



**Location:** \_\_\_\_\_

Campus: \_\_\_\_\_

Department: \_\_\_\_\_

Building: \_\_\_\_\_

Room: \_\_\_\_\_

**Roster:** \_\_\_\_\_

Laboratory Safety \_\_\_\_\_ Email: \_\_\_\_\_

**Notes:** \_\_\_\_\_



## Inspection: **Chemical Fume Hoods**

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L02. Are fume hoods free of excess storage?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

L03. Are large pieces of equipment raised to allow air flow?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

L04. Are items placed and procedures conducted at least 6 inches inside fume hood?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

L05. Is there a visual indicator of fume hood flow?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

L06. Is the fume hood sash lowered as much as possible and not raised above the indicated height while working and closed when no one is actively working in the fume hood?

- Yes
- No
- N/A
- Corrected Onsite



Notes:

L07. Are operations using heated perchloric acid performed in a perchloric acid fume hood?

Yes

No

N/A

Corrected Onsite

Notes:

L08. Are fume hood baffles unobstructed?

Yes

No

N/A

Corrected Onsite

Notes:

L01. Are fume hoods used for volatile, flammable, and gaseous hazards?

Yes

No

N/A

Corrected Onsite

Notes:

## **Chemical Handling and Storage Safety**

N07. Are secondary containers labeled properly?

Yes

No

N/A

Corrected Onsite

Notes:

N08. When present, are hydrofluoric, nitric, and perchloric acids stored properly with their own secondary container?

Yes

No

N/A



Corrected Onsite

Notes:

N09. Are hydrofluoric acid (HF) safety procedures posted and observed?

Yes

No

N/A

Corrected Onsite

Notes:

N10. Is unexpired calcium gluconate gel available where hydrofluoric acid (HF) is present?

Yes

No

N/A

Corrected Onsite

Notes:

N11. Is picric acid stored hydrated at all times? Is an appropriate usage log maintained?

Yes

No

N/A

Corrected Onsite

Notes:

N12. Are all flammable/combustible chemicals stored in approved flammable chemical storage cabinets?

Yes

No

N/A

Corrected Onsite

Notes:

N13. Are all flammable/combustible chemicals stored in approved flammable chemical storage refrigerators?

Yes



No  
 N/A  
 Corrected Onsite  
Notes:

N14. Is the total flammable chemical storage limited to 80gallons for research and 20gallons for teaching labs of 200 sq. ft. or greater and half those amounts in smaller labs?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

N15. Are chemicals stored away from intense light sources?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

N16. Are large chemical containers stored near the floor?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

N17. Are bottle carriers and/or transportation carts utilized when moving chemicals from one room to another?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:



N18. Are organic peroxide-forming compounds labeled with receipt date, open date and/or expiration date?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

N19. Are peroxide-forming compounds checked for peroxide formation every 6 months after the open date?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

N21. Are drawers/cabinets with visual barriers properly labeled when they contain chemicals or samples?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

N22. Are labels properly removed and completely defaced on reused chemical containers?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

N23. Are chemicals stored upright?

- Yes
- No
- N/A
- Corrected Onsite



Notes:

N24. Are no more than 5 gallons (~20 liters) of flammable liquids used at one time in the work area?

Yes

No

N/A

Corrected Onsite

Notes:

N26. Is equipment using volatile chemicals 1) inside a fume hood, 2) under local exhaust, or 3) are volatile chemical containers sealed/filtered?

Yes

No

N/A

Corrected Onsite

Notes:

N27. Are storage group 9 chemicals that are also flammable stored in a desiccator inside of a flammables cabinet?

Yes

No

N/A

Corrected Onsite

Notes:

N28. Do original chemical labels meet the requirements of the hazardous communication and laboratory standards (29 CFR 1910.1200 and 1910.1450)?

Yes

No

N/A

Corrected Onsite

Notes:

N02. Has the inventory been entered in Safety Stratus?

Yes

No



N/A  
 Corrected Onsite  
Notes:

N01. Is there a current chemical inventory?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

N03. Are chemical containers in good condition?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

N06. When present, are acids and bases stored separately properly?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

N25. Are secondary containers and/or containment appropriate?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

N04. Are original chemical container labels and EHS barcodes present and legible?

Yes  
 No  
 N/A





Corrected Onsite

Notes:

N05. Are all chemicals segregated by storage group (as defined in Appendix AA of the Laboratory Safety Manual)? Is secondary containment used when needed?

Yes

No

N/A

Corrected Onsite

Notes:

## **Compressed Gases/DI Bottles**

E02. When cylinders are stored or not in use, are the caps in place?

Yes

No

N/A

Corrected Onsite

Notes:

E03. Are main valves closed and the pressure regulators released when not in use?

Yes

No

N/A

Corrected Onsite

Notes:

E04. Are flammable gases present only where there is ongoing use?

Yes

No

N/A

Corrected Onsite

Notes:

E05. Are flammable gases separated from oxidizing agents by at least 20ft?

Yes



No  
 N/A  
 Corrected Onsite  
Notes:

E01. Are cylinders upright/secured? Are securing devices in good condition?  
 Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

## **Electrical Hazards**

I02. Is no more than one item plugged into an individual receptacle?  
 Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

I03. Are extension cords used on a temporary basis only, not as a permanent source of electricity?  
 Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

I04. Do all electrical outlets within 6 ft of a water source have a Ground Fault Circuit Interrupter (GFCI)?  
 Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

I05. Are grounded or polarized plugs unaltered?



Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

I06. Are electrical cords not daisy-chained together?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

I01. Are electrical cords and plugs intact- not damaged or frayed and free of tape, splices or repairs?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

## **Emergency Equipment/Fire Safety**

H01. Are safety showers/eyewashes clearly visible and unobstructed?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

H03. Does lab staff know the location of emergency equipment?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

H05. Is an eighteen inch vertical clearance maintained from sprinkler heads?



Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

H06. Are first aid kits maintained with unexpired/unopened items?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

H08. Are eye wash covers in place?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

H09. Is there an 18 inches (~46 cm) clearance from the center of the spray from the safety shower?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

H02. Are fire extinguishers clearly visible and unobstructed?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

H04. Are exits and means of egress unlocked and unobstructed?

Yes



No  
 N/A  
 Corrected Onsite  
Notes:

H07. Are eyewashes flushed monthly and logged?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

## **Facilities**

F01. If hand sinks are available are towels and soap present?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

F02. Are laboratory floors easily cleaned? (Carpets and rugs are inappropriate)

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

F03. Are bench tops impervious to water and resistant to moderate heat, chemicals, and decontaminating agents?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

F04. Is lab furniture capable of supporting anticipated loading and uses?

Yes



No  
 N/A  
 Corrected Onsite  
Notes:

F05. Are spaces between benches, cabinets, and equipment accessible for cleaning?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

F06. Are chairs covered with easily cleaned (non-fabric) material?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

F08. Are walkways unobstructed and at least 36 inches (~90cm) wide?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

F09. Is there a clearance of at least 32 inches (~80cm) at all work area exits?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

F07. Are building vacuum lines equipped with traps?

Yes  
 No



N/A  
 Corrected Onsite  
Notes:

## **Hazardous Waste Compliance**

K01. Do all chemical waste containers have the orange EHS label?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K05. Are funnels only used while filling waste containers?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K09. Is waste generated by work area personnel under the control of that work area personnel that generated the waste?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K10. Is there not excess storage of waste (i.e., less than 40 gallons / ~150L total, excess biowaste)?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K11. Are waste containers compatible with the contents?

Yes



No  
 N/A  
 Corrected Onsite  
Notes:

K16. Are waste containers free of contamination (e.g., outside of liquid collection containers in inner portions of solid collection containers)?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K02. Are orange EHS labels correctly filled out and in good condition?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K03. Are waste containers appropriate and in good condition?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K04. Are waste containers properly capped?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K06. Is chemical waste kept from being disposed down the sink or in regular waste bins?

Yes





No  
 N/A  
 Corrected Onsite  
Notes:

K07. Are wastes properly stored/segregated?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K08. Is waste generated in the work area kept in the work area until pick up from EHS?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K14. Are waste containers filled no more than 3/4 full?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

K15. Are vented capped used for waste streams subject to pressurization?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

## **Housekeeping**

C01. Are aisles free of slip, trip, and fall hazards?

Yes



- No
- N/A
- Corrected Onsite

Notes:

C02. Are bench tops and work areas free of excess storage and clutter?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

C03. Is broken / chipped glass secured for repair or properly disposed of?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

C04. Are floors and vertical surfaces regularly decontaminated?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

## **Personal Protective Equipment (PPE)**

B09. Is defective, soiled and/or damaged PPE removed from service?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

B11. Is PPE stored in such a way that the inner surfaces that contact the user are not at risk of becoming contaminated?

- Yes



No  
 N/A  
 Corrected Onsite  
Notes:

B12. Is PPE stored in the work area and not in public areas or offices?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

B01. Is appropriate protective equipment and apparel, such as lab coats, available?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

B02. Is protective apparel worn?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

B03. Are gloves available for chemical / biological / physical hazards present in the work area?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

B04. Are appropriate gloves worn while working with chemical / biological / physical hazards?



- Yes
- No
- N/A
- Corrected Onsite

Notes:

**B05. Are used disposable gloves immediately discarded after removal?**

- Yes
- No
- N/A
- Corrected Onsite

Notes:

**B06. Is appropriate eye protection available?**

- Yes
- No
- N/A
- Corrected Onsite

Notes:

**B07. Is appropriate eye protection worn?**

- Yes
- No
- N/A
- Corrected Onsite

Notes:

**B08. Are respirators used by EHS-approved individuals only?**

- Yes
- No
- N/A
- Corrected Onsite

Notes:

**B10. Is soiled, reusable PPE decontaminated?**

- Yes
- No



- N/A
- Corrected Onsite

Notes:

## **Procedural Safety**

A03. Are SDSs available? Do lab personnel know SDS location?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

A04. Do lab personnel know the location of the work area safety plan (WASP)?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

A05. Are there appropriate disinfectant/neutralizer/absorbent materials available for spills? (spill kit)

- Yes
- No
- N/A
- Corrected Onsite

Notes:

A06. Have lab personnel taking the proper training? Is the training documentation available in the laboratory?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

A08. Is there a WASP for the work area? Is the WASP available in the work area?

- Yes



No  
 N/A  
 Corrected Onsite  
Notes:

A09. Has the WASP been reviewed in the past 2 years and/or has it been revised to cover new hazards/operations introduced to the work area?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

A10. Have all lab personnel signed the WASP acknowledgement form?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

A11. Are written standard operating procedures available for all operations conducted and equipment used in the work area?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

A12. Is a safety captain assigned to the work area?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

A13. Do personnel know how and when to submit SCAN and incident reports?

Yes



No  
 N/A  
 Corrected Onsite  
Notes:

### **Special Procedures for Carcinogens, Teratogens, and Highly Toxic or Reactive Chemicals**

G02. Have adequate written procedures been created for the use of these materials?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

G03. Are safety procedures for these materials posted in the immediate work area?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

G01. Are designated work areas for these materials present and labeled?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

### **Waste**

J03. Is clean broken glass/glass waste segregated from regular trash or other wastes?

Yes  
 No  
 N/A  
 Corrected Onsite



Notes:

J04. Are glass waste container not overfilled?

Yes

No

N/A

Corrected Onsite

Notes:

J05. Are only needles and other sharps disposed of in a sharps container?

Yes

No

N/A

Corrected Onsite

Notes:

J06. Are sharps containers not overfilled?

Yes

No

N/A

Corrected Onsite

Notes:

J07. Are glass waste containers appropriate?

Yes

No

N/A

Corrected Onsite

Notes:

J08. Are needles intact and not bent/removed before disposal?

Yes

No

N/A

Corrected Onsite





Notes:

J09. When sharps containers are full, is the lid secured for EHS pick up?

Yes

No

N/A

Corrected Onsite

Notes:

## **Work Practices**

D04. Mouth pipetting is prohibited. Are mechanical pipetting devices available in the work area?

Yes

No

N/A

Corrected Onsite

Notes:

D05. Are work surfaces and equipment decontaminated after any spill or splash?

Yes

No

N/A

Corrected Onsite

Notes:

D06. Are appropriate solutions/neutralizers used for decontamination?

Yes

No

N/A

Corrected Onsite

Notes:

D12. Are sharps secured?

Yes

No

N/A

Corrected Onsite



Notes:

D13. Are the doors to the work area kept closed? Are doors locked when the work area is vacant?

Yes

No

N/A

Corrected Onsite

Notes:

D14. Are kitchen appliances and normal food/drink containers used for lab work properly labeled?

Yes

No

N/A

Corrected Onsite

Notes:

D16. Is broken or leaking equipment tagged out and secured for repair?

Yes

No

N/A

Corrected Onsite

Notes:

D17. Are freezers periodically defrosted to prevent ice build-up?

Yes

No

N/A

Corrected Onsite

Notes:

D18. Is an signed EHS decontamination form attached to equipment tagged out for surplus?

Yes

No

N/A



Corrected Onsite

Notes:

D19. Do soldering stations have a 10 foot zone of clearance?

Yes

No

N/A

Corrected Onsite

Notes:

D20. Are soldering stations using solder contain lead exhausted (i.e., local exhaust, inside a fume hood, or a table-top scrubber)?

Yes

No

N/A

Corrected Onsite

Notes:

D21. Do liquid containers (including waste containers) stored on the floor have secondary containment?

Yes

No

N/A

Corrected Onsite

Notes:

D22. Are sharps containers available in the immediate area where sharps are used?

Yes

No

N/A

Corrected Onsite

Notes:

D01. Does hand washing occur after removal of gloves and before leaving the laboratory?

Yes



No  
 N/A  
 Corrected Onsite  
Notes:

D02. Are food, drink, medicine, cosmetics, or other personal hygiene products not stored or consumed in lab?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

D03. Is proper lab attire worn? (no shorts, open-toed shoes or cloth shoes)

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

D07. Are ignition sources kept from where flammable materials are used or stored?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

D08. Are pulleys, belts and other moving parts properly guarded?

Yes  
 No  
 N/A  
 Corrected Onsite  
Notes:

D09. Are closed systems under heat or pressure contained behind a blast shield or in a fume hood with the sash closed?



- Yes
- No
- N/A
- Corrected Onsite

Notes:

D10. Are cryogenic liquids stored in Dewar flasks or cold traps wrapped with screens, friction tape, or a metal jacket?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

D11. Are needles kept from being recapped? If needles are recapped, is an EHS-approved SOP in place and posted?

- Yes
- No
- N/A
- Corrected Onsite

Notes:

D15. Are devices containing mercury secured with secondary containment?

- Yes
- No
- N/A
- Corrected Onsite

Notes: