UNIVERSITY OF SOUTHERN INDIANA CHEMICAL LABORATORY INSPECTION PROGRAM CHECKLIST

Building:	Room #:	Dept:
PI/Supervisor:		Phone #:
Inspected By:		Date:

S = Satisfactory, U = Unsatisfactory, N = Not Applicable

Α.	General Work Environment			
1.	Work areas illuminated	S	U	N
2.	No food allowed	S	U	N
3.	Storage of combustible materials		0	14
٥.	minimized	S	U	Ν
4.	Trash removed promptly	S	U	N
5.	Aisles and passageways kept clear	S	U	N
6.	Heavy items stored on lower shelves	S	U	N
	Means available to reach items stored	0	U	IN
7.	above shoulder level	S	\cup	Ν
8.	Storage at least 18 inches below			
ο.		S	\cup	Ν
9.	sprinkler head (in sprinklered spaces)			
9.	Storage at least 24 inches below ceiling	S	U	Ν
40	(in non-sprinklered spaces)			
10.	Storage beneath sinks minimized; only	S	U	Ν
	cleaning products allowed.			
Exi				N.1
11.	Illuminated signs working	S	U	N
12.	Alternate exits available	S	U	N
	Doors not blocked or wedged open	S	U	Ν
14.	Emergency exit doors not locked or	S	U	N
	blocked			
	Emergency Planning			
	ilities	,		,
1.	Fire extinguishers mounted	S	U	Ν
2.	Fire extinguishers unobstructed	S	U	Ν
3.	Fire extinguisher fully charged	S	\cup	Ν
4.	Fire extinguisher tamper indicator in	S	U	NI
	place	0	U	Ν
5.	Eyewash and safety showers available	S	U	Z
	and unobstructed	0	U	IN
6.	Fire alarm pull stations unobstructed	S	U	N
7.	Emergency lights functional	S	U	N
Ins	pections		•	
8.	Fire extinguisher inspected annually	S	U	N
9.	Eyewash and safety shower inspected	S	U	N
Pro	cedures			
10.	Spill control materials available	S	U	N
	Required Information/Postings			
	ormation			
1.	Material Safety Data Sheets and			
	chemical inventories complete and	S	U	N
	readily accessible			
2.	Written Chemical Hygiene Plan and			
-	Emergency Action Plan is available	S	U	Ν
Pos	stings			<u> </u>
3.	Lab Hazard Information Forms			
٥.	accurate and current	S	U	Ν
4.	Building Evacuation Routes posted	S	U	N
5.	Ice making machines posted Not for))	1.4
J.	Human Consumption	S	U	Ν
D	Personal Protective Equipment			
1.	Eye and face protection available	S	\cup	Ν
2	where needed			-
2.	Areas requiring the use of eye	S	\cup	Ν
2	Open too shoes prohibited	0	1.1	N.I.
3.	Open toe shoes prohibited.	0	U	IN

E. Electrical Hazards 1. Flexible cords in good condition 2. Cover plate in place for outlets and switches 3. Circuit breaker panels unobstructed 4. Machine/instrument access panels in place 5. No exposed electrical conductors 6. Power strips have overload protection 7. No extension cords used 8. Ground fault circuit interrupters (GFCI) used for wet/exterior use F. Chemical Storage 1. Shelving adequate for loads imposed 2. Refrigeration units for chemical storage labeled "No Food" 3. Chemical storage cabinets labeled 4. Containers clearly labeled 5. Containers clearly labeled 6. Storage strictly limited in actively used fume hoods 7. Containers compatible with the chemical 8. Chemicals segregated to avoid incompatibilities 9. Liquids not stored above eye level 10. Storage quantities minimized 11. Secondary containment used during transport and storage of chemicals 12. Materials with shelf lives dated or if they appear dated are disposed G. Flammable Liquids 1. Used in fume hood or well-ventilated area 2. Stored in flammable liquid storage cabinet for more than 10 gallons per room 3. Refrigeration units approved for flammables separated from strong oxidizers 5. Class ABC or BC fire extinguisher available 6. Flammable liquids not stored near hot plates or other ignition sources H. Compressed Gases 1. Used in well ventilated area 2. Toxic, flammable, corrosive gases used in fume hood 3. Storage quantities minimized 4. Secured from tipping 5. Regulators compatible with gas cylinder 6. Cylinder carts used for transport 7. Protective valve caps in place 8. U N 8. U N 8. U N 9. V 9. V					
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I. \	Vaste Disposal			
1.	Wastes disposed of properly through Environmental Health & Safety.	S	U	Ν
2.	Containers kept sealed except during transfer	S	U	Ν
3.	Containers labeled with the words Hazardous Waste and accumulation start date	S	U	N
4.	Constituents of the waste described on the container label	S	U	Ν
5.	Empty containers that contained acutely hazardous chemicals are treated as hazardous waste	S	U	Ν
6.	Storage limited to < 1 quart of acutely hazardous waste	S	U	Ν
7.	Containers compatible with waste	S	\cup	N
8.	Separate disposal containers available for broken glass	S	U	Ν
9.	Biohazardous waste red-bagged and boxed; sharps containers utilized	S	U	Ν
J.	Ventilation/Fume Hoods			
1.	Each chemical fume hood has been surveyed	S	\cup	Ν
2.	Fume hood vents (baffles) unobstructed	S	U	Ν
3.	Fume hoods used with sash in appropriate position	S	U	Ν

K. Training/Awareness				
Training				
1.	Workers have attended Laboratory Safety and Emergency Action Plan Training	S	\cup	Z
2.	Workers have attended a lab-specific orientation	S	U	Ν
Aw	areness: Do laboratory workers know.			
3.	what to do in the event of an emergency, such as fire, injury, including evacuation routes	S	U	Z
4.	how to clean up chemical spills	S	U	Ν
5.	the location/contents of the Chemical Hygiene Plan	S	U	Ν
6.	the Chemical Hygiene Officer and Safety Manager for the department	S	U	Ν
7.	what an MSDS is and where to find them and other safety information	S	\cup	Z
8.	what type of personal protective equipment to use and when to use it	S	U	Z
9.	what to do with chemical waste	S		Ν
10.	what are the most hazardous materials you use and what precautions to take	S	U	Z
11.	where and how to use emergency equipment, such as safety showers and eyewash stations	S	\cup	Z
12.	to question unfamiliar visitors in the lab	S	\supset	Z
	if anyone in the laboratory is conducting unauthorized research activities	S	U	Ν
14.	to report unusual or suspicious conditions and security incidents to Public Safety.	S	U	N

<u>Descriptions / Notes</u>	conditions and security incidents to Public Safety.	S	U	Ν