# Laboratory Inspection Checklist

**Contact Information** Principal Investigator or Faculty:

<table>
<thead>
<tr>
<th>Department</th>
<th>Building</th>
<th>Room</th>
<th>Inspector</th>
</tr>
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<tbody>
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<thead>
<tr>
<th>Email</th>
<th>Phone</th>
<th>Today’s Date</th>
<th>Today’s Time</th>
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## Documentation and Training

1. Chemical Hygiene Plan complete and updated annually.  
   - Yes  
   - No  
   - NA

2. An up to date inventory is maintained for all hazardous materials.  
   - Yes  
   - No  
   - NA

3. Safety Data Sheets (SDS) available at all times employees/students are present (electronic or paper form).  
   - Yes  
   - No  
   - NA

4. Employees/students have received lab safety training.  
   - Yes  
   - No  
   - NA

## Personal Protection Equipment And Engineering Controls

5. Personal clothing and shoes cover feet and legs.  
   - Yes  
   - No  
   - NA

6. Long hair tied back, jewelry or other loose items are covered or removed.  
   - Yes  
   - No  
   - NA

7. Lab coats worn and made of appropriate material.  
   - Yes  
   - No  
   - NA

8. Appropriate gloves available and worn.  
   - Yes  
   - No  
   - NA

9. Goggles/ face shields available and worn.  
   - Yes  
   - No  
   - NA

10. Respirators are available and used in the laboratory. If yes…  
    a. Respirator training, fit test, and medical evaluation are complete and up to date for each employee.  
       - Yes  
       - No  
       - NA
    b. Respirators are properly cleaned, stored and inspected.  
       - Yes  
       - No  
       - NA

11. Chemical fume hood/ biosafety cabinets are free of clutter.  
    - Yes  
    - No  
    - NA

12. Chemical fume hoods/ biosafety cabinets have been certified in the last 12 months.  
    - Yes  
    - No  
    - NA

## General Laboratory Safety

13. Personnel understand eating and drinking are prohibited in the lab.  
    - Yes  
    - No  
    - NA

14. Lab is secure; doors are locked when lab is unoccupied.  
    - Yes  
    - No  
    - NA

15. Aisles are unobstructed and maintained at least 36” apart.  
    - Yes  
    - No  
    - NA

16. Lab benches and work areas are free of clutter.  
    - Yes  
    - No  
    - NA

17. Shelves and cabinets are in good condition and free of clutter.  
    - Yes  
    - No  
    - NA

18. Refrigerator and freezers are labeled not for food storage.  
    - Yes  
    - No  
    - NA

19. No food or drink are allowed in laboratory use refrigerators.  
    - Yes  
    - No  
    - NA

20. Equipment is in good repair with evidence of proper maintenance.  
    - Yes  
    - No  
    - NA

21. All guards and shields are in place.  
    - Yes  
    - No  
    - NA

22. All equipment safety signs are posted and in good condition.  
    - Yes  
    - No  
    - NA

## Chemical Safety

23. Containers are in good condition, labels are intact and legible.  
    - Yes  
    - No  
    - NA

24. Chemical containers are properly segregated.  
    - Yes  
    - No  
    - NA

25. There is no storage of chemicals above eye level.  
    - Yes  
    - No  
    - NA

26. Flammable liquids are stored in NFPA approved safety cabinets.  
    - Yes  
    - No  
    - NA

27. Corrosives are stored in acid cabinets.  
    - Yes  
    - No  
    - NA

28. Peroxide formers are properly labeled and inventory tracked.  
    - Yes  
    - No  
    - NA
<table>
<thead>
<tr>
<th>Compressed and Cryogenic Gas Safety</th>
<th></th>
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<tbody>
<tr>
<td>29. Gas cylinders are stored upright and are properly secured.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>30. Gas cylinder caps are properly secured when not in use.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>31. Flammable gases are stored separately from oxidizers.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>32. Cryogenic and flammable gases are stored in well-ventilated areas.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>33. Proper regulators are in use.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>34. Cylinders moved using cylinder trucks with regulators removed and caps secured.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>Waste Management</td>
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<tr>
<td>35. Chemical and biological waste are not disposed via trash or drains unless approved by ORCIS.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>36. Storage containers are appropriate for the waste and are in good condition.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>37. Waste containers are properly labeled with date and contents.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>38. Waste container lids are tightly closed unless adding waste.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Emergency Planning &amp; Response</td>
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<tr>
<td>39. Employees/students demonstrated familiarity with building evacuation procedures and location of fire alarms and exits.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>40. Employees/students demonstrated familiarity with the location and used of fires extinguishers.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>41. Spill control equipment available and employees/students are familiar with their use.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>42. Safety shower and eyewash accessible.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>43. Safety shower tested within the past year.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>44. Eyewash tested monthly.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>45. Emergency procedures and phone numbers are clearly posted.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>46. Fire alarm pull stations are unobstructed.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>47. Fire extinguishers are correct type for hazards present, pressure gauges indicate full and inspection tag is for the current year.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>Electrical Safety</td>
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<tr>
<td>48. Emergency cut-off panels and switches are accessible.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>49. Electrical outlets and outlet strips are not overloaded.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>50. GFCI outlets are present.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>51. Electrical cords are clear of aisles, sinks and are in good condition.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>52. UL listed power strips shall be used. Extension cords are prohibited.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>Equipment Safety</td>
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<tr>
<td>53. Equipment is unobstructed.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>54. Equipment is fastened to a stable surface.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>55. Equipment manual or standard operating procedure is available for any machine that may present an injury hazard.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>56. Equipment guards are in place and interlocks are not defeated.</td>
<td>☐ Yes ☐ No ☐ NA</td>
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<tr>
<td>Question</td>
<td>Yes</td>
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<td>57. Equipment emergency shut-off is functioning and unobstructed.</td>
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<td>58. Lab identification information is current and correct.</td>
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<tr>
<td>Comments</td>
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