

Laboratory Self-Inspection Checklist

Principal Investigator: _____ Building: _____ Room(s): _____ Date: _____

A. Administrative

- Lab Safety Plan available & accurate
- SDS (Safety Data Sheets) readily available or accessible in the workplace
- Training – all lab members trained annually on:
 - General lab & chemical safety
 - Lab-specific hazards & procedures
- Other applicable training – Biosafety, BBP, Radiation, Lasers
- Postings/Signs – Hazard warnings, emergency contact #'s
 - a. BSL- 1 or 2: Universal Biohazard Symbol, “BSL-__” at all entryways
 - b. Radiation: Universal Radiation Symbol, “Caution Radioactive Materials” at all entryways
 - c. Radiation: NCDENR Notice to Employees posted in a conspicuous location

B. Laboratory Safety & Protective Procedures

- Security- Limit access to areas with hazardous materials or equipment
- Personal Protective Equipment
 - a. Safety Glasses must be worn when a splash hazard exists
 - b. Appropriate gloves must be worn when there is potential for skin contact with chemicals
 - c. No open toed/perforated shoes or short pants in the lab
 - d. Lab coats are recommended and must be laundered regularly (required for BSL>2, highly hazardous chemicals, particularly hazardous substances, and radioactive materials)
- No food or drinks in the lab area
- Fume Hood operational & uncluttered
- HEPA filter and collection flask with disinfectant on vacuum lines used with BSL-2 materials
- Collection flask/trap on vacuum lines used with radioactive materials
- Compressed gas cylinders labeled and secured, caps in place when not in use
- Hazardous chemicals: All containers labeled with name of contents and hazards
(Secondary or portable containers used solely by the individual who transferred the material and within the work shift are not required to be labeled.)
 - a. Segregated by hazard class
 - b. Stored below eye level (large bottles <2' from floor)
 - c. Secondary containment for all highly toxic/hazardous chemicals, incompatibles stored adjacently, and all glass containers stored on floor
 - d. Peroxide forming chemicals – label with date opened & expiration/discard date
- Eyewash & emergency showers unobstructed and tested regularly (eyewash inspected monthly)
- Fire Extinguisher – appropriate class, mounted within 50ft, unobstructed, inspected annually

C. Chemical Waste

- Labeled with a completed “Lab Waste” label
- Lids secured at all times, except when venting is necessary in a fume hood
- Segregated by hazard class
- Stored in secondary containment

- ___ Stored at or near point of generation
- ___ Total Volume <55 gallons

D. Biological

- ___ Waste containers - hard walled, lid, leak proof, labeled with biohazard symbol
- ___ Hand washing sink available in rooms where biohazards are present
- ___ Disinfecting agent (dated)/Spill Kit present
- ___ Benchtops and chairs finished with nonporous surfaces
- ___ All biohazardous waste treated by autoclave or chemical disinfection prior to disposal
- ___ All infectious waste (\geq Risk Group 2) treated by validated auto clave prior to disposal
- ___ Validate autoclave weekly with biological indicator, if deactivating infectious materials
- ___ BSL-2 rooms have self-closing doors

E. Radiation

- ___ Authorization - Available, lists all rooms and sources of radiation
- ___ Inventory – monthly and daily use logs available and current for all RAM in lab
- ___ Surveys – documented weekly with use of RAM
- ___ Waste containers - Labeled, lid in place, waste form accurate and attached (or posted near container)

F. Other

- ___ Sharps – Puncture resistant container, hazard labels, appropriate disposal
- ___ Electrical - GFCI within 36" of water source, extension cords for temporary use only, no frayed cords
- ___ Electrical panels are unobstructed with 36" x 36" of clear space in front of panel
- ___ Fire Safety – No storage within 24" of the ceiling
- ___ Sprinkler – all storage is at least 18" below sprinkler heads