

Laboratory Inspection

Conducted By: _____ Date: _____

Location (room # & building): _____

I. Lab Work Practices		
	Yes/No	Comments
No smoking, food & beverages rules are observed. Food and beverages are not stored in the laboratory areas, refrigerators or in glassware that is also used for laboratory operations.		
Pipetting is performed by mechanical means.		
Laboratory surfaces are cleaned; disinfected or decontaminated after work is performed.		
Required PPE is being worn.		
Used needles are stored in appropriate sharps containers		
Syringes are needle locking.		
No recapping of needles is performed.		
Hoods are not being used for storage.		
II. Housekeeping		
	Yes/No	Comments
Laboratory and storage areas uncluttered and orderly (including bench top).		
Aisles & exits are free from obstruction.		
Work surfaces are protected from contamination.		
Electrical cords are in good condition and are UL listed.		
Tools and equipment are in good repair and electrically grounded.		
Tops of cabinets and shelves are free from stored items.		
Heavy objects are confined to lower shelves.		
Glassware is free from cracks, chips, sharp edges and other defects.		
Broken glass containers are available and in use.		

III. Personal Protective Equipment		
	Yes/No	Comments
Protective gloves are available and matched to hazards involved.		
Eye protection is available and in use in all laboratories.		
Lab coats, "Tyvek" garments etc. are available and in use.		
Lab coats are only worn in the laboratory and are removed before entering offices, lunchrooms, rest rooms, conference rooms and other non-laboratory general use areas. (This includes disposable protective clothing).		
Dirty lab coats/uniforms are stored in a covered container until removed for laundering.		
Appropriate protective clothing is available and in use when working with radioactive materials.		
Respirators are provided when necessary, and selected on the basis of hazard present.		
Respirators are used correctly, cleaned after every use and stored in a convenient, clean and sanitary area.		
IV. Hazard Communication		
	Yes/No	Comments
Primary & secondary chemical containers are labeled with identity, appropriate hazard warnings, and expiration dates.		
Signs on storage areas (e.g. Refrigerators) and laboratories are consistent with hazards within.		
MSDS binders are available for chemicals used and stored in area.		
Employees know the location of the MSDS binders for their work area.		
Satellite MSDS collections are complete and readily available at all times to labs.		
Chemical Hygiene Plan (CHP) available and current.		
V. Chemical Storage		
	Yes/No	Comments
Incompatible materials are segregated.		
Corrosives and flammables are stored below eye level.		
Hazardous materials used/stored in the laboratory are limited to small quantities.		
Unnecessary, unused, or outdated materials are removed from laboratories and chemical storage areas.		

Safety carriers are available and in use while transporting chemicals.		
All lab carts have side-rails.		
All containers are properly labeled with: Name, Date, Contents, Lab #		
VI. Flammable Liquids Storage & Handling		
	Yes/No	Comments
Flammable liquids are stored and used away from ignition sources.		
Bulk quantities of flammable liquids are stored in approved storage cabinets.		
Flammable liquid storage cabinets are properly labeled.		
Flammable liquid storage cabinets close properly.		
Flammables stored on open shelves in glass or plastic containers are within permissible quantities (limit = 10 gals)		
Safety cans used to handle small quantities of flammable liquids are properly labeled.		
Solvent waste cans are labeled properly with: Name, Contents, Lab #.		
Nothing is stored on top of flammable cabinets.		
VII. Compressed Gas Cylinders		
	Yes/No	Comments
Gas cylinders are properly chained/secured.		
Cylinder caps are in place when cylinders are not in use or being moved.		
Gas cylinders are transported on a cart with chains.		
Gas cylinders are stored away from excessive heat.		
Fuel gas cylinders are at least 20 feet away from oxygen cylinders.		
Gas cylinders are properly marked as to their contents.		
Full and empty cylinders are stored separately.		
Empty gas cylinders are labeled "EMPTY".		
Gas lines, piping, manifold, etc. are labeled with the identity of their contents.		
Hoses, tubing and regulators are in good working condition.		

VIII. Waste Handling: Hazardous, Non-Hazardous & Biological		
	Yes/No	Comments
No liquid waste is disposed of in the sinks or the sewer.		
Hazardous wastes are not accumulated for longer than one month in the laboratory.		
Waste streams are separated as necessary: ex. Solid vs. liquid, hazardous vs. non-hazardous, halogenated vs. non-halogenated, etc.		
Waste containers are appropriately tagged before placing in waste room.		
Containers of hazardous waste are labeled properly with the date and name of person discarding waste.		
Biological waste is appropriately marked with a biohazard symbol.		
Syringes and other sharp waste are disposed of into a sharps container and placed directly into biohazard waste container.		
Waste material is not allowed to accumulate on the floors, in corners or under shelves/tables in laboratories.		
Radioactive waste is properly marked with radiation symbol.		
IX. Emergency Response		
	Yes/No	Comments
Exits are clearly marked.		
Exits are free from obstruction.		
All fire doors are self-closing.		
All fire doors are kept closed.		
Fire alarms are provided.		
Telephones are labeled with emergency numbers.		
Emergency evacuation routes are clearly posted.		
Emergency evacuation routes are posted in common hallways.		
Emergency exit lights are working and clear of obstruction.		

X. Safety Equipment		
	Yes/No	Comments
Safety showers and eye wash stations are located within 75' of all laboratories.		
Safety showers and eye wash stations are clearly labeled, and these areas are clear from obstruction.		
All showers and eye wash stations are clean, covers are replaced and they in good working condition.		
Fire extinguishers are available.		
Fire extinguishers are the appropriate type for the hazard in the work area.		
Fire extinguishers are checked monthly. Date of last check: _____		
Fire detection devices, smoke alarms, sprinkler systems, lighted exit signs are in good working condition.		
First-aid supplies are readily available and clearly visible.		
Spill team list is clearly posted in laboratories.		
XI. Other Labeling & Posting		
	Yes/No	Comments
Warning signs and labels are present whenever required (e.g. carcinogen, mutagen) where chemicals are stored.		
"No Smoking" signs are posted in prohibited areas.		
"Caution- Radioactive Material" signs are posted on doors of all authorized laboratories and on refrigerators/freezers where materials are stored.		
Biohazard symbols are posted on access doors to biohazard laboratories and animal rooms and on potentially contaminated equipment.		

XII. Miscellaneous & Notes