



SCU LABORATORY INSPECTION CHECKLIST

Laboratory Supervisor: _____ Department: _____

Building: _____ Room: _____

Inspector(s): _____ Inspection Date: ____/____/____

*Provide an explanation or corrective action on reverse side of this page for responses. Be sure to retain all documentation regarding inspections, including findings **and** corrective actions taken for a minimum of 1 year. Contact Sean Collins, EHS Director, at ext 5078 for questions or additional information.*

General Safety

Yes	No	N/A	Inspected Item
			1) Have there been any changes in the set up of the laboratory or types of processes and procedures conducted in the laboratory? <i>If there has been a change, stop this inspection and request that a Laboratory Risk and Hazard Assessment and/or PPE Assessment be conducted per SCU Hazard Assessment Program.</i>
			2) Are the appropriate warning signs posted at the laboratory door (radioactive, flammable, corrosive, etc.)?
			3) Does the chemical fume hood have the annual inspection, flow rate test and flow rate indicator?
			4) Are the areas around fire extinguishers, pull alarms, emergency showers/eyewash, and electrical panels clear?
			5) Is there an eighteen-inch vertical clearance maintained from fire sprinkler heads (e.g., over shelves)?
			6) Are the cabinets, furniture, and equipment taller than 4 feet seismically anchored?
			7. Are the refrigerators/freezers/microwaves labeled either "Food & Drink Only" or "No Food & Drink" and "Flammable Storage" or "No Flammable Storage" as appropriate?
			8) Are food and drink consumed in laboratory?
			9) Are any extension cords and power strips daisy chained and are there permanent extension cords in use?
			10) Are there unapproved uses of portable heaters or halogen lamps?
			11) Is there exposed wiring or damaged electrical cords?
			12) Are soldering and heat guns unplugged when not in use?
			13) Are ceramic hot plates cracked or otherwise damaged?
			14) Are floors dry with aisles and doorways unobstructed with 36" minimum clearance (i.e. no material storage or other blockages)?
			15) Are bench tops (including hoods) reasonably organized and clean?
			16) If present, are exit signs visible?
			17. Exit doors can be opened from the inside without special knowledge, keys, slide bolts or locks?
			18) Is PPE, as specified by the Laboratory Hazard Assessment, available and in use?

Hazardous Materials and Waste

Yes	No	N/A	Inspected Item
			19) All containers, including non-hazardous chemicals and wastes, legibly labeled and for hazardous chemicals and waste, labeled according to the SCU Hazard Label requirements (Appendix H of the Chemical Hygiene Plan)?
			20) Incompatible materials and wastes are properly segregated?
			21) Chemical and waste containers are in good condition, free of spillage in the secondary containment and closed except during use (no funnels)?
			22) Flammable liquids (including flammable waste and acetic acid) are stored in flammable cabinets or refrigerators as appropriate when not in use?
			23) Are hazardous materials or wastes are stored near sinks or drains?
			24) Peroxide-forming chemicals are labeled according to the date of purchase, date opened, and disposed before the expiration date occurs (disposed of after 18 months from date of receipt or 3 months from date of opening)?
			25) Extremely Hazardous wastes are properly identified and kept in quantities of less than one quart?
			26) Do the hazardous waste labels indicate that the waste has not been stored more than nine months?
			27) Is the red bag hazardous waste treated/disposed of within 7 days?
			28) Laboratory practices minimize volatilization (i.e. traps used, open-container procedures minimized)?
			29) Is storage in fume hoods minimized and sashes are kept closed when not in use?
			30) Glass and sharps (needles, syringes, razor blades, etc.) are stored in sharps container and properly labeled?
			31) Have the eyewash, safety shower and/or fire extinguisher been inspected in the last 30 days?
			32) Does the lab use chemical abbreviations on its chemical containers? (If Yes, answer the following question.)
			33) Is the abbreviation list clearly posted? (Template available on the EHS website.)

