APPENDIX G: LABORATORY SELF-INSPECTION CHECKLIST

Department: …….. Room: ..... Principal Investigator: .....

Today's Date: ..... Telephone No. .....

Certificate of Fitness #..... Expires: .....

Y = Yes N = No N/A = Not Applicable

I. Laboratory signs **Y N N/A**

"Laboratory" ☐ ☐ ☐
"Flammable Gases" ☐ ☐ ☐
"LASER Operating" ☐ ☐ ☐
"Radioactive Materials" ☐ ☐ ☐
"Water-Reactive Chemicals" ☐ ☐ ☐
"Biohazard" ☐ ☐ ☐
"Fire Extinguisher" ☐ ☐ ☐
"No Smoking" ☐ ☐ ☐
"Class IV Laboratory Limits" ☐ ☐ ☐
"No Smoking Eating or Drinking in the Lab." ☐ ☐ ☐
"Safe Hood Operation" ☐ ☐ ☐
"Eyewash" ☐ ☐ ☐
"Safety Shower" ☐ ☐ ☐
"Spill Cleanup Materials" ☐ ☐ ☐
"Caution-Food Must Not Be Stored In This ..." ☐ ☐ ☐
"Store No Flammables Flashing Below 100₀ F.." ☐ ☐ ☐
"Caution - Do Not Use For Food" ☐ ☐ ☐
"Flammable - Keep Fire Away" +/or "Corrosive" ☐ ☐ ☐

II. Emergency Preparedness:

Emergency telephone numbers posted ☐ ☐ ☐
All exits clear and unobstructed ☐ ☐ ☐
Fire Extinguishers:
Locations clearly visible/unobstructed ☐ ☐ ☐
Inspected within the last year ☐ ☐ ☐
Correct for flammable hazards present ☐ ☐ ☐
Safety showers present and working ☐ ☐ ☐
Eyewash stations present and working ☐ ☐ ☐

III. Housekeeping:

Counters & floors are uncluttered ☐ ☐ ☐
Passageways are clear ☐ ☐ ☐
Broken glass/syringe disposal containers provided where needed & clearly labeled ☐ ☐ ☐
No storage within 18" of sprinkler heads ☐ ☐ ☐
Warning signs current, no frivolous warnings are posted ☐ ☐ ☐

IV. Compressed Gas

No long-term storage of corrosive gases ☐ ☐ ☐
All cylinders secured in place ☐ ☐ ☐
Oxygen & flammable gases are stored separately from each other ☐ ☐ ☐
Cylinders hydrostatically in the past 10 years ☐ ☐ ☐

V. Mechanical Hazards

Machine guarding is in place (e.g., vacuum pumps, lock-out/tag-out of equipment ☐ ☐ ☐

VI. Electrical Hazards

Electrical equipment is double insulated or grounded (e.g., 3-prong plug) ☐ ☐ ☐
Electric cords in good condition ☐ ☐ ☐
Exposed circuits are barricaded when energized ☐ ☐ ☐
Electrical service panels unobstructed ☐ ☐ ☐

VII. Ventilation (Lab Hoods):

Hood sash is in place & operable ☐ ☐ ☐
Sash is used at proper working height ☐ ☐ ☐
Equipment positioned at least 6" into hood ☐ ☐ ☐
Airflow unobstructed by equipment./material ☐ ☐ ☐
Lab doors are kept closed ☐ ☐ ☐
Hood interior is clean and uncluttered ☐ ☐ ☐
Airflow indicator is used ☐ ☐ ☐

VIII. Personal Protective Equipment: Y N N/A

Safety goggles are available and worn ☐ ☐ ☐
Face shields & safety shields available ☐ ☐ ☐
Appropriate gloves are available and used ☐ ☐ ☐
Lab coats/aprons are worn ☐ ☐ ☐
Appropriate shoes are worn ☐ ☐ ☐
Hearing protection worn when noise interferes with normal speech ☐ ☐ ☐

IX. Chemical Storage

Chemical stocks kept at a minimum ☐ ☐ ☐
FDNY flammable/combustible liquid limits are observed ☐ ☐ ☐
Grounding straps used appropriately with flammable gases/liquids ☐ ☐ ☐
Chemical compatibilities are recognized & observed in storage design ☐ ☐ ☐

Containers and closures are in good condition ☐ ☐ ☐
Highly reactive substances are disposed of before expiration date, or when no longer needed (THF, Ether …) ☐ ☐ ☐
All chemical containers are properly labeled (chemical name, hazardous properties, date, name of owner) ☐ ☐ ☐

X. Waste Management Y N N/A

Efforts are made to minimize waste generated (scaling down reaction size, reuse of solvents when feasible, etc.) ☐ ☐ ☐
Waste Containers are sound ☐ ☐ ☐
Waste Containers are compatible with waste ☐ ☐ ☐
Waste containers properly labeled, including the words Hazardous Waste? ☐ ☐ ☐
The contents of the container clearly listed ☐ ☐ ☐
Container closed with a properly fitting cap ☐ ☐ ☐
Waste containers are in secondary containment trays ☐ ☐ ☐
Waste in same secondary containment trays compatible with each other ☐ ☐ ☐
The waste containers located in the lab (not in hallway or storeroom) ☐ ☐ ☐
Less than 55 gallons of waste in the laboratory ☐ ☐ ☐
Waste located away from floor drains or sinks ☐ ☐ ☐
Full containers being taken to the main accumulation area for proper disposal ☐ ☐ ☐
Hoods are not used for waste disposal ☐ ☐ ☐

XII. Hazards Intrinsic to Our Work:

Y N N/A

..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐
..... ☐ ☐ ☐

XI. Spill Cleanup

Lab workers know where spill cleanup procedures & materials are available ☐ ☐ ☐
Lab workers are trained in spill cleanup ☐ ☐ ☐

Additional Safety Concerns Observed:

.....
.....
.....
.....
.....
.....

General Comments:

.....
.....
.....