

Room #: \_\_\_\_\_

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

Inspected By: \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**1. Laboratory Work Practices**

		<b>Comments</b>
A. Food & beverages not consumed in lab.	Yes No	
B. Food and beverages not stored in the laboratory areas or refrigerators.	Yes No	
C. Refrigerators for food labeled "Food Only"	Yes No	
D. No chemicals OR samples in desk area.	Yes No	
E. Lab practices minimize volatilization (traps used, open-containers minimized)	Yes No	
F. Glassware is free from cracks, chips, sharp edges, and other defects.	Yes No	
G. Broken glass containers are available, in use, and not overfilled.	Yes No	
H. Used needles are stored in appropriate sharps containers	Yes No	
I. Proper tubing and fittings used on circulated water lines.	Yes No	

**2. Housekeeping**

		<b>Comments</b>
A. Laboratory bench top and storage areas are orderly and uncluttered.	Yes No	
B. Unused items stored safely and orderly.	Yes No	
C. Heavy objects are confined to lower shelves.	Yes No	
D. Electrical cords are in good condition and are UL listed.	Yes No	
E. Extension cords and power strips are not daisy chained and no permanent extension cords in use.	Yes No	
F. Tools and equipment are in good repair and electrically grounded.	Yes No	

**3. Personal Protective Equipment**

		<b>Comments</b>
A. Protective gloves are in use and matched to hazards involved.	Yes No	
B. Eye protection in use. (note: minimum protection required is splash resistant glasses.)	Yes No	
C. Lab coats are in use.	Yes No	
D. Gloves and 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.	Yes No	
E. Appropriate protective clothing is available and in use when working with biological materials.	Yes No	

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#### 4. Hazard Communication

		Comments
A. Primary & secondary chemical containers are labeled with identity, hazard warnings, and expiration dates. All labels are intact.	Yes No	
B. Signs on storage areas, refrigerators, and laboratories are consistent with hazards within.	Yes No	
C. The location of MSDS's are known.	Yes No	
D. Lab safety information is available and accessible.	Yes No	
E. Chemical hygiene plan is accessible.	Yes No	

#### 5. Chemical Storage

		Comments
A. All samples have proper identification. (initial - book number - page number - experiment number)	Yes No	
B. All chemicals are dated.	Yes No	
C. All containers are properly labeled with department issued bar code.	Yes No	
D. Incompatible materials are segregated.	Yes No	
E. Nitric and Acetic acid stored separate from other acids and chemicals.	Yes No	
F. Chemical storage cabinets close properly.	Yes No	
G. Liquids and flammables are stored below eye level.	Yes No	
H. Hazardous materials used/stored in the laboratory are limited to small quantities.	Yes No	
I. Hazardous waste accumulation areas used for waste only.	Yes No	
J. Unnecessary, unused, or outdated materials are removed from laboratories and chemical storage areas.	Yes No	
K. No chemical storage in fume hoods.	Yes No	
L. Fume hood sashes are kept closed when not in use.	Yes No	
M. Safety carriers are available and in use while transporting chemicals.	Yes No	

#### Miscellaneous & Notes

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**6. Flammable Liquids Storage & Handling**

		<i>Comments</i>
A. Flammable liquids are stored and used away from ignition sources.	Yes No	
B. Bulk quantities of flammable liquids are stored in approved storage cabinets.	Yes No	
C. Flammables that are refrigerated are placed in explosion-proof or flammables refrigerators only?	Yes No	
D. Flammable liquid storage cabinets are properly labeled.	Yes No	
E. Flammable liquid storage cabinets close properly.	Yes No	
F. Flammables are not stored on open shelves.	Yes No	
G. Safety cans used to handle small quantities of flammable liquids are properly labeled.	Yes No	
H. Solvent waste cans are labeled properly with University issued Hazardous Waste Labels.	Yes No	
I. Nothing is stored on top of flammable cabinets.	Yes No	

**7. Compressed Gas Cylinders**

		<i>Comments</i>
A. All gas cylinders initialed by person who ordered it.	Yes No	
B. Gas cylinders are properly secured.	Yes No	
C. Cylinder caps are in place when cylinders are not in use or being moved.	Yes No	
D. Gas cylinders are transported on a cart with chains.	Yes No	
E. Gas cylinders are stored away from excessive heat.	Yes No	
F. Fuel gas cylinders are at least 20 feet away from oxygen cylinders.	Yes No	
G. Contents of gas cylinders are properly marked.	Yes No	
H. Full and empty cylinders are stored separately.	Yes No	
I. Empty gas cylinders are labeled "EMPTY" and dated.	Yes No	
J. Gas lines, piping, manifold, etc. are labeled with the identity of their contents.	Yes No	
K. Hoses, tubing, and regulators are in good working condition.	Yes No	

**Miscellaneous & Notes**

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**8. Waste Handling: Hazardous, Non-Hazardous & Biological**

		<b>Comments</b>
A. All containers legibly labeled with the full chemical or trade name. <i>(note: abbreviations/formulas are not adequate)?</i>	Yes No	
B. No liquid waste is disposed of in the sinks.	Yes No	
C. Hazardous wastes have not accumulated for longer than one month in the laboratory.	Yes No	
D. Waste streams are separated as necessary: examples: Solid vs. liquid, organic vs. inorganic, halogenated vs. non-halogenated, etc...	Yes No	
E. Waste containers are appropriately tagged before placing in the Satellite Hazardous Waste Accumulation Area.	Yes No	
F. Chemical and waste containers in good condition.	Yes No	
G. Chemical and waste containers closed except during additions.	Yes No	
H. No hazardous materials near sinks or drains unless secondary containment is provided?	Yes No	
I. Biological waste is appropriately marked with a biohazard symbol.	Yes No	
J. Syringes and other sharp waste are disposed of in a proper container and placed directly into biohazard waste container.	Yes No	
K. Waste material is not allowed to accumulate on the floors, in corners or under shelves/tables in laboratories.	Yes No	

**9. Walkways and Emergency Exits**

		<b>Comments</b>
A. Aisles & exits are free from obstruction.	Yes No	
B. Exits are clearly marked.	Yes No	
C. Exits are free from obstruction.	Yes No	
D. All fire doors are kept closed.	Yes No	
E. Telephones are labeled with emergency numbers.	Yes No	

**Miscellaneous & Notes**

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# Violation Report

Room #: \_\_\_\_\_

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

Conducted By: \_\_\_\_\_

GRADE: \_\_\_\_\_

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- Section 1:** A B C D E F G H I
- Section 2:** A B C D E F
- Section 3:** A B C D E
- Section 4:** A B C D E
- Section 5:** A B C D E F G H I J K L M
- Section 6:** A B C D E F G H I
- Section 7:** A B C D E F G H I J K
- Section 8:** A B C D E F G H I J K
- Section 9:** A B C D E
- Section 10:** A B C D E F
- Section 11:** A B C

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**Comments:**

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