

## Laboratory Safety Inspection Checklist

ANNUAL    SEMI-ANNUAL    QUARTERLY    BI-MONTHLY    MONTHLY

Department: \_\_\_\_\_ Bldg/Room: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_  
 Principal Investigator or Lab Manager: \_\_\_\_\_

*Note: Items checked **No** (not in compliance with safety regulations and standard practices) must be corrected within 30 days from the date of inspection, or as otherwise specifically noted in the comments section on page 3.*

	Yes	No	NA	<b>GENERAL</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The entrance door is labeled with the names & telephone numbers of the PI/Lab Manager & alternates.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P.I./Lab Manager confirms that all personnel have been appropriately trained.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory personnel training records are available for inspection.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The FIU Laboratory Safety Manual is accessible.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The chemical inventory is current and accessible.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MSDS are accessible.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrostatic testing & records for pressurized vessels are available for review.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is appropriate (biohazard, corrosive, carcinogen, flammable, controlled access, etc.)
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper and separate containers are available for disposal of broken glass, sharps, and biohaz. materials.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab is free of evidence of food and drink consumption.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerator storage is labeled for contents (chemical/sample).
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerators used for flammable storage are explosion-proof.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees are wearing the appropriate personal protective equipment.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equipment available and in good condition.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Users of lasers are provided with the appropriate eye protection.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flexible tubing is in good condition (no cracks, cuts, holes) and tightly secured to equipment.
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flexible neoprene tubing used for gas burners is in good condition. (as above)
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety shower(s) are available/accessible and show current inspection tags.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eyewash station(s) are available/accessible and show current inspection tags.
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab is free of tripping/slipping hazards.
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area is adequately lighted.
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work area is clean and uncluttered.
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protection from existing or potential extreme temperature hazards is adequate.
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise levels from equipment are moderate enough to allow communication.
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory safety rules are clearly posted.

	Yes	No	NA	<b>LOCAL VENTILATION (HOODS, BIOLOGICAL SAFETY CABINETS, ETC)</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoods show proof of inspection within the last 12 months or in accordance with stated frequency.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoods are clear of excessive storage.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hood valves are working properly.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biosafety cabinets show proof of inspection & certification within the last 12 months.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biosafety cabinets are clear of excessive storage.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local exhaust is provided for slot hoods, canopy hoods for autoclaves/atomic absorption units, etc.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local exhaust hoods are marked with approved threshold values for optimal efficiency.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab is operating under negative pressure relative to general use areas.

	Yes	No	NA	<b>GASES</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All gas cylinders are properly secured in an upright position.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinders that are not currently in use are capped and properly secured.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cylinders are clearly labeled.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leak test routinely performed on cylinders.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tubing is tightly connected to equipment.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only cylinders currently needed are located in the lab.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Empty cylinders are separated from full cylinders.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cylinders are stored away from doors and emergency exits.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency gas shut-off valves are accessible and clearly labeled.

	Yes	No	NA	<b>HAZARDOUS WASTE</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous waste containers are properly labeled as HAZARDOUS WASTE.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous waste labels identify waste, type of hazard and accumulation start date.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs are posted regarding discarding wastes.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous waste manifests for the last three years are available for inspection.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste containers are kept closed when not in use.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste is compatible with the container.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secondary containment is provided for waste.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only compatible wastes are being stored next to each other.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incompatible wastes are separated from each other by separate secondary containment.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bottles are filled to a safe level.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Integrity of storage containers is intact.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers are clean on the outside.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accumulation period is within acceptable time period.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stickers restricting chemical discharge are displayed by sinks.

	Yes	No	NA	<b>CHEMICALS</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals are stored in appropriate containers.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical containers are properly labeled.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals are stored according to classification (not alphabetically).
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable liquids are properly stored - volume is appropriate to the type of lab per NFPA 45.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical carcinogens are clearly labeled as such.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peroxidizable compounds are dated to show when received and opened.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peroxidizable compounds are checked for peroxides or disposed of at least every 6 months.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste minimization practices implemented.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency spill response supplies are available and appropriate to the type of materials handled.

	Yes	No	NA	<b>FIRE</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aisle/corridors are in compliance with Fire Code requirements (minimum 30" clearance).
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory fire doors are in compliance with Life Safety Code requirements (identifiable as fire doors, close properly, unobstructed view panels)
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable materials and gas cylinders are stored at least 48" from the lab exit (fume hoods, flammable storage cabinets).
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher(s) of proper class (Class "BC" [CO <sub>2</sub> or Halon] for electrical and flammable liquid. Class "ABC" [dry chemical] for general protection) are present.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher - Close to hazard, at least one in every lab unit (within 75' travel distance).
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher mounted on wall or in cabinet by exit.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers are easily accessible.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher mounted: Floor to Bottom - No less than 4" / Floor to Top - No greater than 5'.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinklers – Not obstructed, painted, dusty or being used to suspend items from the ceiling.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Penetrations in the walls, floor or ceiling are properly sealed to provide fire and/or smoke containment.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm devices (horns, strobes, detectors, pull stations) unobstructed.

Inspection Date: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

	Yes	No	NA	<b>EQUIPMENT</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone is readily accessible for emergency use.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency procedures are available or posted (Radiation Safety, Spill, Biohazard).
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency shut down procedures available and posted.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local utility emergency shutoffs labeled, operating and accessible.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment with moveable parts and belts are guarded with screens having less than 1/4" opening.

	Yes	No	NA	<b>ELECTRICAL</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a 36" area clearance around electrical control panels.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breakers properly labeled for current circuit assignments.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat generating devices (water baths, refrigerators, etc.) plugged directly into outlets-No extension cords.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical cords are free of visible defects (no bare wires, frayed wires).
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prongs fit snugly in the outlet.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Receptacles in good condition (no cracks or chips present), face plates in place.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable liquids stored more than 36" from electrical equipment.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cords away from doors, walkways and metal furniture.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary power devices are UL listed (less than 6 feet in length, 3 prong plug, no cheater plugs).
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical outlets are at least 6' away from sink border (GFCI type within 6').

	Yes	No	NA	<b>BIOLOGICAL SAFETY</b>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biohazardous signs are posted.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees subject to the BBP Regulation have attended training within the last 12 months.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees subject to the BBP Regulation have received the Hepatitis B vaccine or have signed declination statement available on file for review.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees subject to the BBP Regulation are familiar with the Exposure Control Plan for the Dept.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biohazardous waste containers are properly labeled.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Needles and sharps are properly disposed of in puncture resistant, leak-proof containers.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biohazardous waste is disposed of properly - manifests are available for inspection.

**SPECIAL PROBLEMS REQUIRING CORRECTIVE ACTION/COMMENTS:**

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**EH&S Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Inspection Report was handed to:** \_\_\_\_\_