

Self-inspection guide

EH&S does at least one yearly inspection of all labs, shops, and studios on campus to ensure compliance with various federal, state, and university guidelines. In BioRAFT (soon to be SciShield), there is a “self-inspection” tool which allows each lab to see all of the various findings and corrective actions that EH&S looks for when doing assessments. Self-assessments are not required, but they would allow you to correct some of the items of issue before EH&S arrives. This guide aims to abridge the whole list of findings into a shorter guide of the main highlights of problems found in many labs on campus, broken down by category. If the answer to the question is “no”, there should be a correction implemented. EH&S will do a thorough inspection at least once a year to help keep the labs in compliance and safe. The following questions can be used all year round, and before EH&S comes, to help ensure many rules and regulations are being followed.

Personal Protective Equipment (PPE) and emergency equipment

1. Are items in the first aid kit in stock and unexpired?
2. Is the eyewash flushed every week for at least 3 minutes (and documented)?
3. Are laboratory workers and visitors wearing appropriate PPE and clothing?
4. Are proper gloves and PPE available for the work that is being done?

Chemical safety









1. Are flammable chemicals being stored in rated storage that is shut?
2. Are incompatible materials physically separated on a different shelf or in a different secondary container?
3. Are the peroxide forming materials tested every three months (and documented)?
4. Are there expired and/or old chemicals that aren't being used?
5. Are chemicals being labeled appropriately?






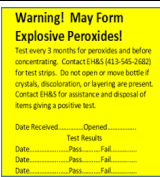




Waste management









1. Is all the waste capped, fully labeled (no abbreviations) and in secondary containment?
2. Is the SAA inspected weekly?
3. Is there material other than glass in the glass waste box?
4. Is the sharps container being used appropriately?




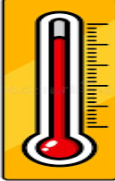

General building and lab conditions

1. Are the fume hood and flow controller functioning properly?
2. Is the lab clean and free from any adverse conditions (mold, leaks, temperature extremes, etc)?
3. Are the aisles clear and bench tops free from clutter?

Question	Yes	No	
Are items in the first aid kit in stock and unexpired?		Restock items in the first aid kit with fresh supplies.	
Is the eyewash flushed every week for at least 3 minutes (and documented)?		Flush the eyewash and document it on the eyewash checklist sheet . Create a weekly schedule for flushing.	
Are laboratory workers and visitors wearing appropriate PPE and clothing?		Please be sure that all lab workers and visitors are minimally wearing eye protection in the lab. When actively working, eye protection, gloves, and a lab coat should be worn.	
Are proper gloves and PPE available for the work that is being done?		Please be sure that the proper PPE is available to anyone working in the lab.	

Question	Yes	No	
Are flammable chemicals being stored in rated storage that is shut?		Please ensure the flammable cabinet is shut when chemicals are not actively being moved. Flammable materials not in use should be stored in the cabinets.	
Are incompatible materials physically separated on a different shelf or in a different secondary container?		Please physically separate incompatible materials using separate shelves/cabinets and/or secondary containers.	
Are the peroxide forming materials tested every three months (and documented)?		Please test peroxide formers every three months and document that on the yellow label.	
Are there expired and/or old chemicals that aren't being used?		Please be sure to refer any old chemicals that are not being used for hazardous waste removal .	
Are chemicals being labeled appropriately?		Please label all containers with full chemical names unless an abbreviation key is being used.	

Question	Yes	No	
Is all the waste capped, fully labeled (no abbreviations) and in secondary containment?		Please be sure waste containers are capped, labeled, and in appropriate secondary containment.	
Is the SAA inspected weekly?		Please inspect the SAA weekly and document this process on the checklist.	
Is there material other than glass in the glass waste box?		Please only dispose of glass in glass waste boxes. When full, tape up the box and place it for janitor removal.	
Is the sharps container being used appropriately?		Please only dispose of sharps in the sharps waste containers.	

Question	Yes	No	
Are the fume hood and flow controller functioning properly?		Please put in a request to the Facilities Service Center (FSC) to have your fume hood/flow controller checked.	
Is the lab clean and free from any adverse conditions (mold, leaks, temperature extremes, etc)?		Please report any adverse laboratory conditions to the FSC so it can be forwarded to the proper department.	
Are the aisles clear and bench tops free from clutter?		Please clear bench tops and aisles from clutter to ensure a safe working environment.	