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
D. Biological

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

___ 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 (≥Risk Group 2) treated by validated autoclave 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

For more information and laboratory related resources, go to: https://safety.uncg.edu/lab