|  |  |  |  |
| --- | --- | --- | --- |
| **Inspector:** |  | **Date:** |  |
| **Inspector phone:** |  | **Accompanied by:** |  |
| **Inspector email:** |  |  |

|  |  |
| --- | --- |
| **Laboratory Information** | |
| Department |  |
| Principal Investigator (PI)/Laboratory Instructor |  |
| PI telephone number |  |
| PI e-mail address |  |
| Building |  |
| Laboratory room number(s) |  |
| Lab Safety contact person |  |
| Lab Safety contact telephone number |  |
| Lab Safety contact e-mail address |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Radiation** |  | **Lasers**  (Highest Class:\_\_\_\_\_\_) |  | **Biosafety 2 or greater** |  | **Animals** |  | **Hazardous Drugs** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Chemical Classes Present** | | | |
|  | Particularly Hazardous Substances  (select carcinogens, acute toxins, reproductive toxins) |  | Flammable Chemicals |
|  | Regulated Carcinogens |  | Flammable Gases |
|  | Pyrophorics |  | Toxic Gases |
|  | Water Reactives |  | Explosive Chemicals |
|  | Reducing Agents |  | Peroxide Formers |
|  | Oxidizers |  | Corrosive Chemicals |

| **Documentation and Training** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Laboratory Safety Manual (LSM): Personnel know how to access online LSM on EHS website |  |
|  |  |  |  | Chemical Hygiene Plan (CHP) accessible and personnel read & signed document |  |
|  |  |  |  | Standard Operating Procedures (SOP) accessible; personnel trained on them |  |
|  |  |  |  | Information on the contents of WAC Chapter 296-828 “Hazardous Chemicals in Laboratories” and where to find a copy are provided to employees |  |
|  |  |  |  | Laboratory floor plan showing availability of safety equipment |  |
|  |  |  |  | Lab personnel have been trained on the hazards and protection measures of chemicals they work with |  |
|  |  |  |  | Employees subject to Bloodborne Pathogens have attended training |  |
|  |  |  |  | Training records are available for PPE; hazard assessment documents present |  |
|  |  |  |  | Dangerous (hazardous) chemical waste training documented |  |
|  |  |  |  | Inspections performed at least annually and documented by PI or supervisor |  |
|  |  |  |  | Medical/exposure monitoring performed and documented when required (e.g. formaldehyde) |  |

| **Hazard Communication and Signage** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | SDSs are accessible (hard copy or electronic) |  |
|  |  |  |  | Current chemical inventory available |  |
|  |  |  |  | Laboratory Signage Program sign posted, updated annually |  |
|  |  |  |  | Signage used for Biosafety facilities |  |
|  |  |  |  | Chemical storage cabinets labeled (e.g. flammables, corrosives, etc.) |  |
|  |  |  |  | Refrigerators/freezers labeled with food/drink specifications |  |
|  |  |  |  | Laboratory sink water faucets and eyewash stations are labeled (if required) “CAUTION: Non-Potable Water. DO NOT DRINK.” |  |
|  |  |  |  | Chemical containers (primary & secondary) labeled per HazCom requirements, no conflicting labels |  |

| **Emergency Information and Equipment** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Emergency assistance/contact information posted in laboratory |  |
|  |  |  |  | Safety showers, eyewash stations, and drench hoses are available within 10 seconds and 50 feet of the chemical hazard with no obstructions in the travel path (e.g. steps, doors without crash bars) |  |
|  |  |  |  | Eyewash stations and drench hoses are activated weekly (Do not activate shower unless a true emergency) |  |
|  |  |  |  | Areas around emergency washing equipment kept clear (e.g. Showers must have 16 inches clearance in each direction, eyewash units do not have glassware around them) |  |
|  |  |  |  | First-Aid Kits present and properly stocked (contents not outdated) |  |
|  |  |  |  | Laboratory Spill kit properly stocked and accessible, spill procedures known |  |

| **Personal Protective Equipment (PPE)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Closed toe shoes and long pants worn by laboratory personnel |  |
|  |  |  |  | Laboratory coats properly selected and worn |  |
|  |  |  |  | Gloves properly selected and worn |  |
|  |  |  |  | Proper eye protection worn (e.g. goggles must be worn for splash protection) |  |
|  |  |  |  | Adequate/appropriate PPE available (e.g. UV/IR glasses, face shields, lab aprons, cryogenic gloves) |  |
|  |  |  |  | Personnel enrolled in Respiratory Protection Program when required |  |
|  |  |  |  | Sink, soap and towels available for hand washing |  |

| **Fire Safety** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Fire extinguishers present, functional, properly located, visibly signed, and accessible (not blocked) |  |
|  |  |  |  | Labs where combustible metals are present have a Class D extinguisher |  |
|  |  |  |  | Storage clearance from ceiling is 18 inches when sprinklers present and 24 inches without sprinklers |  |
|  |  |  |  | Excess combustible materials cleared away (e.g. paper, garbage, etc.) |  |

| **Housekeeping** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Aisles/walking paths not blocked (24” minimum width) |  |
|  |  |  |  | Means of egress/emergency exits/ corridors not blocked (36” minimum width) |  |
|  |  |  |  | Laboratory doors kept closed |  |
|  |  |  |  | Spills are cleaned up promptly (provided spills can be safely cleaned up in under 15 minutes wearing normal PPE) |  |
|  |  |  |  | Minimal floor chemical storage, adequate safety cabinetry, secondary containment and work space |  |
|  |  |  |  | Chemical containers on floor are in secondary containment |  |
|  |  |  |  | No evidence of food, drink or smoking |  |
|  |  |  |  | Slip, trip and fall hazards minimized |  |
|  |  |  |  | Minimal glassware on bench top, in sinks |  |
|  |  |  |  | Minimal glassware in fume hood |  |
|  |  |  |  | Proper sharps disposal and sharps containers less than ¾ full |  |
|  |  |  |  | Proper disposal of glass waste |  |
|  |  |  |  | Biohazardous waste properly stored |  |
|  |  |  |  | Laboratory environment safe for custodial services to enter |  |
|  |  |  |  | No fabric/upholstered furniture/chairs |  |

| **Fume Hoods and Ventilation** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Fume hoods certified within 1 year |  |
|  |  |  |  | Proper sash height indicated |  |
|  |  |  |  | Sash down when not in use |  |
|  |  |  |  | Sash stoppers functional when present |  |
|  |  |  |  | Hoods have adequate work space, free from excessive storage and are clean |  |
|  |  |  |  | Materials not stored within 6 inches of hood face |  |
|  |  |  |  | Large equipment in hood raised a few inches to allow airflow underneath |  |
|  |  |  |  | Fume hoods are properly sited (e.g. not in walkway, near door, against wall) |  |
|  |  |  |  | Supply air properly sited (not oblique to hood/introducing turbulence) |  |
|  |  |  |  | Fume hood components are in good condition |  |
|  |  |  |  | Audible/visual alarm functional |  |
|  |  |  |  | Sash moves with less than 5 lbs. pressure |  |
|  |  |  |  | Fume hood/local exhaust is adequate in this laboratory |  |
|  |  |  |  | Laboratory workers are properly trained in fume hood use |  |
|  |  |  |  | Flammable storage cabinets vented (Not a regulatory requirement) |  |
|  |  |  |  | Corrosive storage cabinets vented (Not a regulatory requirement) |  |
|  |  |  |  | Gas cylinder storage cabinets vented |  |
|  |  |  |  | Biosafety cabinets certified within 1 year |  |
|  |  |  |  | Laboratory is negatively pressurized if hazardous/dangerous agents are present |  |
|  |  |  |  | Laboratory windows are maintained closed |  |

| **Chemical Storage and Compatibility** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Chemical containers in good condition |  |
|  |  |  |  | Less than 10 gallons flammables stored outside flammable storage cabinets |  |
|  |  |  |  | Maximum 60 gallons flammables per cabinet and maximum 3 cabinets per lab/control/fire area |  |
|  |  |  |  | Oxidizers not stored with flammables/combustibles |  |
|  |  |  |  | Combustible materials not stored with flammables |  |
|  |  |  |  | Strong acids and strong bases not stored together and stored in secondary containment |  |
|  |  |  |  | Flammable and corrosive liquids not stored above eye level |  |
|  |  |  |  | Minimal acids stored outside corrosive cabinet |  |
|  |  |  |  | Hydrofluoric acid properly handled and stored |  |
|  |  |  |  | If hydrofluoric acid in lab, calcium gluconate gel is present, and personnel know location |  |
|  |  |  |  | Perchloric acid properly handled and stored |  |
|  |  |  |  | Ethers and peroxidizable compounds dated |  |
|  |  |  |  | Water reactive chemicals segregated, contained and labeled |  |
|  |  |  |  | Pyrophoric chemicals segregated, properly contained and labeled |  |
|  |  |  |  | Health hazard chemicals (e.g. carcinogens, mutagens, reproductive toxins, highly toxic) segregated and stored in designated areas by hazard class |  |
|  |  |  |  | Hazardous chemicals, compressed gases and cryogens not stored in cold rooms & freezers due to lack of ventilation |  |
|  |  |  |  | Mercury containing equipment removed or stored safely to prevent breakage |  |

| **Gas Cylinders** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Gas cylinders secured upright to stable structure with chain/braided strap |  |
|  |  |  |  | Gas cylinder valve protection caps in place when not in use |  |
|  |  |  |  | Gas cylinders not stored near laboratory entrance |  |
|  |  |  |  | Cylinders not stored or used in public hallways/exitways/means of egress |  |
|  |  |  |  | Cylinder contents clearly labeled |  |
|  |  |  |  | Empty cylinders not stored with full cylinders |  |
|  |  |  |  | Cylinders are in good condition |  |
|  |  |  |  | Regulators in good condition and properly attached |  |
|  |  |  |  | Tubing is in good condition and tightly connected to equipment |  |

| **Dangerous Waste** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Dangerous Waste containers properly & accurately labeled: chemical names (no abbreviations), hazard(s) identified, & constituent percentages add up to 100% |  |
|  |  |  |  | Dangerous waste containers do not have conflicting labels |  |
|  |  |  |  | Waste is compatible with the container |  |
|  |  |  |  | Secondary containment is provided for waste |  |
|  |  |  |  | Bottles are filled to a safe level (sufficient head space) |  |
|  |  |  |  | Waste container caps closed when not in use (no funnels in bottles), vented caps are used as appropriate |  |
|  |  |  |  | Containers are clean on the outside |  |
|  |  |  |  | Containers do not leak |  |
|  |  |  |  | Incompatible wastes are separated |  |

| **Mechanical and Electrical Safety** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Y** | **N** | **S** | **NA** | **Inspected** | **Comments** |
|  |  |  |  | Electrical panel accessible (30 inches of access clearance) |  |
|  |  |  |  | Plugs, cords, outlets in good condition |  |
|  |  |  |  | No overloaded outlets or daisy chains |  |
|  |  |  |  | Extension cords used only temporarily and do not pose tripping hazard |  |
|  |  |  |  | Power cords are not routed under doors, carpets or through ceilings |  |
|  |  |  |  | Power strips secured off floor away from liquids |  |
|  |  |  |  | Ground Fault Circuit Interrupters (GFCI’s) provided, where applicable |  |
|  |  |  |  | Outlets within 6 feet of water source have GFCI protection |  |
|  |  |  |  | Movable parts guarded on equipment |  |
|  |  |  |  | Emergency shutoff switches where applicable |  |
|  |  |  |  | Equipment removed from service is locked and/or tagged out to prevent unauthorized use |  |
|  |  |  |  | Labs with pressurized vessels: Each has been tested/labeled |  |
|  |  |  |  | Flexible neoprene or braided steel tubing used for gas burners |  |
|  |  |  |  | Drain traps are filled weekly/biweekly to prevent odor problems |  |
|  |  |  |  | Tubing/hoses attached to faucets are cut off above the sink line to prevent backflow into water/DI water system |  |

| **Notes** |
| --- |
|  |