

## LABORATORY INSPECTION CHECKLIST

<b>I. LABORATORY WORK PRACTICES</b>		
	<b>Yes/No</b>	<b>Comments</b>
No Smoking and No Food & Beverages rules are observed. Food and beverages are not stored in the laboratory areas, refrigerators or in glassware that is also used for laboratory operations.	Yes/No	
“No Food & Drink” signs are posted in the laboratory and on all refrigerators.	Yes/No	
Laboratory surfaces are cleaned; disinfected or decontaminated after work is performed.	Yes/No	
Hoods are not being used for storage and sashes are kept closed when not in use.	Yes/No	
<b>II. HOUSEKEEPING</b>		
	<b>Yes/No</b>	<b>Comments</b>
Laboratory and storage areas are uncluttered and orderly (including benchtop).	Yes/No	
Aisles & exits are free from obstruction.	Yes/No	
Electrical cords are in good condition and are UL listed.	Yes/No	
Tools and equipment are in good repair and electrically grounded.	Yes/No	
Tops of cabinets and shelves are free from stored items.	Yes/No	
Heavy objects are confined to lower shelves.	Yes/No	
Glassware is free from cracks, chips, sharp edges and other defects.	Yes/No	
Broken glass containers are available and in use.	Yes/No	
<b>III. PERSONAL PROTECTIVE EQUIPMENT</b>		
	<b>Yes/No</b>	<b>Comments</b>
Protective gloves are available and matched to hazards involved.	Yes/No	
Eye protection is available and in use.	Yes/No	
Lab coats are available and in use.	Yes/No	
Lab coats are only worn in the laboratory and are removed before entering offices, lunchrooms, rest rooms, conference rooms and other non-laboratory general use areas. (This includes disposable protective clothing).	Yes/No	
Respirators are provided when necessary and selected on the basis of hazard present.	Yes/No	
Employees wearing respirators have been medically approved to wear the respirator and have a current respirator fit-test (required annually).	Yes/No	
Respirators are used correctly, cleaned after every use and stored in a convenient, clean and sanitary area.	Yes/No	
<b>IV. HAZARD COMMUNICATION</b>		
	<b>Yes/No</b>	<b>Comments</b>
Primary & secondary chemical containers are labeled with identity, appropriate hazard warnings, and expiration dates.	Yes/No	
Signs on storage areas and laboratories are consistent with hazards within.	Yes/No	
MSDS binders are available for chemicals used and stored in area.	Yes/No	
Employees know the location of the MSDS binders for their work area.	Yes/No	
<b>V. CHEMICAL STORAGE</b>		
	<b>Yes/No</b>	<b>Comments</b>
Incompatible materials are segregated.	Yes/No	
Corrosives and flammables are stored below eye level.	Yes/No	
Hazardous materials used/stored in the laboratory are limited to small quantities.	Yes/No	
Unnecessary, unused, or outdated materials are removed from laboratories and chemical storage areas.	Yes/No	
Safety carriers are available and in use while transporting chemicals.	Yes/No	
All lab carts have side rails.	Yes/No	
No chemicals are stored on the floor.	Yes/No	

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<b>VI. FLAMMABLE LIQUIDS STORAGE &amp; HANDLING</b>		
	<b>Yes/No</b>	<b>Comments</b>
Flammable liquids are stored and used away from ignition sources.	Yes/No	
Flammables requiring refrigeration are stored in explosion proof refrigerators.	Yes/No	
Bulk quantities of flammable liquids are stored in approved storage cabinets.	Yes/No	
Flammable liquid storage cabinets are properly labeled.	Yes/No	
Flammable liquid storage cabinets close properly.	Yes/No	
Flammables stored within the storage cabinet are within permissible quantities recommended by the manufacture (see label on inside of cabinet door)	Yes/No	
Flammables stored within safety cans are within permissible quantities (limit = 25 gallons).	Yes/No	
Flammables stored on the shelves and not stored in safety cans are within permissible quantities (limit = 10 gallons).	Yes/No	
Total quantity of flammable and combustible liquids in the laboratory does not exceed 50 gallons, with not more than 10 gallons being Class IA liquids.	Yes/No	
Safety cans used to handle small quantities of flammable liquids are properly labeled.		
Nothing is stored on top of flammable cabinets.		
<b>VII. COMPRESSED GAS CYLINDERS</b>		
	<b>Yes/No</b>	<b>Comments</b>
Gas cylinders are properly chained/secured.	Yes/No	
Cylinder caps are in place when cylinders are not in use or being moved.	Yes/No	
Gas cylinders are transported on a cart with chains.	Yes/No	
Gas cylinders are stored away from excessive heat.	Yes/No	
Fuel gas cylinders are at least 20 feet way from oxygen cylinders.	Yes/No	
Gas cylinders are properly marked as to their contents.	Yes/No	
Full and empty cylinders are stored separately.	Yes/No	
Empty gas cylinders are labeled "EMPTY."	Yes/No	
Hoses, tubing and regulations are in good working condition.	Yes/No	
<b>VIII. WASTE HANDLING</b>		
	<b>Yes/No</b>	<b>Comments</b>
No liquid waste is disposed of in the sinks or the sewer.	Yes/No	
Waste streams are separated as necessary: ex. Solid vs. liquid, hazardous vs. non-hazardous, halogenated vs non-halogenated, etc.	Yes/No	
Syringes and other sharp waste are disposed of into a sharps container.	Yes/No	
Waste material is not allowed to accumulate on the floors, in corners or under shelves/tables in laboratories.	Yes/No	
All chemical wastes have been labeled with the "WCU Hazardous Chemical Waste Tag"	Yes/No	
<b>X. MEANS OF EGRESS AND EMERGENCY EXITS</b>		
	<b>Yes/No</b>	<b>Comments</b>
Exits are clearly marked and free of obstruction.	Yes/No	
All fire doors are kept closed.	Yes/No	
Emergency exit lights are working and clear of obstruction.	Yes/No	
Emergency evacuation routes are posted in common hallways.	Yes/No	
Telephones are labeled with emergency numbers.	Yes/No	

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<b>X. SAFETY EQUIPMENT</b>		
	<b>Yes/No</b>	<b>Comments</b>
Safety showers and eye wash stations are located within 50' of all laboratories.	Yes/No	
Safety showers and eye wash stations are clearly labeled, and these areas are clear from obstruction.	Yes/No	
All showers and eye wash stations are clean, covers are replaced and they are in good working condition.	Yes/No	
Fire extinguishers for the appropriate type of hazard are available.	Yes/No	
Area around fire extinguishers and pull alarms are kept clear.	Yes/No	
Fire detection devices, smoke alarms, sprinkler systems, lighted exit signs are in good working condition.	Yes/No	
First-aid supplies are readily available and clearly visible.	Yes/No	
<b>XI. OTHER LABELING &amp; POSTING</b>		
	<b>Yes/No</b>	<b>Comments</b>
Warning signs and labels are present whenever required (e.g. carcinogen, mutagen) where chemicals are stored.	Yes/No	
"No Smoking" signs are posted in prohibition areas.	Yes/No	
<b>XII. BIOHAZARDOUS MATERIALS</b>		
	<b>Yes/No</b>	<b>Comments</b>
Biohazard symbols are posted on access doors to biohazard laboratories and animal rooms and on potentially contaminated equipment.	Yes/No	
Biological waste is placed in red bags and appropriately marked with the biohazard symbol.	Yes/No	
<b>XIII. RADIOACTIVE MATERIALS</b>		
	<b>Yes/No</b>	<b>Comments</b>
Appropriate protective clothing is available and in use when working with radioactive materials.	Yes/No	
Employees are wearing the appropriate radiation dosimeter devices (i.e., badge, ring)	Yes/No	
Radioactive waste is properly marked with the radiation symbol.	Yes/No	
"Caution- Radioactive Material" signs are posted on doors of all authorized laboratories and on refrigerators/freezers where materials are stored.	Yes/No	