

Laboratory Inspection Form

Laboratory and Contact Information

Department:	
Building:	
Room(s):	
Occupant(s)	
Research Advisor(s):	
PI UAnet ID:	

Training and Documentation	Yes	No	N/A	Comments
An up-to-date inventory is maintained for all hazardous materials in SciShield?				
Safety data sheets (SDS) are maintained and readily available at all times that laboratory workers are present?				
Workers have access to and know the locations of chemical inventory, SDS, and related reference material?				
Laboratory workers received institutional safety training (typically provided by EOHS) and supplemental laboratory-specific safety training for the hazards present in the laboratory?				
Laboratory workers are familiar with the physical and health hazards of chemicals in the work area?				
Laboratory workers are able to describe how to detect the presence or release of hazardous materials?				
Laboratory workers are familiar with the Chemical Hygiene Plan (CHP) or the laboratory equivalent?				
Spill and Emergency Planning				
Laboratory workers are familiar with the fire safety and building evacuation procedures including evacuation routes, nearest fire exits, fire alarm pull stations, and fire extinguishers?				
Emergency procedures and phone numbers are clearly posted?				
First aid materials are readily available?				
Are any "antidotes" or special first aid materials required and available (e.g., calcium gluconate for HF)?				
Spill cleanup materials available and laboratory workers are familiar with their use?				
Safety shower and eyewash are accessible within 10 seconds and unobstructed?				

Safety shower tested and documented within the past year?				
Eyewash tested, flushed, and documented weekly?				
Fire alarm pull stations, strobes, speakers, and extinguishers are unobstructed and visible?				
Exits are clearly marked and unobstructed?				
Personal Protection (Clothing, Equipment, and Engineering Controls)				
Personnel wear shoes that fully cover feet and full-length clothing to protect legs?				
Long hair is confined and jewelry, lanyards, and other loose articles are confined or removed?				
Lab coats of appropriate material are available and worn?				
Googles, safety glasses, or face shields are of the appropriate type and worn?				
Respirators used in this laboratory?				
Chemical fume hood available in this laboratory?				
Chemical fume hood free of clutter?				
Chemical fume hood inspected in past 12 months?				
Chemical fume hood equipped with airflow monitor?				
Perchloric acid operations have wash down function?				
Is a biosafety cabinet available in this laboratory space?				
Biosafety cabinet is free of clutter?				
Biosafety cabinet has been certified in past 12 months?				
Mechanical pipetting is used and mouth suction is prohibited?				
Chemical Safety				
Are chemicals used in this area?				
Appropriate labels are found on all hazardous chemical containers?				
Containers are in good condition (e.g., labels are intact, metal cans are free of rust, etc.) and closed when they are not in use?				
Containers properly segregated by hazard class?				
Storage of chemicals above eye level is avoided?				
Flammable liquids stored in OSHA/NFPA approved cabinets and safety containers?				
Flammable liquids requiring refrigeration are stored in either explosion-proof or flammable-rated refrigerators and freezers?				
Ignition sources are avoided when using/storing flammable materials?				
Corrosives stored in acid cabinet or other appropriate cabinet?				
Peroxide formers are properly labeled and tracked in the SciShield research group inventory?				
Picric acid is stored sufficiently wet?				
Large containers (4L or greater) are stored near the floor?				

Bottle carriers or carts are utilized when transporting hazardous chemicals between work areas?				
Proper signs designate and delineate areas where high hazard chemicals are used?				
Designated higher hazard chemical use areas are properly cleaned and decontaminated?				
Biological Safety				
Are biological or infectious agents used in this laboratory?				
Biological materials are not stored in hallways or in unlocked refrigerators or freezers?				
Biohazard signs are posted in labs handling infectious materials? (BSL-2)				
Disinfectants are on-hand for sanitizing benchtops and treating spills?				
BSC was certified within the past 12 months?				
Ionizing and Non-Ionizing Radiation Safety				
Are radioactive materials used in this area?				
Is radiation generating equipment used in this area?				
RGE registered and up-to-date with EOHS Radiation Safety Office?				
Is proper shielding available for the types of radioisotopes used?				
Are appropriate meters available for radioactive material used and are the meters calibrated?				
Laboratory workers are provided personal monitoring when required?				
Are all appropriate signs posted (radiation labels, notice to employees, applicable emergency procedures)?				
Are all spaces and items which store, handle, or use radioactive materials properly labeled with "Radioactive Material", "Radiation Area", or other applicable hazard warning labels?				
Are radioactive materials secured/locked against unauthorized access from nonauthorized users?				
Is non-ionizing radiation used in this laboratory?				
Laser – Class 1				
Laser – Class 2				
Laser – Class 3a				
Laser – Class 3b				
Laser – Class 4				
PPE (e.g., eye protection with proper OD) or shielding available that is specific to the laser class used?				
Laser hazard signage posted?				
Compressed Gas and Cryogenic Safety				
Are compressed gas cylinders used in this laboratory?				
Gas cylinders are stored upright and properly secured at all times?				

Safety caps are present and in place when cylinders are not in use?				
Regulators are always used, the proper regulators are used for the gas type(s), and pressure is bled when cylinder is not in use?				
Cylinders are in good condition and clearly labeled with their contents?				
Flammable gases are stored at least 20 feet away from oxidizing or fuel gases?				
Cylinders of toxic inhalation hazard gases are stored in a continuously ventilated enclosure?				
Cylinders are transported using hand carts with the regulator(s) removed and safety caps in place?				
Oxygen monitor available in areas with increased likelihood of oxygen deficient atmosphere developing?				
Highly flammable gas cylinders (NFPA 4) are properly grounded?				
Equipment and Physical Hazards				
Are equipment safety signs posted and in good condition?				
Are applicable guards or shields in place and secured?				
Are safe work practices (long hair tied back, no loose clothing, etc.) being adhered to by all equipment users?				
Is equipment in good repair with evidence of proper maintenance?				
Are electrical cords in good condition, kept away from travel paths, and free of any cracks or breaks in the insulation?				
Is proper PPE available and used by equipment operators?				
Is a tagging system in place to prevent use of damaged equipment?				
Is access to the equipment restricted? Describe restriction method in comments space.				
Are there any additional or new hazards present at or around the existing equipment?				
Have there been any modifications to the existing equipment?				
Logbooks for laboratory equipment are used?				
General Laboratory Safety				
Smoking, eating, drinking, application of cosmetics, and handling of contact lenses prohibited in the laboratory?				
Laboratory is maintained secure; the door is locked when the laboratory is unoccupied?				
Appropriate warning signs posted near the laboratory entrance?				
Unobstructed aisles maintained at least 36 inches wide throughout the laboratory?				
Benchtops and work areas are maintained free of clutter?				

Shelving and cabinets are in good condition?				
Storage above eye level is minimized and items are restrained from falling?				
Refrigerators and freezers clearly labeled "Not For Storage of Food"?				
No storage of food or drink in refrigerators, unless dedicated for such and clearly labeled?				
Items are not stored within 24 inches of the ceiling (non-sprinkled building) or within 18 inches of the ceiling (sprinkled building)?				
Extension cords are not used to power equipment that heats or cools?				
Extension cords are not "daisy chained" (i.e. one extension cord plugged into another)?				
Extension cords do not run under doors or rugs, above ceilings, or through walls?				
All ceiling tiles in this laboratory are in place, if applicable?				
Waste Management				
Wastes are not discarded into the trash or drain disposal unless specifically approved by EOHS Environmental Compliance Officer?				
Is hazardous chemical or biological waste generated in this laboratory?				
Chemical inventory is in place and checked before ordering new chemicals?				
Waste containers are tightly closed unless actively adding or removing waste?				
Maximum waste storage capacity of 55 gallons is not exceeded?				
Waste containers are in good condition?				
Red, White, or black solid waste containers present?				
Each container is marked with the words "Hazardous Waste" and applicable hazard labels?				
Containers holding used oil are marked with the words "Waste Oil"?				
Waste containers storing hazardous waste at or near sinks and drains are stored within secondary containment?				
Secondary containment vessels are in good condition?				
Is sharps waste generated in this laboratory?				
Sharps wastes are immediately discarded into proper puncture resistant containers?				
Sharps containers are readily available and are not overfilled?				
Is radioactive waste generated in this area?				
Are radioactive waste containers properly labeled?				
Is biological waste generated in this area?				

Biological waste liquids are decontaminated (if applicable) prior to drain disposal?				
Corrective Actions				
On-site corrections:				
Corrections Outstanding:				
Re-inspection needed?				
Non-critical – within 30 days				
Critical – within 48 hours				
Inspector Signature:	Date:			
Laboratory Representative Signature:	Date:			