

GENERAL LAB SELF-INSPECTION CHECKLIST

Environmental Resources (ER) believes this form is consistent with current government regulations. However, all regulations are subject to interpretation by visiting inspectors. ER cannot guarantee that completion of this form will bring a lab into complete regulatory compliance. This form was developed to provide guidance rather than prescribe requirements. It is not all inclusive and should be augmented as necessary and for site specific conditions.

Facility: _____	Department: _____
Building: _____	Date: _____
Room: _____	
Completed By: _____	Reviewed by: _____
Y = Satisfactory Situation N = Needs Improvement N/A = Not Applicable	

Y	N	N/A	AREA OF EMPHASIS	COMMENTS
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HAZARDOUS MATERIALS

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| — | — | — | 1. Chemical Inventory | |
| — | — | — | a. Inventory is complete, current and readily accessible to employees. | |
| — | — | — | b. MSDS are on file in department and readily accessible to employees.
Location _____. | |
| — | — | — | 2. Labelling | |
| — | — | — | a. Containers of stock solutions are properly identified (e.g buffers labelled and marked with the words "buffer"). | |
| — | — | — | b. Original product names (or full chemical names) and hazards (health and physical hazards) are clearly identified on labels. This includes those in fume hoods and bio-safety cabinets. | |
| — | — | — | c. Containers of non-hazardous substances (e.g., water) are labelled explicitly to avoid confusion. | |
| — | — | — | d. Synthesized, unnamed chemicals are labelled by their reactants and possible products (or by a useful generic description) and with their probable hazards (health and physical hazards). | |
| — | — | — | e. All containers such as vats and storage tanks are labelled as to their contents. | |
| — | — | — | f. Visible piping is labelled with contents and direction of flow. | |
| — | — | — | 3. Control | |
| — | — | — | a. Designated area is established for the use of regulated carcinogens. | |
| — | — | — | b. Incompatible materials are segregated by chemical class. | |

HAZARDOUS MATERIALS (cont'd)

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| — | — | — | c. | Infectious waste is placed in closable, leak-proof containers, bags or puncture-resistant holders with proper labels. |
| — | — | — | d. | Containers of materials are disposed of within manufacturer's suggested expiration dates (shelf life). |
| — | — | — | e. | Containers of peroxide-forming chemicals are dated upon receipt and disposed of within manufacturer's suggested expiration dates. |
| — | — | — | f. | Secondary containment is provided, as required, at a minimum for quantities greater than 55 gallons, 500 pounds, or 200 cubic feet. |
| — | — | — | g. | All chemical containers are capped and sealed, except when actively adding or removing materials from them. |
| — | — | — | h. | Chemicals are not disposed of by evaporation in a fume hood and/or into the room or atmosphere. |
| — | — | — | i. | Logs maintained of delivery and disposition of all hazardous materials. |
| | | | 4. | Storage of Flammable/Combustible Liquids |
| — | — | — | a. | Flammable/combustible liquids are not dispensed from gravity-fed or bottom-dispensing containers (lid-mounted pumps should be utilized). |
| — | — | — | b. | Approved containers and tanks are used for the storage and handling of flammable and combustible liquids. |
| — | — | — | c. | Flammable liquid storage cabinet(s) are used and adequate for needs. |
| — | — | — | d. | Flammable liquids in quantities in excess of <u>10 gallons</u> are stored in an NFPA approved flammable liquid storage cabinet with a self-closing door. |
| — | — | — | e. | All flammable liquid cabinets are free of combustible materials (cardboard, paper, etc.) |
| — | — | — | f. | Approved metal safety cans are limited to 5 gallons maximum. |
| — | — | — | g. | Flammable liquids in excess of one day's operational supply are kept in approved flammable cabinets. |
| — | — | — | h. | The storage of hazardous substances is separated to ensure chemical compatibility (e.g., corrosives not stored with flammables). |
| — | — | — | i. | Bulk drums of flammable liquids are grounded and bonded to containers during dispensing. |
| — | — | — | j. | All flammable liquids are kept in closed containers when not in use (e.g. parts cleaning tanks, pans). |
| — | — | — | k. | Storage rooms for flammable and combustible liquids have explosion-proof lights. |
| — | — | — | l. | Storage rooms for flammable and combustible liquids have explosion proof mechanical or gravity ventilation. |
| — | — | — | m. | Fire separators are placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability. |
| — | — | — | n. | Ether and other highly-flammable liquids are stored away from sources of heat and ignition. |

HAZARDOUS WASTE

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| — | — | — | 1. | Containment and Storage |
| — | — | — | a. | Waste is contained according to the campus hazardous waste guidelines. |
| — | — | — | b. | Specific storage containers are provided for (check applicable categories: () chemical wastes; () recyclable solvents; () radioactive waste; () biohazardous wastes; () sharps; () mixed wastes. |
| — | — | — | c. | Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed. |
| — | — | — | d. | Waste containers are segregated by compatible storage group system and in secondary container(s). |
| — | — | — | e. | Waste is not stored for more than 90 days from the initial date of accumulation or more than 275 days if in a designated satellite accumulation area. |
| — | — | — | f. | Logs are kept of waste pick-up requests. |
| — | — | — | g. | Waste pick up forms are available. |
| — | — | — | 2. | Chemical Waste Labelling |
| — | — | — | a. | Containers are labelled with the initial date of accumulation, with the words "Hazardous Waste", with the waste's physical state, hazardous properties (e.g. flammable), full product names, appropriate percentages and the campus ID. |
| — | — | — | b. | Waste tags are available and used on all hazardous waste containers (regardless of size of container). |
| — | — | — | 3. | Biohazardous Wastes |
| — | — | — | a. | Biohazardous waste is contained in red bags that are labelled as biohazardous waste. |
| — | — | — | b. | Syringes/needles and other sharps are disposed of in sharps containers. |
| — | — | — | c. | Red bags are used only for infectious wastes - not for other wastes. |
| — | — | — | d. | Animal carcasses and/or infectious tissues are properly contained and disposed. |

HEALTH AND SAFETY TRAINING

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| — | — | — | 1. | Training occurs: |
| — | — | — | a. | before an employee or student first begins work. |
| — | — | — | b. | whenever an employee or student is given a new assignment for which training has not previously been received. |
| — | — | — | c. | whenever new hazards are introduced into the workplace by new substances, processes or equipment. |
| — | — | — | d. | whenever the supervisor is made aware of a new or previously unrecognized hazard. |

HEALTH AND SAFETY TRAINING (cont'd)

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| — | — | — | 2. | Employees are trained on: |
| — | — | — | a. | the lab's chemical hygiene plan (CHP). Employees should read and understand the contents of the CHP, including all MSDS. |
| — | — | — | b. | health and safety policies and practices and employee health and safety rights and responsibilities. |
| — | — | — | c. | information applicable to the school, department, building, or service about safety administration, programs, and procedures. |
| — | — | — | d. | specific hazards associated with the materials and equipment they use and how to protect themselves. |
| — | — | — | e. | the use of PPE (personal protective equipment). |
| — | — | — | f. | hazards of explosives, if applicable. |
| — | — | — | g. | universal precautions, if applicable. |
| — | — | — | h. | employees are periodically instructed in the use of fire extinguishers. |
| — | — | — | i. | emergency procedures. |

RECORDKEEPING

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| — | — | — | 1. | Carcinogen Use reports are filed with Cal/OSHA as required. |
| — | — | — | 2. | Employee and student safety and health training records are maintained (maintain records for duration of employment). |
| — | — | — | 3. | Documentation of safety inspections and corrections is maintained. |
| — | — | — | 4. | Safety committee meeting records are maintained. |
| — | — | — | 5. | Safety training documentation is complete and current. |

HEALTH AND SAFETY EQUIPMENT

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| — | — | — | 1. | Safety Showers and Eye Washes |
| — | — | — | a. | Approved safety showers and eye washes are provided within the work area for immediate use (within 10-15 seconds of possible exposure) and with access to them unobstructed. |
| — | — | — | b. | Safety showers and eye washes are unobstructed. |
| — | — | — | c. | Safety showers and eye washes are inspected and maintained regularly to ensure proper operation. |
| — | — | — | d. | Potential discharge meets the requirements of applicable POTW. |
| — | — | — | 2. | Laboratory Fume Hoods |
| — | — | — | a. | Certified air flow check has been performed within the last year. |
| — | — | — | b. | An air flow indicator is present and operating properly. |
| — | — | — | c. | Chemical containers are not be stored within the hood. Materials currently in use may be kept in the hood. |

HEALTH AND SAFETY EQUIPMENT (cont'd)

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| — | — | — | d. Front sash is lowered to the appropriate level when the hood is in use (sticker is in place to indicate sash height). | |
| — | — | — | 3. Biological Safety Cabinets (e.g., Laminar flow hoods) | |
| — | — | — | a. Certified air flow check has been performed within the last year. | |
| — | — | — | b. Proper type of work is being conducted in cabinet. | |
| — | — | — | 4. Compressed Gas Cylinder Safety | |
| — | — | — | a. Cylinders are protected from external heat sources and stored in well-protected, well-vented, dry locations away from highly combustible materials. | |
| — | — | — | b. Storage space will not be damaged by passing or falling objects and is not subject to tampering by unauthorized persons. | |
| — | — | — | c. Cylinders are secured to a structural component of the building with chains at 2/3 and 1/3 of the cylinder height. | |
| — | — | — | d. Protective caps are in place while the cylinders are not in use or connected for use and valves are labelled "open" or "closed" when the cap is not in position. | |
| — | — | — | e. Only cylinders with compatible substances are stored together. | |
| — | — | — | f. Cylinder contents are adequately labelled and easily seen. | |
| — | — | — | 5. Housekeeping and Miscellaneous Laboratory Safety | |
| — | — | — | a. Damaged/malfunctioning equipment is tagged out of service. | |
| — | — | — | b. All work areas (bench tops, office/desk areas) are kept clean and organized and the environment is maintained to eliminate harmful exposures or unsafe conditions. | |
| — | — | — | c. Vacuum lines are equipped with traps designed specifically to accumulate/filter the hazardous materials being evacuated. | |
| — | — | — | d. All vacuum pump belts are adequately protected by a rigid belt guard or housing. | |
| — | — | — | e. Extension cords are not used as permanent wiring and frayed electrical cords are replaced or repaired. | |
| — | — | — | f. High voltage equipment (greater than 600 V) is labelled, grounded, and insulated. | |
| — | — | — | 6. Personal Protective Equipment (PPE) | |
| — | — | — | a. PPE is required in lab work is available and maintained in good condition (check applicable PPE categories currently in use): () safety glasses/goggles; | |
| — | — | — | () face shields; () lab coats; () aprons; | |
| — | — | — | () closed-toed footwear; () gloves; () respirators; | |
| — | — | — | () PPE for radiological work; () hearing protection | |

HEALTH AND SAFETY EQUIPMENT (cont'd)

- — — b. When not in use, personal protective equipment is properly maintained and stored.
- — — c. Areas requiring the use of protective equipment are adequately posted and enforced.
- — — 7. Respiratory protection use conforms to the university "Respiratory Protection Program". Respirators are stored in a manner to avoid exposure to excessive heat, dust and chemical vapors.

EMERGENCY PREPAREDNESS

- — — 1. Basic Earthquake Safety
 - — — a. Shelves have lips or other seismic restraints.
 - — — b. Cabinets and bookshelves are secured to walls to resist forces from at least two separate directions.
 - — — c. Computers, typewriters, phones, boxes, calculators and other heavy items are secured to desks/bench tops.
 - — — d. Overhead storage is minimized and restrained from falling.
 - — — e. Emergency action and fire prevention plans are available.
- — — 2. Contingency Planning and Emergency Procedures
 - — — a. Chemical spill kit/cleanup materials are provided.
 - — — b. Training in spill clean-up procedures is provided and documented.
- — — 3. First aid materials are kept in adequate supply (in a sanitary and usable condition) and are readily available.
- — — 4. Fire Prevention and Electrical Safety
 - — — a. Appropriate fire extinguishers are available within 75 feet and inspected within the last year.
 - — — b. Fire extinguishers are mounted, unobstructed and clearly visible.
 - — — c. 18 inch vertical clearance is maintained from sprinkler heads (e.g., over shelves or equipment).
 - — — d. Sprinkler heads are not painted over or otherwise damaged.
- — — 5. Exits
 - — — a. Exits and aisles are clear and free of obstructions.
 - — — b. Exit signs are posted to clearly indicate exits at or near floor and roof levels.
 - — — c. Width of exit aisles and pathways is not less than 28 inches.

Y	N	N/A	AREA OF EMPHASIS	COMMENTS
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ELECTRICAL

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| — | — | — | 1. | At least 30 inches' clearance is kept in front of electrical panels/breaker boxes. |
| — | — | — | 2. | Electric hand tools are properly grounded/double insulated. |
| — | — | — | 3. | Electric cords are insulated and free from damage/fraying. |
| — | — | — | 4. | Circuit breaker panels are free of combustible materials. |
| — | — | — | 5. | The use of extension cords is minimized. |

EMPLOYEE EXPOSURE

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| — | — | — | 1. | Employee exposure to chemicals is monitored and kept within acceptable levels (below regulated limits). |
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