|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department:** BIO CHEM ENVR PHY/ENG Psyc StdArt **P.I./Lb Mngr:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Building:** GU TS WP AB **Date of Inspection:** \_\_\_\_ /\_\_\_\_ / \_\_\_\_\_\_  **Rm#:** \_\_\_\_\_\_\_\_\_ **Inspector:** A. Yousef x6197 | | | | |
| **Section 1 – Laboratory Postings** | **Sat** | **Unsat** | **N/A** | **Comments** |
| A. Door Signs present/updated |  |  |  |  |
| B. Refrigerators have *Lab Use Only* label |  |  |  |  |
| C. Emergency Phone Numbers are Posted |  |  |  |  |
| **Section 2 – Chemical Storage** | **Sat** | **Unsat** | **N/A** | **Comments** |
| A. Chemicals Stored by Compatibility |  |  |  |  |
| B. Acids/Bases in secondary containers |  |  |  |  |
| C. Nitric Acid stored separately |  |  |  |  |
| D. Properly Labeled Chemical Bottles |  |  |  |  |
| E. Flammable Liquids Stored Properly |  |  |  |  |
| F. Total Flam. Liq. Vol. is ≤ max. allowed? |  |  |  |  |
| G. Vol Flam Liq. not in Cabinet OK? |  |  |  |  |
| H. Explosion Proof refrigerator for flams |  |  |  |  |
| I. Waste properly labeled & stored |  |  |  |  |
| J. Waste containers properly closed |  |  |  |  |
| K. Gas Cylinders Properly Labeled/Secured |  |  |  |  |
| L. Lecture Bottles Properly Labeled/Stored |  |  |  |  |
| M. No outdated peroxide formers |  |  |  |  |
| **Section 3 – Emergency Equipment** | **Sat** | **Unsat** | **N/A** | **Comments** |
| A. Fire Extng. Present/Inspected |  |  |  |  |
| B. Safety Shower: Tested/Unobstructed |  |  |  |  |
| C. Safety Shower Location Posted |  |  |  |  |
| D. Eye Wash: Tested/Unobstructed |  |  |  |  |
| E. Eye Wash Location Posted |  |  |  |  |
| F. First Aid Kit Located on same floor as lab |  |  |  |  |
| G. Spill Kit available & approp. for lab. |  |  |  |  |
| **Section 4 – Laboratory Equipment** | **Sat** | **Unsat** | **N/A** | **Comments** |
| A. Pumps & Motors have belt guards |  |  |  |  |
| B. All Equipment Properly Grounded |  |  |  |  |
| C. Electrical Cords are intact (no frays) |  |  |  |  |
| D. Only UL-approved power strips in use |  |  |  |  |
| E. Cmptrs & Instrmnts have surge protectors |  |  |  |  |
| F. Outlet wiring correct |  |  |  |  |
| G. Extension cord use is temporary only |  |  |  |  |
| H. Fume Hood flow rates OK |  |  |  |  |
| I. Sharps/Biohaz & Glass refuse containers |  |  |  |  |
| **Section 5 – Laboratory Conditions** | **Sat** | **Unsat** | **N/A** | **Comments** |
| A. Hand Washing Station Provided |  |  |  |  |
| B. Sink Clean and uncluttered |  |  |  |  |
| D. Corridors & Exits Unobstructed |  |  |  |  |
| E. Doors Kept Closed when unused (locks) |  |  |  |  |
| F. No Food/Beverages in Lab |  |  |  |  |
| G. Personal Protection Equip. Avail. |  |  |  |  |
| **Section 6 – Laboratory Records** | **Sat** | **Unsat** | **N/A** | **Comments** |
| A. CHP Available and Maintained |  |  |  |  |
| B. SDS records maintained |  |  |  |  |
| C. Chemical Inventory current |  |  |  |  |
| D. Safety Training Files up to date |  |  |  |  |

Please address/submit work orders for any unsatisfactory items. See Reverse for list of appropriate corrections

|  |  |  |  |
| --- | --- | --- | --- |
| **Check Indicates Violation** | **Violation** | **Corrective Steps** | **Date Required** |
|  | Incomplete chemical inventory† | Produce inventory of chemicals | 2 weeks |
|  | Incomplete SDS file† | Update/complete SDS file | 2 weeks |
|  | CHP not in lab/SOP’s are not filled in† | Produce SOP’s and keep CHP in lab | 2 weeks |
|  | All lab workers and students have received safety training and this has been documented | Faculty are required by law to provide safety training to staff and students. A. Yousef provides Faculty/Staff training. Faculty must provide student training | Immediate |
|  | Personal protective equipment | Always use appropriate safety equipment | Immediate |
|  | Improper chemical storage | Chemicals must be stored by class; toxins must be secured | 2 weeks |
|  | Storage height | Chemicals must be within reach without the need of a ladder and below eye level. | 2 weeks |
|  | Acid/base storage | Acids and bases must be stored separately; nitric acid kept away from organic solvents. |  |
|  | Improper Flammable Liquid Storage | For Class C. Labs. Max of 4 gallons of flam. Liquids/100 sq. ft. Move excess to solvent cabinet. | Immediate |
|  | Improper secondary container labels | ALL secondary containers must comply with GHS secondary label format | 2 weeks |
|  | Improper labels on Hazardous Waste containers | Haz. Waste containers must have Haz. Waste labels. Label must indicate the date the container went into use and the approx. quantity of each type of waste. | Immediate |
|  | Fume hood clutter | Remove non-essential items that might affect laminar flow | 2 weeks |
|  | Other |  |  |
|  | Other |  |  |

† (OSHA requirement)

Comments: