

# Self-Check Laboratory Inspection

**Building Name, Room No.:**

**Department:**

**Lab Inspector:**

**Time:**

**Principle Investigator:**

**Inspection Date:**

## Every Week

1. Are Emergency procedures posted somewhere plainly visible (preferably by the phone, if there is one in the lab)? (If no, please post and fill in applicable information.)
2. Are eyewashes and safety showers unobstructed? Flush all eyewashes that are adjacent to drains for 1-2 minutes. (Facilities checks showers once per year, Lab Groups are encouraged to check showers more frequently; contact EHS for info on equipment to do this,)
3. Run water in all cup sinks for 1-2 minutes and pour 3-5 gallons of water down all floor drains.
4. Are gas cylinders secured with a strap between the waist and the shoulder of the cylinder? Are cylinders not in use capped?
5. Are flammables stored in flammable cabinets? Acids in acid cabinets, bases in a separate cabinet, oxidizers segregated from everything else? Are removable shelves adequately supported?
6. Is hazardous waste properly contained and labeled?
  - a. Waste should be labeled with a description of contents by percentage or volume, owner's name, fill-start date.
  - b. Waste must be capped and in secondary containment.
  - c. Waste bottles should be turned in for pick up if they are more than a year old- whether or not they are full.
7. Fume hood sashes closed when not in use?
8. Egress/aisle ways un-obstructed? No rip hazards (wires, tubes, boxes, junk?)

9. Is housekeeping adequate (no clutter on the bench tops, chemicals stored properly, lab maintained in a neat orderly fashion, etc.)?
10. Hand soap and paper towels available?

### **First Week of the Month**

11. Is emergency contact information (pink card) posted on the exterior of the door (or somewhere plainly visible in multi user labs)? Is the information up to date with daytime and nighttime phone numbers of at least 3 people who can answer questions about this lab? (If no, please post and fill in applicable information.)
12. Check fire extinguishers- Have they been hydrostatically tested within the last 12 years? Do they have a fire inspection tag dated within the last 12 months? Check that they have not been discharged and that the dial (when present) indicates that they have a charge (arrow in the green zone)
13. Is there an updated (within last 6 months) chemical inventory and MSDS information posted near the lab entrance?

**Comments:**