional where present	
				Hood illumination functional	

### Fume Hoods

1	0	S	N/A	Inspected	Comments
				Audible/visual alarm functional	
				Functional fume hood not used for storage	

### Biosafety Cabinets

1	0	S	N/A	Inspected	Comments
				Certified within one year	

### Chemical Waste Disposal and Transport

1	0	S	N/A	Inspected	Comments
				All hazardous waste labeled with conforming label	
				Chemical waste containers in good condition and kept closed (i.e. no funnels in place)	
				Hazardous waste in secondary containment	
				Chemical waste disposed when full or within 90 days, whichever is sooner	
				All hazardous waste identified	
				Waste labels filled out completely	

### Seismic Safety

1	0	S	N/A	Inspected	Comments
				Shelving and file cabinets 5' or over anchored/bolted	

Seismic Safety					
1	0	S	N/A	Inspected	Comments
				Storage shelves have seismic restraints (e.g. lips, bars, bungee cords)	
				High overhead storage is secured	
				Heavy items stored on lower shelves	

Mechanical and Electrical Safety					
1	0	S	N/A	Inspected	Comments
				Moveable parts guarded on equipment as appropriate	
				Electric panel accessible	
				Nothing posted on electric panel	
				Plugs, cords, outlets in good condition	
				No overloaded outlets, no daisy-chained power strips	
				Extension cords only present for immediate use and do not pose trip hazards (i.e., taped down, covered)	
				No power cords found under doors, carpets, or through ceilings	