# Appendix L: Laboratory Self - Inspection Checklist

For each item check Yes, No, or N/A. Take corrective action for “No” items.

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| **Y** | **N** | **N/A** | **General Safety** |
|  |  |  | 1. Housekeeping is satisfactory - floors clear, dry and free of slip hazards; bench tops (including hoods) reasonably organized and clean? |
|  |  |  | 1. Area around fire extinguishers, pull alarms, emergency showers, eye wash and electrical panels kept clear? |
|  |  |  | 1. Eye wash present, clearly labeled and flushed weekly? |
|  |  |  | 1. Fire extinguisher present, mounted, accessible, seal intact, date tested? |
|  |  |  | 1. Eighteen-inch vertical clearance maintained from fire sprinkler heads? |
|  |  |  | 1. Food and drink absent? |
|  |  |  | 1. Refrigerators/freezers labeled either “Food & Drink Only” or “No Food & Drink”? |
|  |  |  | 1. Extension cords and power strips not daisy chained and no permanent extension cords in use? |
|  |  |  | 1. No exposed wiring or damaged electrical cords? |
|  |  |  | 1. Personal protective equipment available and used? |
|  |  |  | 1. Personnel are trained on chemical hazards? |
|  |  |  | 1. Emergency contacts current? |
|  |  |  |  |
|  |  |  | **Hazardous Materials & Waste** |
|  |  |  | 1. Chemical inventory is current? |
|  |  |  | 1. SDSs are kept in a central location? |
|  |  |  | 1. All containers, including non-hazardous chemicals and wastes, legibly labeled with the full chemical or trade name and hazard warning when needed? |
|  |  |  | 1. Chemical and waste containers in good condition and closed except during use? |
|  |  |  | 1. All waste containers have “Hazardous Waste” label? |
|  |  |  | 1. Incompatible materials segregated? |
|  |  |  | 1. Flammable liquids >10 gallons (including flammable waste and acetic acid) stored in flammable liquid storage cabinets? |
|  |  |  | 1. Flammables that are refrigerated are placed in explosion-proof or flammables refrigerators only? |
|  |  |  | 1. Storage in fume hoods minimized and sashes kept closed when not in use? |
|  |  |  | 1. Hazardous material spill cleanup kits and first aid kits available? |
|  |  |  | 1. Biohazardous waste managed properly? |
|  |  |  | 1. Gas cylinders properly secured, labeled, and stored? |