

## LABORATORY INSPECTION CHECKLIST

Building & Room:	Inspection By:
PI/Area Supervisor:	Date:

All Laboratory spaces containing hazardous materials must be inspected at least semiannually. For Each item check Yes, No, or N/A. Be sure to retain all documentation regarding inspections, including findings and corrective actions taken for and “No” responses.

Y	N	N/A	GENERAL SAFETY AND PPE
			1. Area around fire extinguishers, pull alarms, emergency showers, and electrical panels kept clear?
			2. Floors dry and free of slip hazards; bench tops (including hoods) reasonably organized and clean?
			3. Floors are clear and aisles unobstructed?
			4. Eighteen inch vertical clearance maintained below fire sprinkler heads (e.g., over shelves)?
			5. Food, beverages, tobacco and cosmetics are absent from work areas?
			6. Refrigerators/freezers labeled either "Food & Drink Only" or "No Food & Drink"?
			7. Extension Cords and power strips not daisy chained and no permanent extension cords in use?
			8. No exposed wiring or damaged electrical cords?
			9. PPE available and in use? No sandals, open toed shoes or shorts
			10. Appropriate signage posted? (first aid, entry, PPE, safety shower)
			11. Eye wash and safety shower inspection records? Last inspected within 7 days?
			12. SDS binder available and up-to-date?
			13. Soap and paper towels available at all sinks?
			14. Hazardous material spill cleanup kits and first aid kits available?
			HAZARDOUS MATERIALS & WASTES
			15. All containers, including non-hazardous chemicals and wastes, legibly labeled with the full chemical or trade name (note: abbreviations/formulas are not adequate)?
			16. All hazardous materials and oil pumps stored in secondary containment free of spilled material?
			17. Incompatible materials properly segregated
			18. Chemical and waste containers in good condition and kept closed except during use (no funnels)?
			19. Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable liquid storage cabinet?  Note: Up to 10 gallons per control area (Not Per individual lab) may be stored outside of cabinets. Control areas with cabinet credit are required to store 100% of their flammable liquid inventory inside cabinets.
			20. Flammables that are refrigerated are placed in explosion-proof or flammables refrigerators only?
			21. Flammables stored away from ignition sources?
			22. No hazardous materials near sinks or drains unless secondary containment is provided?
			23. Hazardous chemicals stored below eye level?
			24. All hazardous wastes collected in compatible containers with completed Hazardous Waste Labels and kept for no longer than 6 months from "accumulation date" on waste tag?
			25. Biohazardous waste in red bags with proper signage in hard sided, closed secondary containment with biohazard symbols on four sides and top?

