

Inspection Information	
Inspector:	Date:
Location (Building and Rooms):	
Accompanied by:	
Contact information:	
Materials/Equipment/Processes Present	
Radioactive materials (RAM)	Radiation producing equipment
BSL2/ABSL2	r/sNA materials
Human blood or body fluids	Class 3B or 4 lasers
Animals	Controlled substances
Particularly Hazardous Substances (select carcinogens, acute toxins, reproductive or developmental toxins)	Regulated carcinogens
Class 1 flammable liquids	Pyrophoric materials
Highly energetic materials or explosives	Peroxide formers
Water reactives	Flammable or toxic gases
Oxidizers	Corrosives
Cryogenics	Nanomaterials
Chemical distillation	Hot processes
High voltage	Open flames
N95 respirator	Elastomeric respirator
Fume hood	Biosafety cabinet
Glove box	Gas cabinet
Autoclave	Other engineering controls
Comments:	

Inspection				
Documentation, Training, and Hazard Communication				
Y	N	N/A	Inspection Criteria	Comments
			Chemical Hygiene Plan accessible to all laboratory personnel	
			Exposure control plan accessible to all laboratory personnel	
			Emergency procedures posted in laboratory	
			All lab members current with required training (specify training in comments)	
			Hazardous material/equipment/process specific training conducted and documented	
			Standard operating procedures in place for hazardous experiment/equipment/processes	
			SDS available and accessible for hazardous chemicals	
			Current chemical inventory available	
			All containers clearly labeled with contents (no abbreviations, hazard warning) and dated	
			Chemical storage cabinets/rooms labeled	
			Refrigerators/freezers labeled with food and drink specifications	
Fire Safety and Emergency Equipment				
			A minimum of 18" clearance is maintained from the ceiling to stored items	
			An appropriate fire extinguisher is present, charged, and accessible	
			Fire extinguisher tag is current and signage is visible	
			Exits/aisles/corridors are not blocked	
			Laboratory doors are kept closed	
			Safety shower and eyewash is accessible within 10 seconds of travel	
			Safety showers and eyewashes are inspected monthly and	

			signage is visible	
			At least 16" clearance around safety shower is maintained in each direction	
			Appropriate first-aid kit present, stocked, and without expired products	
			Appropriate chemical spill materials or kit available and spill procedures are known to staff	
			Sink available for handwashing	
Laboratory Attire and PPE				
			Appropriate laboratory attire is worn (long pants, closed toe shoes)	
			Appropriate PPE is worn when working in the laboratory (lab coat, gloves, eye protection)	
			Specialized PPE is worn when required (cryogen gloves, face shield, flame-resistant lab coat, etc.)	
			Adequate supply of PPE is available and PPE is in good condition	
Laboratory Housekeeping				
			No food or drink in lab areas	
			Secondary containment provided for floor storage of glass bottles that contain chemicals	
			Benchttop, sink, and fume hood housekeeping is maintained	
			Sharps are properly disposed of (broken glass, pipettes, needles, razors, etc.)	
			Sharps containers less than $\frac{3}{4}$ full	
Chemical Storage and Use				
			Flammable liquids are properly stored in an approved cabinet or safety cans	
			Refrigerator/freezer rated for flammable liquids storage used when cold storage needed	

			Corrosives properly stored in corrosives cabinet	
			Strong acids and strong bases stored in secondary containers	
			Incompatible materials properly segregated	
			Combustible materials not stored with flammable chemicals	
			Chemical containers in good condition	
			Corrosive chemicals stored below eye level	
			Ethers and other peroxide formers dated	
			Water reactive chemicals segregated, contained, and labeled	
			Carcinogens segregated and stored in designated areas.	
			Pyrophoric chemicals segregated, contained, labeled, and properly stored	
Compressed Gases and Cryogenics				
			Gas cylinders secured upright to a stable structure	
			Gas cylinder valve protection cap in place when not in use	
			Incompatible gases are properly segregated	
			Toxic gases are properly used and stored	
			Tubing used with compressed gases is appropriate and properly secured	
			Cryogenics are used in well ventilated room or equipped with oxygen monitor	
			Phase separators are used when dispensing cryogenics	
Biological Safety				
			Biosafety cabinet certification within one year	
			Biosafety cabinets used properly (proper work flow, proper material placement, no open flame, proper decontamination procedures, etc.)	
			Vacuum trap properly used (filter in line, not overfilled)	

			Biohazard stickers posted where needed	
			Needles are not recapped	
			Work surfaces and equipment properly decontaminated	
			Universal precautions used when working with any human or non-human primate cell lines, blood, or body fluids	
			Method for decontamination of biological waste is available (autoclave, chemical disinfectant, incinerator)	
Fume Hoods				
			Fume hood tested within one year	
			Proper sash height indicated	
			Sash height maintained at or below marked approval level	
			Sash stoppers functional where present	
			Hood illumination functional	
			Audible/visual alarm functional	
			Minimal clutter in hood (equipment, chemicals)	
			Fume hood not used for storage	
Waste				
			Waste containers properly labeled (no abbreviations or formulas)	
			Chemical waste containers in good condition and kept closed (i.e. no funnels in place)	
			Sturdy cart available for transport of hazardous waste as needed	
			Hazardous waste in secondary containment	
			Designated hazardous waste storage areas	
			Chemical waste disposed when full or within 90 days, whichever is sooner	
			Dry hazardous waste double-bagged in transparent bags	

