

Laboratory Self-Inspection Checklist

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

A. Administrative

- Lab Safety Plan available & accurate
- MSDS readily available and accessible in the workplace
- Training – all lab members trained annually on content and location of CHP/LSP/MSDS, hazard communication program, and emergency procedures
- Other applicable training – BBP(annual), Radiation, Lab specific protocols
- 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
- No food items 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 contents and hazards warnings
 (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. Segregate by hazard class
 - a. Stored below eye level (large bottles <2' from floor)
 - b. Secondary containment for all highly toxic or open chemical containers
 - c. Peroxide forming chemicals – label with dates purchased & opened, discard after 6 & 12 months
- Eyewash & emergency showers unobstructed and tested regularly
- Fire Extinguisher – appropriate class, mounted within 50ft, unobstructed, inspected annually

C. Chemical Waste

- Labeled with “hazardous waste”, contents (%), PI & Phone#
- Lids secured at all times
- 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 BSL-2 waste is autoclaved
- Validate autoclave with biological indicator monthly
- BSL-2 rooms have self-closing doors

E. Radiation

- Authorization - Available, lists all rooms and procedures
- Inventory – monthly and daily use logs available and current for all RAM in lab
- Surveys – documented weekly with use of RAM, daily if use of >1mCi
- Waste containers - Labeled, lid in place, waste form accurate and attached

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
- Sprinkler – all storage is at least 18" below sprinkler heads