# Appendix L: Laboratory Self - Inspection Checklist

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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?
 |