Location:

Campus: _____

Department: _____

Building: _____

Room: _____

Roster:

Biological Lab Safety Email: _____

Laboratory Safety Email: _____

Notes:

Inspection:

Biosafety Cabinets (BSC) and Laminar flow hoods

M02. Are volatile and/or toxic chemicals not use in un-ducted BSCs?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M03. Are BSCs tagged with annual inspection data?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M04. Are laminar flow hoods used properly as sterile working surfaces such that viable organisms and/or hazardous chemicals are not used within the laminar flow hood?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M06. Is storage within the BSC limited to pipets?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M07, Are operations done at least 6 inches inside the BSC?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite

Notes:

M08. Are intake grilles unobstructed when the BSC is in use?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M09. Are UV lights not used as the primary means of disinfecting the BSC?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M10. Are UV lights properly maintained?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M11. Are open flames not used in BSCs and laminar flow hoods?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M12. Is the use of ethanol limited within the BSC?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite

Notes:

M13. Are disinfectants other than ethanol used to clean the BSC?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

M14. Are contaminated items decontaminated or properly contained prior to removal from the BSC?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

BSL1-BIOWASTE

Q01. Are labeled, non-sharps, biological waste containers available? Is the number of containers adequate?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

Q02. Other than bench-top collection, is biowaste secured in leak-proof container(s) with lid(s) during accumulation?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

Q03. Are all cultures, stocks, and other potentially infectious materials decontaminated by a TCEQ-approved method before disposal? Is there a written procedure in place?

[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

Q04. Are materials to be decontaminated outside of the immediate work area placed in a labeled, durable, leak-proof container and secured for transport?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

Q05. Is biowaste properly prepared for autoclaving?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

Q06. Is chemical and steam treatment of biological waste logged?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

Q07. Are EHS-provided biobarrels properly prepared for pick up (i.e., no loose waste in the biobarrel, liner tied off, etc.)?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

BSL1 - FACILITIES

R01. Is a sink for hand washing present?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

R02. Is an effective integrated pest management program in place?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

BSL1-PRACTICES

P01. Does the lab have access to a copy of the CDC's most current edition of Biosafety in Microbiological and Biomedical Laboratories?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P02. Does the lab have access to a copy of the NIH's most current edition of Guidelines for Research Involving Recombinant DNA Molecules if recombinant work is being performed?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P03. Does the laboratory supervisor enforce the institutional policies that control access to the laboratory?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite

Notes:

P04. Are SOPs in place for the proper use and disposal of sharps?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P05. If reusable devices are used, are scalpel blades replaced using mechanical means?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P06. Is broken glassware handled by mechanical means and not handled directly?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P07. Are procedures performed in such a way as to minimize the creation of splashes and/or aerosols?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P08. Is a biological-specific spill kit available in the laboratory? Is freshly prepared disinfectant available if work is going on?
[ ] Yes
[ ] No

[ ] N/A
[ ] Corrected Onsite
Notes:

P09. Are work surfaces decontaminated with an appropriate disinfectant after completion of work and after any spill or splash of potentially infectious material?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P10. Does hand washing occur after handling potentially infectious material and before leaving the lab?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

P11. Do personnel receive annual updates or additional training when procedural or policy changes occur?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

BSL2-FACILITIES

S01. Are the doors to the work area lockable?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

S02. Are vacuum lines protected with liquid disinfectant traps and/or HEPA filters?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

S03. Is an eyewash station readily available (i.e., within the laboratory)?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

S04. If windows that open to the exterior are present, are they fitted with screens?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

BSL2-SPECIAL PRACTICES

O03. Are TTU custodial and maintenance staff not allowed to enter the work area to remove trash, clean or make repairs unless the procedures in the University Laboratory Safety Manual (B9.2.4) are followed?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O04. Is access to the work area limited when experiments are in progress?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite

Notes:

O06. Have all personnel potentially exposed to human materials completed Bloodborne Pathogen Training?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O07. Are proficiency levels of lab workers checked? How often?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O08. Is there a medical surveillance program in place? (i.e., Have pertinent vaccines been offered and/or required when applicable? Are there procedures for fever watch?)
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O11. Is there a laboratory-specific biosafety manual that includes written laboratory procedures and written emergency plan for the laboratory?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O12. Is lab equipment used in conjunction with potentially infectious materials (e.g., refrigerator, incubator, cold rooms, freezers, storage cabinets, and biosafety cabinets labeled with the universal biohazard symbol?

[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O16. Is the biological safety cabinet located away from doors, room ventilation and heavily traveled areas and other disruptive equipment so as to maintain undisturbed airflow?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O17. Are emergency phone numbers easily accessible?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O18. Is there routine decontamination of equipment? Is there a log?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O19. Are laboratory benches, floors and equipment decontaminated after a splash or spill of biological material?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O22. Is the laboratory-specific biosafety manual (bio-WASP) available and accessible in the laboratory? This information may be covered in the WASP and not a separate document.
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O24. Are personnel trained in the proper containment and decontamination of a spill involving infectious material?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O25. Do the doors to the work area remain closed at all times?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O26. Is access control to the laboratory enforced?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O27. Are all persons that enter the laboratory advised of the potential hazards and do they meet any specific entry/exit requirements?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite

Notes:

O28. Are animals and plants not associated with the work being performed not allowed in the laboratory?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O29. Are properly maintained BSCs, other appropriate protective equipment, or other physical containment devices used whenever procedures with a potential for creating infectious aerosols or splashes are conducted and /or high concentrations or large volumes of infectious agents are used?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O30. Are potentially infectious materials placed in a durable leak proof container during collection, handling, processing, storage, or transport within the laboratory?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O31. Does routine decontamination of the laboratory area occur weekly? Less often for low throughput areas.
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O32. Is equipment decontaminated before repair, maintenance, or removal from the laboratory?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

O33. Are materials to be decontaminated outside of the laboratory placed in a labeled, durable, leak proof container and secured for transport?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

Chemical Fume Hoods

L01. Are fume hoods used for volatile, flammable, and gaseous hazards?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

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:

Chemical Handling and Storage Safety

N01. Is there a current chemical inventory?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

N02. Has the inventory been entered in Safety Stratus?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

N03. Are chemical containers in good condition?
[ ] 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:

N06. When present, are acids and bases stored separately properly?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

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:

N25. Are secondary containers and/or containment appropriate?
[ ] 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:

Compressed Gases/DI Bottles

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

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:

Electrical Hazards

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:

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:

Emergency Equipment/Fire Safety

H01. Are safety showers/eyewashes clearly visible and unobstructed?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

H02. Are fire extinguishers 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:

H04. Are exits and means of egress unlocked and unobstructed?
[ ] 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:

H07. Are eyewashes flushed weekly?
[ ] 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:

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:

F07. Are vacuum lines equipped with traps?

[ ] 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:

Hazardous Waste Compliance

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

K05. Are funnels only used while filling waste containers?
[ ] 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:

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:

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:

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:

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)

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:

B09. Is defective, soiled and/or damaged PPE removed from service?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite
Notes:

B10. Is soiled, reusable PPE decontaminated?
[ ] 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:

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:

A07. Are special hazard signs (e.g. Biohazard, LASER, Radiation, etc.) posted when required for the work area?
[ ] 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

G01. Are designated work areas for these materials present and labeled?
[ ] Yes
[ ] No
[ ] N/A
[ ] Corrected Onsite

Notes:

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:

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

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:

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:

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:

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:

D15. Are devices containing mercury secured with secondary containment?
[ ] 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: