

LABORATORY INSPECTION CHECKLIST¹²

Building & Room:	Inspected By:
PI/Area Supervisor:	Date:

All laboratory spaces containing hazardous materials must be inspected at least semiannually. For each item check Yes, No, or N/A. Be sure to retain all documentation regarding inspections, including findings **and** corrective actions taken for any “No” responses, for a minimum of 3 years.

Y	N	N/A	GENERAL SAFETY
			Area around fire extinguishers, pull alarms, emergency showers, & electrical panels kept clear?
			Eighteen-inch vertical clearance maintained below fire sprinkler heads (e.g., over shelves)?
			Cabinets, furniture, and equipment taller than 4 feet braced or anchored?
			Food and drink stored and consumed away from toxic and infectious materials?
			Refrigerators/freezers labeled either “Food & Drink Only” or “No Food & Drink”?
			Extension cords and power strips not daisy chained and no permanent extension cords in use?
			No exposed wiring or damaged electrical cords?
			Floors are clear and aisles and adjacent hallways unobstructed?
			Floors dry & free of slip hazards; bench tops (including hoods) reasonably organized and clean?
			HAZARDOUS MATERIALS & WASTES
			All containers, including non-hazardous chemicals and wastes, legibly labeled with the full chemical or trade name (note: abbreviations/formulas are not adequate)?
			All hazardous materials & oil pumps stored in secondary containment free of spilled material?
			Incompatible materials properly segregated?
			Chemical & waste containers in good condition & kept closed except during use (no funnels)?
			Flammable liquids (including flammable waste & glacial acetic acid) stored in flammable liquid storage cabinets? <u>Note</u> : Up to 10 gallons per control area (NOT per individual lab) may be stored outside of cabinets.
			Flammables that are refrigerated are placed in explosion-proof or flammables refrigerators only?
			No hazardous materials near sinks or drains unless secondary containment is provided?
			Lab practices minimize volatilization (i.e. traps used, open-container procedures minimized)?
			“Chemical Waste Compliance” poster posted in lab where hazardous waste is accumulated?
			Storage in fume hoods minimized and sashes kept closed when not in use?
			Emergency contacts, chemical storage maps, & chemical inventory are current?
			Hazardous material spill cleanup kits & first aid kits available (recommended)?
			All hazardous wastes collected in compatible containers with completed waste tags & kept for no longer than 9 months from “accumulation date” on waste tag?
			Biohazardous waste in red bags with proper signage in hard sided, closed secondary containment with biohazard symbols on four sides and top?
			COMPRESSED GASES
			Cylinders listed on chemical inventory, positioned so that contents label is visible, & stored in a dry, well-ventilated location protected from heat sources?
			Cylinders > 26” tall secured to a rigid structure at 1/3 and 2/3 height with metal chains & a maximum of 2 cylinders per pair of chains (one restraint for cylinders <26” and dewars)?
			Cylinder valves closed and valve caps in place when cylinders not in use?

¹² http://www.stanford.edu/dept/EHS/prod/researchlab/lab/laboratory_inspections.html