

Laboratory Inspection Checklist

Date:	Time:	Inspector(s):
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Laboratory Information	
Department	
Principal Investigator (PI)/Laboratory Instructor	
PI telephone number	
PI e-mail address	
Building	
Laboratory room number(s)	
Backup Safety Contact Person	
Backup Safety Contact Telephone Number	

<input type="checkbox"/> Radiation	<input type="checkbox"/> Lasers	<input type="checkbox"/> Biosafety 2 or greater	<input type="checkbox"/> Animals	<input type="checkbox"/> Hazardous Drugs
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Chemical Classes Present/Estimated Quantities									
Class	Present		Compliant ¹		Class	Present		Compliant ¹	
	1	0	1	0		1	0	1	0
Particularly Hazardous Substances ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulated Carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable Gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pyrophorics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toxic Gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Reactives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explosive Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducing Agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Peroxide Formers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oxidizers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corrosive Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES – 1: Quantities are (1) or are not (0) in compliance with applicable codes/standards/recommendations such as International Fire Code (IFC) and National Fire Protection Association (NFPA). 2: Select carcinogens, acute toxins, and reproductive toxins.

Documentation and Training					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory Safety Manual available, information pages (yellow) completed, and personnel know where it is kept [SPPM 4.12]	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Chemical Hygiene Plan (CHP) available, and personnel know where it is kept [SPPM 4.12]	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Standard Operating Procedures (SOP) available, and personnel know where they are kept [SPPM 4.12]	

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Documentation and Training					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Information on the contents of WAC Chapter 296-828 "Hazardous Chemicals in Laboratories" and where to find a copy are provided to employees	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory floor plan showing availability of safety equipment [SPPM 4.12]	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Lab personnel have been trained on the hazards and protection measures of chemicals they work with [SPPM 2.18, 4.12 and 5.10]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Employees subject to Bloodborne Pathogens have attended training [SPPM 2.18 and 2.44]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Training records are available for PPE; hazard assessment documents present [SPPM 3.10]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Inspections performed at least annually and documented by supervisor or PI [SPPM 2.50, 4.12]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Medical/exposure monitoring performed and documented when required (e.g. formaldehyde)	

Hazard Communication and Signage					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	SDSs are available, and personnel know where they are kept [SPPM 5.10]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Chemical Inventory has been updated in the last year/Backup of inventory can be found in the event of an emergency (Not a Regulatory Requirement)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory has implemented Laboratory Signage Program/Current update.	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Signage used for Biosafety facilities.	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Flammable storage cabinets properly signed.	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Corrosive storage properly signed.	

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Hazard Communication and Signage					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory sink water faucets and eyewash stations are labeled (if required) "CAUTION: Non-Potable Water. DO NOT DRINK." [SPPM 5.15]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Containers (including waste) labeled with contents (full name, hazard warning and date, no conflicting labels)	

Emergency Information and Equipment					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Emergency assistance/contact information posted in laboratory	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Fire extinguishers present, properly located, and in working order [SPPM 8.22]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Safety showers are available and within 10 seconds and 50 feet of the chemical hazard [SPPM 5.15]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Eyewash stations are available within 10 seconds and 50 feet of the chemical hazard and function properly [SPPM 5.15]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Drench hoses (if provided) are available within 10 seconds and 50 feet of the chemical hazard and function properly [SPPM 5.15]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	First-Aid Kits present and properly stocked [SPPM 2.42]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory Spill kit properly stocked, when present [SPPM 5.62], spill procedures known	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Fire suppression system present and unobstructed (e.g. fire sprinklers)	

Housekeeping					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Exits/aisles/corridors not blocked (24" minimum width)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory doors kept closed	

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Housekeeping					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Areas around emergency equipment kept clear (emergency shower, eyewash, fire extinguishers)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Spills are cleaned up promptly (provided spills can be safely cleaned up in 10 to 15 minutes wearing normal PPE)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	No floor chemical storage, adequate safety cabinetry, secondary containment and work space	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	No food, drink or smoking	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Slip, trip and fall hazards minimized	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Minimal glassware on bench top, in sinks	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Minimal glassware in fume hood	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Proper sharps disposal and sharps containers less than ¾ full	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory environment safe for custodial services	

Personal Protective Equipment (PPE)					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Closed toe shoes and long pants worn by laboratory personnel	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Laboratory coats worn	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Gloves properly selected and worn	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Proper eye protection worn (goggles must be worn for splash protection)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Adequate/appropriate PPE available (UV/IR glasses, face shields, lab aprons, cryogenic gloves)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Respiratory Protection Program when required [SPPM 3.24]	

Fume Hoods/Ventilation					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Certified within 1 year	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Proper sash height indicated	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Sash down when not in use	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Sash stoppers functional when present	

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Fume Hoods/Ventilation					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Hoods free from excessive storage, materials not stored within 6 inches of hood face	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Fume hoods are properly sited (e.g. not in walkway, near door, against wall)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Supply air properly sited (not oblique to hood/introducing turbulence)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Fume hood components are in good condition	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Sash moves with less than 5 lbs. pressure	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Fume hood/local exhaust is adequate in this laboratory	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory workers are properly trained in fume hood use	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Flammable storage cabinets vented (Not a regulatory requirement)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Corrosive storage cabinets vented (Not a regulatory requirement)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Gas cylinder storage cabinets vented	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Biosafety cabinets certified within 1 year	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory is negatively pressurized if hazardous/dangerous agents are present	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Laboratory windows are maintained closed	

Gas Cylinder Storage					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinders secured upright	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinder valve protection caps in place when not in use	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinders not stored near laboratory entrance	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Cylinder contents clearly labeled	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Empty cylinders not stored with full cylinders	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Cylinders are in good condition	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Flexible tubing is in good condition	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Tubing tightly connected to equipment	

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Chemical Storage and Compatibility					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Less than 10 gallons flammables stored outside flammable storage cabinets	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Maximum 60 gallons flammables per cabinet and maximum 3 cabinets per lab/control/fire area	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Oxidizers not stored with flammables/combustibles	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Combustible materials not stored with flammables	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Strong acids and strong bases not stored together and stored in secondary containment	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Ethers and peroxidizable compounds dated	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Water reactive chemicals segregated	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Pyrophoric chemicals segregated, properly contained and labeled	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Carcinogens segregated and stored in designated areas	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Hydrofluoric acid properly handled and stored	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Perchloric acid properly handled and/or stored	

Dangerous Waste					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	"Dangerous Waste" containers are properly labeled with concentrations [SPPM 5.66]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Waste percentages on label add up to 100 percent [SPPM 5.66]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Waste is completely and accurately described using no chemical abbreviations [SPPM 5.66]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Waste is compatible with the container [SPPM 5.68]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Secondary containment is provided for waste (Not a regulatory requirement) [SPPM 5.66]	

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Dangerous Waste					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Bottles are filled to a safe level [SPPM 5.66]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Waste containers closed when not in use, vented caps are used as appropriate [SPPM 5.68]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Containers are clean on the outside [SPPM 5.66]	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Containers do not leak [SPPM 5.66]	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Incompatible wastes are separated from each other [SPPM 5.66]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Biohazardous waste properly stored [SPPM 4.24]	

Mechanical and Electrical Safety					
1	0	S	N*	Item Evaluated	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Electrical panel accessible	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Plugs, cords, outlets in good condition	
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	No overloaded outlets or daisy chains	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Extension cords used only temporarily and do not pose tripping hazard	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Power strips secured off floor away from liquids	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Ground Fault Circuit Interrupters (GFCI's) provided, where applicable [SPPM 2.72]	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Movable parts guarded on equipment	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Emergency shutoff switches where applicable	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Labs with pressurized vessels: Each has been tested/labeled (Not a regulatory requirement)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Flexible neoprene tubing used for gas burners	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Drain traps are filled weekly/biweekly to prevent odor problems (Not a regulatory requirement)	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Tubing/hoses attached to faucets are cut off above the sink line to prevent backflow into water/DI water system	

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