

2024 Laboratory Self Audit Checklist

The Lab Self-Audit (LSA) is a mandatory self-inspection program for FIU's academic and research community that is conducted annually through an online survey.

This document is a checklist intended to help you identify and reduce compliance gaps. Use it to conduct a walkthrough of the space(s) before commencing the LSA or throughout the year to ensure compliance.

The LSA must be submitted online; physical and e-copies will not be accepted. For more information, visit EH&S' LSA webpage: <https://ehs.fiu.edu/safety-programs/laboratory/index.html#3>

Timeframe: The LSA will be open for three (3) full months:

- **Starting:** August 1st, 2024
- **Ending:** October 31st, 2024

Legend:

Block Heading: indicates the beginning of a section.

Display Logic: indicates questions that will display when conditions are met.

Skip Logic: indicates questions that will skip ahead when conditions are met.

Options Key	
<input type="radio"/>	Select one option.
<input type="checkbox"/>	Select all that apply option.
_____	Text Entry.

2024 Lab Self Audit Checklist

Q#	Questions	Options
Inventory Block		
3.1	Select all special hazards	<input type="checkbox"/> Biological Materials <input type="checkbox"/> Chemicals <input type="checkbox"/> Controlled Substances <input type="checkbox"/> Laser(s) <input type="checkbox"/> Compressed Gas Cylinders (includes Cryogenes) <input type="checkbox"/> Nanomaterial/technology <input type="checkbox"/> Radioactive Materials/Equipment (Ionizing Radiation) <input type="checkbox"/> No Hazards
3.2	Select all waste generated or stored	<input type="checkbox"/> Biological Waste <input type="checkbox"/> Chemical Waste <input type="checkbox"/> Radioactive Waste <input type="checkbox"/> Other, Specify: _____ <input type="checkbox"/> No, waste is not generated or stored
3.3	Are spill response kits available and stocked?	<input type="radio"/> Spill kits available and fully stocked <input type="radio"/> Spill kits are available but NOT fully stocked <input type="radio"/> No, some or all spill kits are missing <input type="radio"/> N/A, spill kits are not required
3.4	Are there containers for disposal of broken glass and/or sharps?	<input type="checkbox"/> Broken Glassware Container <input type="checkbox"/> Sharps Container <input type="checkbox"/> N/A, no glass or sharps in the space
3.5	Select safety equipment	<input type="checkbox"/> Biological Safety Cabinet <input type="checkbox"/> Deluge Hose/ Eye Wash / Safety Shower <input type="checkbox"/> Fume Hood <input type="checkbox"/> No Safety Equipment
3.6	Is there a first aid kit available and stocked?	<input type="radio"/> Yes, First Aid Kit is available and fully stocked <input type="radio"/> Yes, First Aid is present but not stocked <input type="radio"/> No, First Aid Kit is NOT present <input type="radio"/> First Aid Kit is NOT required
3.7	Does the space have any of the following: <i>Machine Shop Equipmen Machinery; Power Machinery; Woodworking Operations; Dust Collector; Hazardous Energy (electrical, mechanical, hydraulic, pneumatic, etc.); Confined Space; Overheard Crane; and/or Power Industrial Vehicles</i>	<input type="radio"/> Yes <input type="radio"/> No

2024 Lab Self Audit Checklist

3.8	Is hotwork conducted?	<input type="radio"/> Hot work performed with Hot Work Permit <input type="radio"/> Hot work performed WITHOUT Hot Work Permit <input type="radio"/> No hot work is conducted in the space
3.9	Sink in space with EH&S sticker?	<input type="radio"/> Sink(s) is present with EH&S sticker <input type="radio"/> Sink(s) is present WITHOUT EH&S sticker <input type="radio"/> No sinks in the space
3.10	Is space active or inactive?	<input type="radio"/> Active <input type="radio"/> Inactive
3.11	Display Q3.11 if Q3.10 is "Inactive"	
	Explain why space is inactive:	_____
	Skip to <i>End of Survey</i> once Q3.11 is responded	
Administrative Controls Block		
4.1	Has a visual inspection of the space been conducted this year?	<input type="radio"/> Yes, visual inspection conducted <input type="radio"/> No, visual inspection
4.2	Are electrical outlets in good condition?	<input type="radio"/> Yes <input type="radio"/> No
4.3	GFCI outlets installed if a water source is in space?	<input type="radio"/> Yes, GFCI is installed near a water source <input type="radio"/> No, GFCI not installed by the water source <input type="radio"/> N/A (GFCI not required)
4.4	Electrical/Power cords in good condition and out of the path of egress?	<input type="radio"/> Yes <input type="radio"/> No
4.5	Extension cords/surge protectors are not daisy chained?	<input type="radio"/> Yes <input type="radio"/> No
4.6	Electrical panels, circuit breakers, and emergency shut-offs are unobstructed?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4.7	Display Q4.7 if Q3.1 is "No Hazards", Q3.2 is "No Waste", Q3.3 is "N/A, spill kits are not required", and Q3.5 is "No Safety Equipment"	
	No hazards or Safety Equipment has been selected. Correct?	Yes, End the Survey
	Skip to <i>End of Survey</i> if Q4.7 is "Yes, End the Survey"	
4.8	Hazardous materials and equipment are labeled?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4.9	Enrolled in the Emergency Signage Program?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4.10	Access restricted to authorized personnel?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

2024 Lab Self Audit Checklist

4.11	No food or drinks present?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
4.12	Is on-the-job training provided annually to all space occupants?	<input type="radio"/> All space occupants have <input type="radio"/> Some space occupants have <input type="radio"/> No Space occupants have
4.13	Are all space occupants up-to-date with EH&S training?	<input type="radio"/> All space occupants are up-to-date <input type="radio"/> Some space occupants are up-to-date <input type="radio"/> No Space occupants are up-to-date <input type="radio"/> N/A
4.14	Are EH&S training records accessible to all space occupants?	<input type="radio"/> All EH&S training records are accessible <input type="radio"/> Some EH&S training records are accessible <input type="radio"/> No EH&S training records are accessible <input type="radio"/> EH&S Training does not apply to the space
4.15	Select the documents that are up-to-date, reflecting all hazards and operations conducted in the space:	<input type="checkbox"/> Standard Operating Procedures <input type="checkbox"/> Emergency Hazardous Spill Procedures <input type="checkbox"/> Emergency Incident or Injury Procedures <input type="checkbox"/> Emergency Evacuation Procedures <input type="checkbox"/> Shutdown Procedures <input type="checkbox"/> None are up-to-date <input type="checkbox"/> None are required
4.16	Select all the documents displayed in the space:	<input type="checkbox"/> Emergency Hazardous Spill Procedures <input type="checkbox"/> Emergency Incident or Injury Procedures <input type="checkbox"/> Emergency Evacuation Procedures <input type="checkbox"/> Shutdown Procedures <input type="checkbox"/> None are displayed <input type="checkbox"/> None are required
4.17	Select all documents that are reviewed annually by all space occupants:	<input type="checkbox"/> Standard Operating Procedures <input type="checkbox"/> Emergency Hazardous Spill Procedures <input type="checkbox"/> Emergency Incident or Injury Procedures <input type="checkbox"/> Emergency Evacuation Procedures <input type="checkbox"/> Shutdown Procedures <input type="checkbox"/> None are displayed <input type="checkbox"/> None are required
4.18	Is Personal Protective Equipment (PPE) available and in good condition	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (does not apply)
4.19	Are space occupants using the necessary PPE?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (does not apply)

2024 Lab Self Audit Checklist

Hazards Safety Block		
5.1	Display Q5.1 if Q3.1 is “Biological Materials”	
	Are there any of the following types of biological materials in the space?	<input type="checkbox"/> Bio-infectious Material <input type="checkbox"/> Recombinant DNA (rDNA) <input type="checkbox"/> None
5.2	Display Q5.2 if Q3.1 is “Biological Materials” or Q3.2 is “Biological Waste”	
	Select all bio-disposable containers in the space:	<input type="checkbox"/> Biohazardous Waste Container <input type="checkbox"/> Biosharps Containers <input type="checkbox"/> None
5.3	Display Q5.3 if Q3.1 is “Controlled Substances”	
	Select the controlled substance(s) schedule:	<input type="checkbox"/> Schedule I <input type="checkbox"/> Schedule II <input type="checkbox"/> Schedule III <input type="checkbox"/> Schedule IV <input type="checkbox"/> Schedule V <input type="checkbox"/> None
5.4	Display Q5.4 if Q3.1 is “Chemicals”	
	Are there any of the following types of chemicals in the space?	<input type="checkbox"/> Carcinogen <input type="checkbox"/> Peroxide Forming Material <input type="checkbox"/> None of these options
5.5	Display Q5.5 if Q5.4 is “Peroxide Forming Material”	
	Are peroxides checked and disposed of every six (6) months?	<input type="radio"/> Yes <input type="radio"/> No
5.6	Display Q5.6 if Q3.1 is “Chemicals”	
	Is the chemical inventory accurate in the EHS Chemical Inventory System?	<input type="radio"/> Yes <input type="radio"/> No
5.7	Display Q5.7 if Q3.1 is “Chemicals”	
	Are Safety Data Sheets for all chemicals accessible?	<input type="radio"/> Yes <input type="radio"/> No
5.8	Display Q5.8 if Q3.1 is “Chemicals”	
	Are chemical containers labeled with chemical names?	<input type="radio"/> Yes <input type="radio"/> No
5.9	Display Q5.9 if Q3.1 is “Chemicals”	
	Chemical storage container(s) is/are compatible with chemical(s)?	<input type="radio"/> Yes <input type="radio"/> No
5.10	Display Q5.10 if Q3.1 is “Chemicals”	
	Chemicals stored by class, not alphabetically?	<input type="radio"/> Yes <input type="radio"/> No
5.11	Display Q5.11 if Q3.1 is “Compressed Gas Cylinders (includes Cryogen)”	
	Are gas cylinders secured and have “stage of use” tags?	<input type="radio"/> Yes <input type="radio"/> No
5.12	Display Q5.12 if Q3.1 is “Laser(s)”	

2024 Lab Self Audit Checklist

	Select all types of laser.	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3R <input type="checkbox"/> Class 3B <input type="checkbox"/> Class 4 <input type="checkbox"/> Other (specify) _____
5.13	Display Q5.13 if Q3.1 is "Nanomaterial/technology"	
	Select all base Nanomaterials.	<input type="checkbox"/> Carbon-based <input type="checkbox"/> Metal-based <input type="checkbox"/> Quantum Dots <input type="checkbox"/> Dendrimers <input type="checkbox"/> Composite <input type="checkbox"/> Other (specify) _____
5.14	Display Q5.14 if Q3.1 is "Radioactive Materials/Equipment (Ionizing Radiation)"	
	Select all types of Radioactive material/equipment	<input type="checkbox"/> Technically Enhanced Natural Occurring Materials <input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Sealed Sources <input type="checkbox"/> Check Sources <input type="checkbox"/> Devices That Emit X-Rays <input type="checkbox"/> Other (specify) _____
5.15	Display Q5.15 if Q3.2 is not "No, waste is not generated or stored"	
	Is the waste area designated and marked/labeled?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5.16	Display Q5.16 if Q3.2 is not "No, waste is not generated or stored"	
	Is the waste container properly labeled?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5.17	Display Q5.17 if Q3.2 is not "No, waste is not generated or stored"	
	Hazardous Waste kept in a compatible secondary container?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Safety Equipment Block		
6.1	Display Q6.1 if Q3.5 is "Deluge Hose/ Eye Wash / Safety Shower"	
	Is the Emergency Wash unit free from obstruction?	<input type="radio"/> Yes <input type="radio"/> No
6.2	Display Q6.2 if Q3.5 is "Fume Hood"	
	The fume hood is annually certified?	<input type="radio"/> Yes <input type="radio"/> No
6.3	Display Q6.3 if Q3.5 is "Fume Hood"	
	The fume hood is clear of storage?	<input type="radio"/> Yes <input type="radio"/> No