**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.*
* *Print the form and complete the inspection by walking through the lab and observing lab activities. For all items marked “No”, develop and implement a corrective action plan. Save the inspection with other lab records.*
* *Notes:*
	+ *This form is electronically fillable.*
	+ *CTI stands for corrected at time of inspection*
	+ *N/A stands for not applicable.*

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

| ***#*** | ***Item*** | ***Yes*** | ***No*** | ***CTI*** | ***N/A*** | ***For all items marked “No”, write corrective action plan:*** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Corrective Action*** | ***Person Responsible*** | ***Due Date*** |
| **Administrative Controls** |  |  |  |  |  |  |  |
| **Documentation/Training** |  |  |  |  |  |  |  |
|  | Lab has knowledge of the EHS web page to access all necessary lab safety-related documents (policies, forms, templates, etc.) **NOTE:** it is recommended that the page be bookmarked by lab members. [www.ehs.gatech.edu](http://www.ehs.gatech.edu)  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Training documentation is present in the lab or other accessible location:* 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 Chematix (one time), and Fire Safety (one time), Receipt of Hazardous Materials (one time) or others as appropriate.

**NOTE**: Use the [EHS Training Tool](http://ehs.gatech.edu/training/tool) to determine what trainings are applicable and find links to access or registering for specific classes. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab has an up-to-date biosafety approval(s):* 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).
 | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab maintains an inventory log for [Select Agent Toxins](http://www.selectagents.gov/PermissibleToxinAmounts.html) in Exempt Quantities and/or [DEA Controlled Substances](http://www.deadiversion.usdoj.gov/schedules/).  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Signage/Lab Postings** |  |  |  |  |  |  |  |
|  | Doors leading into the lab are labeled with appropriate hazard symbols (biohazard, radiation, NFPA diamond, etc.). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | The following are posted near the lab entrance:* [Pink Emergency Contact Card](http://www.ehs.gatech.edu/chemical/Pink%20Emergency%20Door%20Card.ppt) with current contact info
* Chemical Inventory
* [GT Emergency Procedures Sign](http://s1.ehs.gatech.edu/sites/default/files/gt_emergency_procedures.pdf)
* [SDS Access Information Sign](http://s1.ehs.gatech.edu/sites/default/files/msds_information_sign_0.pdf)
 | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab equipment used to manipulate biological materials is labeled with the biohazard symbol. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Occupational Health** |  |  |  |  |  |  |  |
|  | All lab members that work with animals and/or biological/infectious material are enrolled in the [Biosafety Occupational Health Program](http://www.ehs.gatech.edu/occupational/). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | All lab members that are required to wear respiratory protection enroll annually into the respiratory protection program. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Engineering Controls** |  |  |  |  |  |  |  |
| **Cabinet/ Hood Certification** |  |  |  |  |  |  |  |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | BSCs that have failed certification or have not been certified within the past year are tagged out of service and are not in use. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Cabinet/Hood Use** |  |  |  |  |  |  |  |
|  | CFH and BSC sashes are functioning properly, set to appropriate heights, not cracked, and alarms are not muted.  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Items are not stored on top of the BSC. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Items stored in CFHs and BSCs do not disrupt normal use and/or airflow. Specifically, BSC grills are free from obstructions. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Laminar flow hoods/clean benches are not used to work with hazardous material. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Centrifuges** |  |  |  |  |  |  |  |
|  | Centrifuges have door interlocks (mechanism to keep lid closed during operation).  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Secondary containment (i.e., centrifuge safety caps, buckets, sealed rotors) is available and used when centrifuging infectious samples. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Emergency Equipment** |  |  |  |  |  |  |  |
|  | A double ocular eyewash is available within 10 second access. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | A safety shower is available within 10 second access. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Eyewashes and safety showers are free of obstruction for easy access during an emergency. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Eyewashes are tested weekly by lab members and the test is documented. **NOTE**: Eyewashes equipped with safety caps have them in place. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Safety showers are tested annually by GT Facilities and the test is documented. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Fire extinguishers are appropriate for the hazards in the lab, visible and accessible in the lab. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Fire extinguishers are visually inspected monthly by lab members. This is documented on the tag affixed to the equipment. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Personal Protective Equipment & Lab Attire** |  |  |  |  |  |  |  |
|  | Lab coats are worn while working in the lab. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Reusable coats are laundered on a regular basis by an approved method. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Safety glasses/goggles or another type of face protection are worn at all times in the lab. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab members remove gloves before leaving the lab and opening doors. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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.  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Hazardous Material Storage** |  |  |  |  |  |  |  |
|  | NFPA/Right-To-Know compliant labels are affixed to in house made containers of solutions. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Chemicals** |  |  |  |  |  |  |  |
|  | Chematix barcode labels are present on all primary chemical containers (including gas cylinders). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Chemicals are segregated by hazard (i.e., acids and bases separated; acids are segregated by type: inorganic and organic).  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Hazardous liquids are stored no higher than shoulder height. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Chemical containers are in good condition (i.e., no bulging, leaking, cracked caps or crystal formation). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Secondary containment is present for all hazardous liquids. **Note:** squirt bottles and working solutions (i.e., flasks beakers, etc.) are exempt from this requirement. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab members extract chemicals from one stock container until the container is empty. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Flammables** |  |  |  |  |  |  |  |
|  | Flammables are stored in flammable safety cabinets when not in use. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Flammable materials are limited to 10 gallons/100 ft2 of lab space. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Flammables are stored in flammable safe or explosion proof refrigerators/freezers as necessary. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Compressed Gases** |  |  |  |  |  |  |  |
|  | Gas cylinders are secured between the middle and shoulder of cylinder.**NOTE**: No more than two gas cylinders are secured with on restraint. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Gas cylinders without a regulator attached have safety caps in place. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Toxic or flammable gases present in the lab are compliant with the [GT Dangerous Gas Safety Program](http://s1.ehs.gatech.edu/sites/default/files/dangerousgassafetyprogram.pdf). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  **Waste Management** |  |  |  |  |  |  |  |
| **Sharps** |  |  |  |  |  |  |  |
|  | Unprotected sharps are not left unattended, lying out on bench tops. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Needles are not bent, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Broken Glass**  |  |  |  |  |  |  |  |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Chemical Waste** |  |  |  |  |  |  |  |
|  | Chemical Waste is stored in an easily accessible location. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Chemical waste is properly labeled with a description of the contents, fill start date and owner’s name. **NOTE:** Chematix waste cards are filled out and fixed to containers ready for pick up by EHS. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Chemical waste is stored in compatible containers (i.e., no acid in metal, no HF in glass, etc.). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Chemical disposal containers are closed when not in use. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Liquid chemical waste is in secondary containment. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Biological Waste** |  |  |  |  |  |  |  |
|  | Animal carcasses are double bagged in biohazard bags and refrigerated/frozen until pick-up by EHS. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | 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. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Electrical Safety** |  |  |  |  |  |  |  |
|  | Electrical panels are unobstructed (i.e., 3 ft of clearance in front of panels). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Ignition sources are segregated from flammables/combustibles. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Permanent equipment is plugged directly into an outlet (no extension cords). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Electrical cords are not frayed or damaged. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Emergency Preparedness** |  |  |  |  |  |  |  |
|  | Lab is equipped with a spill kit.  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab members have been trained on how to clean up a minor spill. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab members know how to report incidents and injuries. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
| **Housekeeping** |  |  |  |  |  |  |  |
|  | Lab sinks are equipped with soap and paper towels for handwashing. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab floor, bench tops and furniture are easily cleanable (i.e., can be wiped down) and can handle the anticipated loads.  | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Lab is under restricted access (i.e., doors are lockable, doors are kept closed). | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Food/drinks/cosmetics/lotions are not present in the lab. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Work surfaces are disinfected with or an appropriate disinfectant after each use and are visibly clean. Bench papers are changed on a regular basis. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Work surfaces and aisle ways are uncluttered to allow space for safe work practices. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |
|  | Items are not stored within 18” of the ceiling to allow for safe function of building sprinkler systems. | [ ]  | [ ]  | [ ]  | [ ]  |       |       |       |