

Laboratory Self-Inspection Form

INSTRUCTIONS:

- Use this form to complete a self-inspection of your lab to ensure compliance with lab safety requirements.
- Lab self-inspection is recommended on a monthly basis, required at a minimum on a semi-annual basis.
- Each item is assigned a hazard rank:
 - 1. Essential Safety:** Required to protect life and prevent serious harm. Must be 100% compliant
 - 2. Safety Standard:** Regulatory or operational requirements. Labs must be at least 80% compliant.
- For any item marked "No", a corrective action plan must be documented.
- CTI = Corrected at time of inspection. N/A = not applicable.

Date of Inspection _____ Building _____ Principal Investigator _____	Conducted By: _____ Room Number(s) _____ Department _____
---	--

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
ADMINISTRATIVE CONTROLS									
Documentation/Training									
1	Lab has knowledge of the EHS web page to access all necessary lab safety-related documents (policies, forms, templates, etc.)	2 Standard							
2	Training documentation is present in the lab or other accessible location: <ul style="list-style-type: none">• Required: Lab Safety 101 (every 3 years), Right-to-Know (annual)• Process-specific: General Biosafety (every 3 years), Bloodborne Pathogens (annual), Recombinant DNA (every 3 years), Shipment of Dangerous Goods (every 2 years), Using Chemical Inventory System-EHSA (one time), and Fire Safety (one time), Receipt of Hazardous Materials (one time) or others as appropriate.	2 Standard							

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
3	Lab has an up-to-date biosafety approval(s): <ul style="list-style-type: none"> • Biological Materials Safeguards Committee for work with biological/infectious agents or biological toxins and/or; • Institutional Biosafety Committee for research involving recombinant or synthetic nucleic acid molecules). 	2 Standard							
4	Lab maintains an inventory log for Select Agent Toxins in Exempt Quantities and/or DEA Controlled Substances.	2 Standard							
5	Lab uses EHS personnel to ship dangerous goods for them. Dangerous goods include but are not limited to hazardous chemicals, radioactive material, infectious/potentially infectious materials, dry ice, and genetically modified organisms/microorganisms.	2 Standard							
Signage/ Lab Postings									
6	Doors leading into the lab are labeled with appropriate hazard symbols (biohazard, radiation, NFPA diamond, etc.).	1 Essential							
7	The following are posted near the lab entrance: <ul style="list-style-type: none"> •Pink Emergency Contact Card with current contact info •Chemical Inventory •GT Emergency Procedures Sign •SDS Access Information Sign 	2 Standard							
8	Lab equipment used to manipulate biological materials is labeled with the biohazard symbol.	2 Standard							
9	Lab freezers and refrigerators are labeled with "No Food or Drink Allowed", "No Flammables" (if appropriate) and the biohazard symbol (if used to store biological/infectious material).	2 Standard							

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
Occupational Health									
10	All lab members that work with animals and/or biological/infectious material are enrolled in the Biosafety Occupational Health Program.	1 Essential							
11	All lab members that are required to wear respiratory protection enroll annually into the respiratory protection program.	2 Standard							
ENGINEERING CONTROLS									
Cabinet/Hood Certification									
12	Chemical Fume Hoods (CFH) have been certified in the past 6 months by the Georgia Tech approved vendor and are functioning properly. The certification label is attached to the CFH.	1 Essential							
13	CFHs that have failed certification, have not been certified within the past 6 months or are not functioning correctly (i.e., flow is not between 80-120 LFM) are tagged out of service and are not in use.	1 Essential							
14	Biosafety Cabinets (BSC) have been certified in the past year by the Georgia Tech approved vendor and are functioning properly. The certification label is attached to the BSC.	2 Standard							
15	BSCs that have failed certification or have not been certified within the past year are tagged out of service and are not in use.	2 Standard							
16	All active laminar flow hoods/clean benches have been certified within the past year by the Georgia Tech approved vendor and are functioning properly. The certification label is attached and initialed by the vendor.	2 Standard							
Cabinet/Hood Use									
17	CFH and BSC sashes are functioning properly, set to appropriate heights, not cracked, and alarms are not muted.	1 Essential							

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
18	Items are not stored on top of the BSC.	1 Essential							
19	Bunsen burners and/or open flames are not used in the BSC. Flammable gas is not used or connected to BSC gas lines (i.e., natural gas).	1 Essential							
20	Items stored in CFHs and BSCs do not disrupt normal use and/or airflow. Specifically, BSC grills are free from obstructions.	1 Essential							
21	Laminar flow hoods/clean benches are not used to work with hazardous material.	2 Standard							
Centrifuges									
22	Centrifuges have door interlocks (mechanism to keep lid closed during operation).	2 Standard							
23	Secondary containment (i.e., centrifuge safety caps, buckets, sealed rotors) is available and used when centrifuging infectious samples.	2 Standard							
Emergency Equipment									
24	A double ocular eyewash is available within 10 second access.	1 Essential							
25	A safety shower is available within 10 second access.	1 Essential							
26	Eyewashes and safety showers are free of obstruction for easy access during an emergency.	1 Essential							
27	Eyewashes are tested weekly by lab members and the test is documented. NOTE: Eyewashes equipped with safety caps have them in place.	1 Essential							
28	Safety showers are tested annually by GT Facilities and the test is documented.	1 Essential							

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
29	Fire extinguishers are appropriate for the hazards in the lab, visible and accessible in the lab.	1 Essential							
30	Fire extinguishers are visually inspected monthly by lab members. This is documented on the tag affixed to the equipment.	1 Essential							
PERSONAL PROTECTIVE EQUIPMENT & LAB ATTIRE									
31	Lab coats are worn while working in the lab.	1 Essential							
32	Reusable coats are laundered on a regular basis by an approved method.	1 Essential							
33	Safety glasses/goggles or another type of face protection are worn at all times in the lab.	2 Standard							
34	Gloves are worn while working in the lab and appropriate for the experiment (examples: thermal protection for -80°C freezers/liquid nitrogen, nitrile gloves for chemicals, etc.) Disposable gloves are not reused.	2 Standard							
35	Lab members remove gloves before leaving the lab and opening doors.	2 Standard							
36	Closed toed shoes and long pants/skirts are worn at all times in the lab. Examples of inappropriate attire include: sandals, torn jeans, and ballet flats.	2 Standard							
HAZARDOUS MATERIAL STORAGE									
37	NFPA/Right-To-Know compliant labels are affixed to in house made containers of solutions.	2 Standard							
Chemical									
38	EHSA barcode labels are present on all primary chemical containers (including gas cylinders).	2 Standard							
39	Chemicals are segregated by hazard (i.e., acids and bases separated; acids are segregated by type: inorganic and organic).	2 Standard							

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
40	Hazardous liquids are stored no higher than shoulder height.	2 Standard							
41	Chemical containers are in good condition (i.e., no bulging, leaking, cracked caps or crystal formation).	2 Standard							
42	Secondary containment is present for all hazardous liquids. Note: squirt bottles and working solutions (i.e., flasks beakers, etc.) are exempt from this requirement.	2 Standard							
43	Lab members extract chemicals from one stock container until the container is empty.	2 Standard							
Flammables									
44	Flammables are stored in flammable safety cabinets when not in use.	1 Essential							
45	Flammable materials are limited to 10 gallons/100 ft2 of lab space.	1 Essential							
46	Flammables are stored in flammable safe or explosion proof refrigerators/freezers as necessary.	1 Essential							
Compressed Gases									
47	Gas cylinders are secured between the middle and shoulder of cylinder. NOTE: No more than two gas cylinders are secured with on restraint.	1 Essential							
48	Gas cylinders without a regulator attached have safety caps in place.	1 Essential							
49	Toxic or flammable gases present in the lab are compliant with the GT Dangerous Gas Safety Program.	2 Standard							
WASTE MANAGEMENT									
Sharps									

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
50	Unprotected sharps are not left unattended, lying out on bench tops.	2 Standard							
51	Disposable sharps are properly disposed of in hard walled sharps container labeled with the principal investigator's name and containers are no greater than ¾ full.	2 Standard							
52	Needles are not bent, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal.	2 Standard							
Broken Glass									
53	Broken glass containers with plastic liners are available and no greater than ¾ full. Lab does not use broken glass containers for the disposal of sharps, biohazard-contaminated glass, gloves, used bulbs, etc.	2 Standard							
Chemical Waste									
54	Chemical Waste is stored in an easily accessible location.	1 Essential							
55	Chemical waste is properly labeled with a description of the contents, fill start date and owner's name. NOTE: EHSA waste cards are filled out and fixed to containers ready for pick up by EHS.	1 Essential							
56	Chemical waste is stored in compatible containers (i.e., no acid in metal, no HF in glass, etc.).	1 Essential							
57	Chemical disposal containers are closed when not in use.	2 Standard							
58	Liquid chemical waste is in secondary containment.	2 Standard							
Biological Waste									
59	Animal carcasses are double bagged in biohazrd bags and refrigerated/frozen until pick-up by EHS.	1 Essential							

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
60	Solid, non-sharp, biological waste is disposed of in biomedical waste boxes lined with biohazard bags (provided by EHS). These are packed for EHS pick up.	2 Standard							
61	Liquid biological waste is labeled appropriately and disinfected prior to disposal down the drain using the chemical disinfectant and contact time indicated on the lab's Biological Hygiene Plan.	2 Standard							
ELECTRICAL SAFETY									
62	Electrical panels are unobstructed (i.e., 3 ft of clearance in front of panels).	2 Standard							
63	Ignition sources are segregated from flammables/combustibles.	2 Standard							
64	Permanent equipment is plugged directly into an outlet (no extension cords).	2 Standard							
65	Electrical cords are not frayed or damaged.	2 Standard							
EMERGENCY PREPAREDNESS									
66	Lab is equipped with a spill kit.	2 Standard							
67	Lab members have been trained on how to clean up a minor spill.	2 Standard							
68	Lab members know how to report incidents and injuries	2 Standard							
HOUSEKEEPING									
69	Lab sinks are equipped with soap and paper towels for handwashing.	2 Standard							
70	Lab floor, bench tops and furniture are easily cleanable (i.e., can be wiped down) and can handle the anticipated loads.	2 Standard							

#	Item	Hazard Rank	Yes	No	CTI	N/A	For all items marked "No"		
							Corrective Action	Person Responsible	Due Date
71	Lab is under restricted access (i.e., doors are lockable, doors are kept closed).	2 Standard							
72	Food/drinks/cosmetics/lotions are not present in the lab.	2 Standard							
73	Work surfaces are disinfected with or an appropriate disinfectant after each use and are visibly clean. Bench papers are changed on a regular basis.	2 Standard							
74	Work surfaces and aisle ways are uncluttered to allow space for safe work practices.	2 Standard							
75	Items are not stored within 18" of the ceiling to allow for safe function of building sprinkler systems.	2 Standard							

Inspection Scoring Summary

TO BE COMPLETED BY INSPECTOR

Category	Count
Total Essential Safety Items	26
Total Safety Standard Items	49
Number of Safety Standard Safety Items Marked "Yes"	
All Essential Safety Items Marked "Yes"	[Yes/No]
Final Result	[Pass/Fail]

TO BE COMPLETED BY INSPECTOR