

EHS Lab Inspection Checklist

The Lab Safety Inspection Checklist used by EHS during annual lab inspections is below for your use in preparing for inspections. You should regularly self-inspect your respective labs to ensure compliance and to familiarize yourselves and students to location of safety equipment.

Administrative	Yes	No	N/A
Has initial or refresher training been completed for everyone working in the lab?			
Do all lab occupants know how to report incidents and injuries?			
Do all lab occupants know how to obtain info such as SOPs and SDS?			
Is the weekly eyewash inspection being performed?			
Housekeeping	Yes	No	N/A
Floors dry and free of slip hazards?			
Are labs free of broken glass on floors and benches?			
Is there a sink available with handwashing soap?			
Is a spill kit available?			
Electrical	Yes	No	N/A
Extension cords only used as temporary means and power strips not daisy chained?			
No exposed wiring or damaged electrical cords?			
GFCI installed near sinks/wet areas?			
Electrical free on obstructions?			
Fire Protection	Yes	No	N/A
Is there a fire extinguisher nearby?			
Are fire extinguishers easily accessible and not blocked?			
Are the fire extinguishers mounted to the wall and not free standing?			
Are fire extinguishers inspected annually?			
Is there 18" of clearance beneath the sprinkler head?			
Is the fire door self closing?			
Are fire doors propped open?			
Is egress free and clear of obstructions?			
Are chemicals stored in the path of egress?			
Chemical Storage	Yes	No	N/A
Are chemicals used or stored within the room?			
Are chemicals stored by compatibility (not solely by experiment or alphabetically)?			
Are all chemicals stored in tightly closed containers? (Look for containers with corks, parafilm, or aluminum foil)			
Are chemicals stacked or hanging off shelves?			
Are hazardous liquids stored above shoulder height?			
Are any chemical containers in a condition evidencing abandonment? (e.g., rusty, crusty, dusty, without zip codes or CAS numbers)			
Are chemicals labeled?			
Are chemicals labeled with the hazards?			
Corrosive Storage	Yes	No	N/A
Are corrosives used or stored within the space?			
Are corrosives stored within a corrosives cabinet?			

Are acids and bases stored in the same cabinet?			
Are corrosive cabinets showing evidence of deterioration?			
Are any containers showing signs of deterioration or bearding/crusting?			
Flammable Storage	Yes	No	N/A
Are flammables used or stored within the space?			
Are flammables cabinets marked with the words "Flammable-Keep Fire Away"?			
Are flammables stacked within the flammables cabinet?			
Are flammables stored within a refrigerator or freezer?			
Is the refrigerator/freezer a flammables refrigerator?			
Are flammables containers closed?			
Are flammables stored near a source of heat, flame, or ignition?			
Are flammables and oxidizers stored at least 25 feet apart?			
Extremely Hazardous Substances	Yes	No	N/A
Are any of the following chemicals found within the space?			
Ammonia (Anhydrous, 500 lbs)			
Bromine (500 lbs)			
Chlorine (100 lbs)			
Formaldehyde (500 lbs)			
Formaldehyde (solution, 500 lbs)			
Methyl Vinyl Ketone (10 lbs)			
Propargyl Bromide (10 lbs)			
Hydrofluoric Acid	Yes	No	N/A
Is HF stored in a plastic container?			
Is there in-date calcium gluconate gel?			
What personal protective equipment is worn during use?			
Have individuals been trained in the hazards of working with HF?			
Mercury	Yes	No	N/A
Is there evidence of a mercury spill?			
Is there mercury containing equipment that is able to be removed as hazardous waste?			
Perchloric Acid	Yes	No	N/A
Is perchloric acid used in the same hood with organic chemicals?			
Picric Acid	Yes	No	N/A
Does the solution show signs of crystal formation?			
Pyrophorics	Yes	No	N/A
Are pyrophorics used within a glove box?			
Are pyrophorics transferred with a syringe?			
Are students allowed to work with pyrophorics?			
Are students trained on the hazards and precautions of working with pyrophoric chemicals?			
Are students supervised during use?			
Are individuals allowed to work with pyrophorics alone?			
Hazardous Waste	Yes	No	N/A
Are any hazardous wastes generated within the room?			
Are hazardous wastes collected for disposal?			
Are chemicals, solutions, or wastes poured down the drain?			
Are hazardous wastes stored in closed containers, with screw on lids?			

Are wastes stored by compatibility?			
Are hazardous wastes stored within secondary containment?			
Is the secondary containment capable of containing 100% of the contents of the largest container?			
Are wastes stored at or near the point of generation			
Is more than 1 quart of acutely hazardous waste stored?			
Are the wastes labeled with a full date and contents?			
Sinks and Drains	Yes	No	N/A
Are chemicals stored in sinks or on drainboards without secondary containment?			
Are chemicals stored on the floor or near floor drains without secondary containment?			
Bench Tops	Yes	No	N/A
Is there adequate workspace on bench tops to work safely?			
Are bench tops clean and free of spills, glass, or residue?			
Fume Hoods	Yes	No	N/A
Are any fume hoods used solely for storage?			
Are chemicals stored in fume hoods without secondary containment and with unprotected cup sinks?			
Is there an inspection sticker?			
Are they marked with a recommended sash height?			
Biosafety Cabinets	Yes	No	N/A
Are biosafety cabinets used?			
Is there a current (annual) inspection sticker?			
Compressed Gas Cylinders	Yes	No	N/A
Are compressed gases stored within the space?			
Are compressed gas cylinders stored upright and secured from falling or being knocked over?			
Are compressed gas regulators and tubing compatible with the gas?			
Are compressed gas cylinders labeled with their contents?			
Are compressed gas cylinders containing flammables and oxidizers used in the area?			
Is a non-sparking wrench available to remove/place regulators on flammable cylinders?			
Eyewashes/ Safety Showers	Yes	No	N/A
Are there eyewashes and safety showers available?			
Are the eyewashes dirty or contaminated?			
Are documented weekly eyewash inspections performed?			
Are eyewashes or showers blocked and inaccessible?			
Are safety showers located near an electrical outlet?			
Is the electrical outlet GFCI protected?			
Personal Protective Equipment	Yes	No	N/A
Is hand protection provided?			
Is proper eye protection provided?			
Are lab coats/aprons used?			
Are all students, faculty, and staff wearing long pants?			
Is everyone wearing closed toe shoes?			
Analytical Equipment	Yes	No	N/A

Does the lab have analytical equipment (GC Mass Spec, HPLC, FTIR, Atomic Absorption Spec)?			
Does the equipment have waste tubes that drain into a container?			
Is the analytical waste container labeled as "Hazardous Waste"?			
Are waste containers from analytical equipment closed?			
Nuclear Magnetic Resonance	Yes	No	N/A
Is there an NMR?			
Is access to the room restricted to "Authorized Personnel Only"?			
Has a sign been posted that states "Individuals with pacemakers (and medical implants) should not enter this area"?			
Sharps Management	Yes	No	N/A
Are sharps located in the space?			
Are unused syringes with needles kept under lock and key?			
Are full sharps containers properly stored and secure?			
Is the sharps container filled above the fill line?			
Radiation Producing Machinery: X-Ray	Yes	No	N/A
Is there a safety device to prevent an individual's body from entering the beam path or that will turn the beam off?			
Is there a readily discernible indicator present for the X-Ray tube or shutter?			
Are warning devices labeled so that their purpose is easily identified?			
Is there an easily visible warning light located immediately adjacent to the tube head or port and labeled with the words "X-Ray On"?			
Is analytical X-Ray equipment labeled with a sign bearing the radiation symbol and both of the following: (1) Caution-High Intensity X-Ray Beam and (2) Caution Radiation - This Equipment Produces Radiation When Energized?			
Are records of equipment tests and surveys maintained for the previous 4 years?			
Are all safety and warning devices tested at least annually to insure proper operation?			
Is there a sign bearing the radiation symbol and the words "Caution Radiation - This Equipment Produces Radiation When Energized" next to the power switch for the X-Ray tube?			
Are standard operating procedures written and available for analytical X-Ray equipment operators?			
Are emergency procedures written and posted near X-Ray equipment which include the name and telephone number of personnel to contact?			
Are all X-Ray equipment operators trained?			
Biomedical Waste	Yes	No	N/A
Are biomedical wastes generated?			
Does the bag have a biohazard symbol?			
Are biomedical wastes autoclaved prior to disposal in the regular trash?			
Are biomedical wastes removed or refrigerated before they become putrescent?			
Do biomedical waste containers have a lid?			
Have employees been trained in biomedical waste?			
Preserved Specimens	Yes	No	N/A
Are preserved specimens stored or collected within the space?			
Do specimen containers show evidence of evaporation?			
Are lids sealed to prevent evaporation?			
Dissection Specimens	Yes	No	N/A
Is dissection of preserved specimens conducted within the lab?			

Are dissection specimens stored in Formalin free preservative?			
Are dissection specimens collected for disposal as biomedical waste?			
Do dissection specimens show evidence of degradation?			
Are preservatives poured off of dissection specimens and down the sink?			
DEA Scheduled Drugs	Yes	No	N/A
Are scheduled drugs used as part of the experimentation?			
Is their use limited to DEA licensed persons and/or licensed healthcare providers?			
Is a copy of the DEA license readily available?			
Are drugs locked within a safe when not in use?			
Is their use logged?			
How is the excess of expired amounts disposed of?			
Laser Safety	Yes	No	N/A
Does the lab use any Class 3B or 4 lasers?			
Warning signal word and instructions regarding the hazards of entry into the space?			
Are standard operating procedures (SOPs) written for Class 3B or Class 4 lasers?			
For Class 3B or Class 4 lasers, has Laser Safety Training been provided?			
Are lasers used outdoors?			
Is laser eye protection provided for Class 3B and Class 4 lasers?			
Machine Shop	Yes	No	N/A
Is the space used as a machine shop?			
Has a waste determination been conducted on metal filings and turnings?			
Are metal filings, turnings, and cutting oils from machines collected as hazardous waste?			
Are all blades guarded?			
Are all belts, chains, and drive shafts guarded?			
Are machines mounted to the floor or work surface to prevent walking?			
Does each machine have a power control switch at the point of operation?			
Does the shop have a central emergency stop?			
Are students trained on each machine before use?			
Is training documented?			
Welding	Yes	No	N/A
Is welding performed in the space?			
Are hot work permits acquired before welding?			
What protective gear is worn while welding?			
Is the welding area free of flammables and combustibles?			
Are welding screens used to protect others in the area who are not wearing proper goggles?			
Is a fire watch posted for at least 30 minutes after welding?			
Is the welding area adequately ventilated?			
Is there a fire extinguisher in the immediate area?			
Soldering	Yes	No	N/A
Is soldering conducted within the lab?			
Is the soldering area adequately ventilated?			
Is solder lead free?			
Is solder slag collected as hazardous waste?			
Are partially empty cans of flux and used flux brushes collected as hazardous waste?			

Rock Collection	Yes	No	N/A
Is there a rock collection in the space?			
Has a radiological survey been conducted on the rock collection?			
Are potentially hazardous samples (e.g., Asbestos) stored in closed containers?			
Are potentially hazardous samples (e.g., Asbestos) provided with a warning label?			
Do rock cutting saws have a water reservoir?			
How often are fluids changed?			
Sediment Trap	Yes	No	N/A
Are any sediments, dissection fluids, rock grindings, etc. flushed down the drain?			
Is a sediment trap installed?			
How is waste sediment disposed of?			
Greenhouses	Yes	No	N/A
Is the space a greenhouse?			
Are integrated pest management practices (IPM) used in			
Are restricted use pesticides used in the greenhouse?			
Are experimental pesticides used in the greenhouse?			
Are pesticide applications conducted by a Certified Pesticide Applicator, or under the supervision of one?			
Is the individual conducting pesticide applications an institution employee?			