

## Lab Inspection Cheat Sheet

Documentation and Training					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Appropriate safety manuals and documents available	Documents prominently displayed or a document indicating where the items can be found on the internet is prominently displayed in the lab.	Documents shown to the inspector	Documents cannot be found	This item will not be a critical violation.	
Laboratory Hazard Assessment completed	Hazard assessment is completed and displayed for lab workers to see.	Hazard assessment is completed or lab workers are wearing default PPE in the lab (safety glasses, lab coat and gloves) at all times.	Hazard assessment not completed and workers not in default PPE.	PPE required is not characterized for highly hazardous process.	
Required training completed	All training has been completed and is up to date. All training is documented in the lab. Additional unrequired training has been done as well.	All lab users have completed the training required based on lab activities, but no extra effort has been extended to organize training records or obtain additional training.	Some lab users lack the necessary training to work in the lab.	Few to none of the lab workers have been trained for high risk activities.	
SOPs written for highly hazardous chemicals or non-standard procedures	SOPs are prominently displayed. Consistency is used in the SOP format. All SOPs have recent revision dates (within the last year).	SOPs have been written but may not be consistent in format. Some may be several years old, but must still represent the process accurately. SOPs signed by all lab users.	SOPs may be present, but do not represent all the processes being used. Some may not be signed by all lab users.	SOPs not present for extremely hazardous work.	No hazardous or non-standard activities in the lab.
Current chemical inventory available	Chemical inventory available and consistently kept up to date.	Chemical inventory available and updated at least once per year	Chemical inventory not available or incomplete.	This item will not be a critical violation.	
SDS accessible	All SDSs are up to date as well as organized in a compliant manner.	Hard copies or electronic copies on a central computer immediately available. The process is well-organized.	Incomplete availability of SDSs	No attempt to make SDSs available in a lab that uses hazardous chemicals.	
SDS location known to employees	All lab users can provide the SDS for a given chemical quickly and efficiently.	All lab users can obtain the SDS for a given chemical in an appropriate amount of time (<15 minutes).	A lab user is unable to obtain a requested SDS for a given chemical.	No attempt to make SDSs available in a lab that uses hazardous chemicals.	

Emergency Information and Fire Safety					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Lab sign posted and up to date	Sign is posted, up to date and has multiple contacts for emergencies (> 2). No redundant signage is used.	All information on the sign is correct and up to date.	Sign is incorrect, out of date or not present.	No sign is present on a lab that contains highly hazardous chemicals and/or processes.	
Hazards properly characterized on sign	All hazards are noted and no hazards are indicated on the sign that are not present in the lab (i.e. no laser symbol where no lasers are present).	All hazards are properly characterized on the sign.	Some hazards present in the lab are not indicated on the sign.	Many or all hazards present in the lab are not indicated on the sign.	
Items not stored too close to the ceiling	No items stored on top of cabinets or in proximity of the ceiling.	Only a few items near the ceiling, but nothing combustible (no cardboard, paper, chemicals, etc.).	Items stored near ceiling that are combustible.	This item will not be a critical violation.	
Fire extinguisher present and not obstructed (where necessary)	Fire extinguisher present and not obstructed from view in any part of the lab or signage indicates its location visible from anywhere in the lab.	Fire extinguisher present and not physically obstructed.	No fire extinguisher present or it is physically obstructed.	Cannot be a critical violation unless the fire extinguisher was removed by the researcher.	
Fire extinguisher inspection up to date (where necessary)	Monthly inspections are performed and documented on the tag and are up to date and the annual inspection is up to date.	Monthly inspections are performed and documented on the tag and the annual inspection is up to date.	Annual inspection not up to date (auditor may choose to contact person responsible for extinguisher inspections if this is a problem in multiple labs within a building).	This item will not be a critical violation.	

## Lab Inspection Cheat Sheet

Personal Protective Equipment (PPE)					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Proper PPE worn based on hazards	PPE is personalized, clean in appearance and is worn at the appropriate time. A hazard assessment is done of the lab to indicate the necessary PPE or an SOP based job hazard analysis (JHA) has been conducted to base PPE on the hazard of the procedure being performed. The PPE indicated in JHA is used.	PPE is worn when necessary. Blanket PPE (lab coat, safety glasses) worn in the absence of a hazard assessment. Long pants and closed-toe shoes worn by all.	PPE is not worn when necessary.	PPE is not worn when performing a highly hazardous activity or no PPE is available in a lab where highly hazardous activities are performed.	
Eye protection available	Personalized eye protection is available either prior to entering the lab or at the lab entrance (just inside the door). Additional eye protection is available for visitors.	Eye protection is available within the lab when required by hazard assessment.	Eye protection not available when required by a hazard assessment or in the absence of a hazard assessment.	No eye protection available in a lab where eye injuries are likely to occur.	Eye protection not required in the lab.
Lab coats available	Personalized lab coats are available at the lab entrance (just inside the door). Additional lab coats are available for visitors.	Lab coats are available within the lab when required by hazard assessment.	Lab coats not available when required by a hazard assessment or in the absence of a hazard assessment.	No lab coats available in a lab where highly hazardous agents are in use.	Lab coats not required in the lab.
Gloves compatible with hazard available	Gloves of all sizes are available. A variety of material types are available to ensure protection from all types of chemical, biological, radiological and physical hazards.	Gloves compatible with the hazards present in the lab are available.	Hazards present in the lab for which the appropriate glove is not present.	Gloves not present in a lab where activities with a high consequence if skin exposure occurs are being performed.	Gloves not required in the lab.
Other PPE available (as needed)	A documented hazard assessment and SOPs present outlining the activities that require additional PPE and that PPE is used appropriately.	Required additional PPE available. This may include specialized lab coats for working with special classes of chemicals or biohazards.	Required additional PPE not available.	Additional PPE required for a process where absence of said PPE could cause exposure of high consequence not available.	Additional PPE not required in the lab.
PPE not worn outside of labs	Signs indicating the need to remove PPE before leaving the lab near the exit door. PPE not worn outside of the lab unless absolutely necessary.	PPE not worn outside of the lab unless absolutely necessary.	PPE worn outside of the lab.	PPE visibly contaminated with a highly hazardous substance is worn outside of the lab.	
Respirators not in use unless authorized	This item cannot receive an excellent.	Respirators not present or, if present, users are authorized (fit tested, under medical surveillance, etc.).	Unauthorized personnel are using respirators (including dust masks).	Unauthorized personnel are using respirators for a hazardous process for which engineering controls are more appropriate.	

## Lab Inspection Cheat Sheet

General Safety					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Exits not blocked	Aisle spaces wide and clear (in most cases > 48").	Minimum required clearance is maintained (> 36").	Minimum required clearance is not maintained.	Entry and exit of the lab is difficult AND all but one exit blocked.	
Lab doors closed	This item cannot receive an excellent.	Lab doors closed upon inspection. The only exception is if the door is propped open for items to be moved out of the lab and this happens to occur during the inspection.	Lab doors open upon inspection.	This item will not be a critical violation.	
Lab access controlled (if necessary)	Lab access is controlled and unrecognized visitors are questioned regarding their presence in the lab.	Lab access is controlled when necessary (doors are locked when unoccupied).	Lab access is not controlled (lab doors unlocked when unoccupied).	This item will not be a critical violation.	Lab access control is not necessary.
Safety shower/eyewash present	This item cannot receive an excellent.	Eyewash present when corrosives are present in the lab. Safety shower or drench hose available when hazardous chemicals are present.	Eyewash/drench hose or safety shower not present when corrosives are used in the lab.	Combination safety shower/eyewash not present in a lab where serious eye and/or skin injury by chemicals is likely.	No corrosive chemicals or chemicals that can cause eye and/or skin injury present.
Eyewash and shower not obstructed (16" radius)	Shower/eyewash visible from all places in the lab or a sign indicating its location visible from anywhere in the lab and no obstructions.	Shower/eyewash not obstructed 16" in any direction.	Shower/eyewash obstructed.	Shower/eyewash obstructed with permanent or semipermanent fixtures in a highly hazardous lab.	No shower/eyewash present.
Eyewash and shower testing up to date	This item cannot receive an excellent.	Documentation indicating the test of the eyewash weekly and the safety shower monthly during times when the lab is in use is present and up to date.	Safety shower/eyewash testing is not up to date.	No effort is made to flush the drench equipment.	No shower/eyewash present.
Spill cleanup materials present	Spill cleanup materials necessary as explained by the Lab Safety Manual are not only present, but their location is also well labeled so as to be known by anyone entering the lab.	Spill cleanup materials appropriate for the hazards are present in the lab.	Spill cleanup materials are not present in the lab or are incomplete.	Spill cleanup materials are not present in a highly hazardous lab.	
Gas cylinders secured properly	All gas cylinders are not only secured, but they are secured with fire resistant materials (such as a metal chain).	All gas cylinders are secured.	All in use gas cylinders or secured, but perhaps one that has its cap is missed. In use cylinder on a cart is not counted as fully secured without expressed permission from the CHO.	Multiple cylinders or any cylinder missing its cap is not secured.	No gas cylinders present
Gas cylinders properly stored	This item cannot receive an excellent.	All gas cylinders are secured and capped when stored and properly segregated.	Cylinders not segregated where required.	Segregation not present with highly hazardous gases or cylinders not segregated are also not secured and capped.	No gas cylinders present
Lab equipment properly labeled	This item cannot receive an excellent.	This will vary based on the equipment, but where standards require, equipment is labeled with the appropriate hazard. This primarily refers to no food or drink signs on all lab refrigerators/freezers, microwaves, etc.	Equipment not properly labeled.	Critical labeling is missing.	No equipment labeling required.
Sinks for handwashing available	This item cannot receive an excellent.	Sink available.	Sink not available.	Sink not available in a BSL-2 lab.	Sink not required.
Soap available for handwashing	This item cannot receive an excellent.	Soap available.	Soap not available.	Soap not available in a BSL-2 lab.	Soap not required.
No tripping or slipping hazards	Good effort is made to keep aisle spaces neat and clean and this is clear to the inspector. No slipping or tripping hazards are present.	No slipping or tripping hazards present.	Slipping or tripping hazard found.	Slipping or tripping hazard is found and is likely to result in an injury if not corrected.	

## Lab Inspection Cheat Sheet

Housekeeping					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
No food or drink in lab areas	This item cannot receive an excellent.	No food or drink in lab areas. An exception to this is when food is used as a part of the lab process, but it should be clear that it is not a food or drink item being consumed in the lab by being labeled "not for human consumption".	Food or drink found in lab areas	Food or drink found in lab areas where hazardous work is being conducted (such as fume hoods)	
No chemical storage on floor (unless secondarily contained)	No chemicals, hazardous or otherwise stored on the floor or outside of secondary containment.	No hazardous chemicals stored on the floor or, if stored on the floor, in secondary containment.	Hazardous chemicals stored on the floor outside of secondary containment.	Many hazardous materials stored on the floor or large bottles (>1L) stored on the floor without secondary containment.	
Broken glass box available containing only approved items	Only broken glass is present in the broken glass box. Broken glass box is well labeled and easy to find. If empty bottles are present, they are completely defaced. No empty P-list chemical bottles present and no visibly contaminated broken glass present.	All items in the box are empty. All labels with the DOT hazard are defaced. No empty P-list chemical bottles present and no visibly contaminated broken glass present.	No broken glass box present or unapproved items found in the broken glass box such as containers (including vials) that still have liquid in them or bottles with the DOT label not defaced. Visibly contaminated broken glass found.	Empty P-list chemicals found in the box or containers that have either hazardous materials or unidentified materials still in them found in the box.	No glassware or glass implements used in the lab.
Sharps container available	This item cannot receive an excellent.	Sharps container present containing only approved items.	Sharps container not present or unapproved items found in sharps container. Container is overfilled.	Hazardous materials present in the sharps container or container is overfilled in a lab where the sharps are used with hazardous materials.	No sharps used in the lab.
Minimal glassware in sink	Nothing is present in the lab sinks except what is currently being washed.	A few small items may be present in the sink, but the sink can still easily be used to wash hands and/or glassware without manipulating the items in the sink first.	Multiple items are in the sink and it cannot be easily used for its intended purpose.	There are so many items in all the sinks that washing hands is not possible in a lab where hazard materials are being manipulated.	No sink in the lab.
Overall housekeeping good	Everything or nearly everything is put away unless it is currently in use (open working bench space is >70% clear unless that much space is currently in use). Equipment is regularly cleaned, floors and aisle spaces are well maintained over and above that required for compliance.	While not everything is put away, there is space on the benches to put items. There is little potential for items to be knocked off the benches. The floors, equipment and aisle spaces are clear and relatively clean. No obvious evidence of spills.	Very cluttered bench top with little or no room to put items down. Items near the edge where they can be knocked off the bench. Equipment and/or floors dirty. Evidence of spills that were not cleaned up.	Evidence of regular spills of hazardous materials. Benchtops full of glassware and chemicals causing an imminent threat of an incident or injury.	

## Lab Inspection Cheat Sheet

Chemical Safety, Storage and Compatibility					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Chemical storage in good condition	No visible damage to storage cabinets or shelves. Shelves and cabinets not overloaded. Chemical cabinets closed unless in use or lipped. All shelves have the lips as suggested in the lab safety manual. All hazardous chemicals and large containers of any chemicals are stored on lower shelves.	No visible damage to storage cabinets or shelves. Shelves and cabinets are not overloaded. Cabinets of hazardous chemicals are closed unless a chemical is being removed. No hazardous chemicals are stored on shelves above shoulder level.	Shelves or cabinets are damaged and/or overloaded. Hazardous chemicals stored too high.	Storage spaces for highly hazardous materials in bad shape (shelves unable to hold weight, cabinets unable to be closed or integrity compromised, etc.)	
Chemical storage cabinets labeled	All cabinets containing chemicals are labeled as chemical storage and hazardous chemicals have signage appropriate to the class of the hazard (acids, bases, flammable solvents, etc.)	Cabinets containing hazardous chemicals have a sign appropriate to the class of the hazard.	Chemical storage cabinets not labeled.	Cabinets containing highly hazardous chemicals are not labeled properly.	No chemical storage cabinets
Less than 10 gallons of flammables outside flammable storage cabinets	All flammable chemicals in flammable storage cabinet unless a container is actively being used.	Less than 10 gallons outside flammable storage cabinets.	More than 10 gallons outside flammable storage cabinets.	More than 20 gallons outside of flammable storage cabinets or flammables outside of storage cabinets in a situation where they are likely to be ignited.	No flammable chemicals in the lab.
Less than 10 additional gallons of flammables in approved safety cans outside storage cabinets	All safety cans are 2-gallon size or smaller and less than 10 gallons total are in safety cans in the lab outside of flammable storage cabinets.	Less than 10 gallons in safety cans in the lab outside of flammable storage cabinets.	More than 10 gallons in safety cans in the lab outside flammable storage cabinets or unapproved safety cans used.	This item will not be a critical violation.	No flammable chemicals in the lab or no safety cans.
Less than 60 gallons of flammables in approved safety cabinets, no more than 3 cabinets in the lab	This item cannot receive an excellent.	Less than 60 gallons total in the entire lab and less than 3 flammable cabinets in the lab.	More than 60 gallons total in the entire lab or the capacity of a single cabinet is exceeded or more than 3 flammable cabinets in the lab.	More than 100 gallons found in a single lab without permission.	No flammable chemicals in the lab.
Chemicals segregated and stored based on compatibility	Chemicals are very well organized. Particular chemicals are very easy to find based on organizational scheme used. All chemicals are stored exactly as outlined on the chemical storage chart or some equivalent. All chemicals are stored except those in use.	Chemicals are well organized. Incompatible materials are not stored together. While a few bottles may be present on the benchtop, an obvious effort is given to make sure chemicals not in use are put away. Chemicals stored by hazard class first.	Chemicals are poorly organized or no organization is employed. Many chemical bottles that are not in use are present on the benchtop. Incompatible materials stored together or no segregation strategy is employed.	Incompatible materials that can have an imminent adverse result should they mix are stored together. More than lab scale quantities of hazardous chemicals are found in the lab.	
Containers properly labeled	Labels for all chemicals in their original container can easily be read. If a label is old, it is relabeled clearly. Secondary chemical containers or containers with solutions made by lab users are clearly labeled with the contents and the date on which it was transferred or made. If the chemical or solution is hazardous, the hazard is indicated on the label this is made.	While a bottle, beaker or flask may be missing a label, a good effort is made to label every container. In a case where a label or two is missing, the lab user can immediately identify the chemical and label it on the spot.	Chemicals not properly labeled. More than a few chemicals or any hazardous chemicals have faded and/or peeling labels that are difficult to read. Prepared solutions are not labeled including those in beakers and flasks.	Highly hazardous chemicals not labeled or no effort made to label chemicals in a lab where many hazardous chemicals are present.	
Chemical containers in good condition	The integrity of all chemical containers is sound. There is no evidence of spilling or leakage with any container. Containers are compatible with the chemicals that are stored in them.	The integrity of all containers is sound. There is little evidence of spilling or leakage and neither of these with hazardous chemicals. Chemicals are compatible with their containers.	Not all containers are structurally sound. Some evidence of spilling and leakage is evident. Some chemicals stored in incompatible containers.	Hazardous chemicals are stored in incompatible containers. Containers of hazardous chemicals are broken or leaking and injury or illness as a result is imminent.	

## Lab Inspection Cheat Sheet

Peroxide formers properly labeled and stored	Peroxide-forming chemicals are stored with compatible materials and protected from light. Only the amounts needed are on hand. Disposal date is noted and easily found. None of them are past expiration date without thorough testing. Peroxide inhibitor is in the chemical if possible. Labeled as peroxide former.	Stored with compatible chemicals protected from light. Expiration date is noted and easily found. None are past expiration date without thorough testing. Labeled as peroxide former. Date opened indicated.	Peroxide formers kept past expiration date or expiration date not present. Peroxide formers not labeled.	Peroxide former past expiration date without inhibitor or otherwise very likely to contain explosive peroxides peroxides found in the lab.	No peroxide formers in the lab.
Water reactive chemicals labeled, segregated and stored	Water reactive chemicals storage not only compliant but also stored in a completely separate area, secondarily contained and well-labeled.	Water reactive chemicals secondarily contained and well labeled. Water reactive metals stored under mineral oil or in an inert atmosphere. EHS is aware that the lab has these chemicals and has approved any non-standard storage conditions.	Water reactive chemicals not properly labeled.	Water reactive chemicals not secondarily contained. Alkali metals found exposed to the open air or not properly contained.	No water reactive chemicals in the lab.
Pyrophoric chemicals properly labeled, segregated and stored	Pyrophoric chemical storage not only compliant but additional measures are taken. Only amount required is on hand. Stored under and inert atmosphere whenever possible.	Pyrophorics stored away from other flammable/combustible materials. Stored in manufacturer's secondary containment or equivalent. Storage area well labeled. Not stored above room temperature.	Storage of pyrophoric chemicals not well labeled.	Any other area, other storage area labeling, that is out of compliance is considered critical.	No pyrophoric chemicals in the lab.
Explosive chemicals properly labeled, segregated and stored	Explosive chemical storage not only compliant, but also stored in a separate area from all other chemicals, well-contained and storage area well-labeled.	Explosive chemicals secondarily contained, stored away from other hazard categories and labeled as explosive chemicals or some equivalent.	Explosive chemicals not properly labeled.	Explosive chemicals not properly stored. Criticality dependent on amount and where stored. Explosive chemicals not labeled at all.	No explosive chemicals in the lab.
Chemicals dated with date received	All chemicals are dated with the date they are received. Chemicals with an expiration date have the date noted. Where there is a long time between chemical receipt and the opening of the chemicals, the date opened is also noted.	Hazardous chemicals have the date received on them. All chemicals in the categories listed above (water reactive, pyrophoric, etc.) have the appropriate dates on them. A good faith effort is seen to date even if a few are missed.	A good faith effort is not given to dating chemicals. Some may be dated, but many hazardous chemicals are not dated.	Dates are not found on the hazard categories listed above (peroxide formers, pyrophorics, water reactives, explosive	
Chemical containers kept closed	All chemical containers kept closed. Even beakers and flasks that have the potential to spill are sealed in a way to prevent splashes or spills.	All containers of hazardous chemicals are closed. Any unlabeled flask, beaker, etc. that is unlabeled is assumed to be hazardous. The vast majority of all chemical containers are closed.	Some (more than a couple of non-hazardous materials or any hazardous materials) chemical containers are found open.	Many chemical containers found open. Containers of highly hazardous material found open. Containers of volatile chemicals are left open to vent in the fume hood.	
If HF is present, proper safety precautions followed	Calcium gluconate gel is present, not expired and its location is clearly indicated. Proper PPE and SOPs are in place for HF use. HF properly stored and posted.	Calcium gluconate gel is present and is not expired. PPE and SOPs present for work with HF. HF properly stored (secondary containment; not glass) and posted.	Gel is present but out of date or not easy to find. SOPs not present or not up to date.	No extra precautions taken for using HF (no additional PPE, SOPs or gel).	No HF in the lab.

## Lab Inspection Cheat Sheet

Fume Hoods and Biological Safety Cabinets (BSCs)					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Vented cabinets vented properly	This item cannot receive an excellent.	Cabinets are vented from the bottom rather than the top.	Cabinets are vented anywhere other than the bottom.	Cabinets containing chemicals that require venting not properly vented.	No vented cabinets in the lab.
Certification current	This item cannot receive an excellent.	Certification is current.	Certification is not current.	Certification is not current in a lab where a single hood is in use with hazardous chemicals. Criticality is dependent on when the researcher intends to use hazardous chemicals again.	No chemical hoods in the lab.
Sash at or below indicated height	Sashes on all hoods are closed completely unless the hood is being used at the time of inspection (i.e. someone standing in front of the hood).	All sashes at or below 18".	Any sash open above 18".	This item will not be a critical violation.	No chemical hoods in the lab.
Minimal clutter in hood and baffles not obstructed	Hood either completely empty or only containing a small amount of equipment that stays in the hood.	Some items present in the hood, but nothing that obstructs the airflow (i.e. no large equipment, not a large number of items). Exceptions are made for some equipment with approval of Research Safety.	A large number of items in the hood or large equipment in the hood. Baffles obstructed even by a small number of items.	In use hood so cluttered that airflow is greatly obstructed. If necessary, this is demonstrated with measurements or a smoke test.	No chemical hoods in the lab.
In use hood not used for storage	This item cannot receive an excellent.	Nothing stored in the hood. Only chemicals in use or recently in use are contained within. Exceptions are made for small amounts of waste (that are labeled and closed). Exceptions to this must be approved by EHS.	Items are stored in the hood without EHS approval.	This item will not be a critical violation because if too many items are stored it will be the same as the critical violation above.	No chemical hoods in the lab.
Hood sash in good condition	Nothing posted or written on the sash. Sash easily opens and closes. No cracks or other visual damage.	Very little is posted on the hood or written. Easily able to see through the sash. Sash opens and closes fairly easily (with one hand). No cracks or other visual damage.	Sash is cluttered with stickers or writing and cannot easily be seen through. Small cracks present. Sash is difficult to open.	Glass in the sash has large cracks. In use hood has sash stuck open.	No chemical hoods in the lab.
BSC certified within last year if in use	This item cannot receive an excellent.	BSC certified within the last year if used with pathogens. If the BSC is not used with pathogens, it is properly posted should the BSC not be certified.	BSC not certified within the last year or not posted.	BSC not certified within the last several years where pathogens are used.	No BSCs in the lab.
Front grill of BSC not obstructed	This item cannot receive an excellent.	Front grill not obstructed.	Front grill obstructed.	This item will not be a critical violation.	No BSCs in the lab.
Disinfectant trap in use for vacuum lines	Disinfectant trap used is the one that is recommended by BMBL.	Disinfectant trap in place with at least one liquid flask and a filter.	Inadequate trap used.	Building vacuum used for aspiration of pathogens with no trap in place.	No BSCs in the lab or no pathogens used. Vacuum pump used in lieu of building vacuum.
BSC not too cluttered	Nothing present in the BSC except equipment that stays in place.	Very little is left in the BSC after use and nothing that obstructs airflow.	Too many items in the BSC.	BSC too cluttered to be safely used if pathogens are in use.	No BSCs in the lab.

## Lab Inspection Cheat Sheet

Chemical and Biological Waste					
Item inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Waste properly labeled	All waste has label from website, constituents listed as well as percentages. No containers in the lab are labeled as waste except those that container hazardous waste.	All waste is properly labeled (label available on the website). Constituents of waste are listed.	Labels are incomplete or not properly attached to the container. Container found that are "inherently waste-like" (appear abandoned or appear to contain waste but not labeled).	RCRA regulated waste missing labels.	No chemical or biological waste in the lab.
Waste containers closed	This item cannot receive an excellent.	All containers are hand tight and all have a lid on them.	Not all lids are tight on containers or lids are off some containers.	RCRA regulated waste missing lids.	No chemical or biological waste in the lab.
Waste containers in good condition	Containers are not leaking and do not have any chemical on the outside of the container. Container compatible with the waste it contains.	Containers are not leaking and are compatible with the waste contain. Containers are neat with little contamination on the outside (no hazardous contamination).	Containers have easily visible outside contamination. Containers not in good condition but are not leaking.	Container are leaking or not compatible with the waste stored in them.	No chemical or biological waste in the lab.
Waste containers dated and not past 6 months	This item cannot receive an excellent.	All waste is dated and none are past 6 months	Waste is dated but some are past 6 months, but not more than 8 months	Waste is not dated or waste dated 8 months before current date.	No chemical or biological waste in the lab.
Waste containers properly segregated	Hazard category is indicated on the outside of the segregation area. No incompatibles stored together.	Waste properly segregated; no incompatibles stored together.	Incompatible wastes, though secondarily contained, stored in the same area.	Incompatible waste stored in such a way that, if leaking, the wastes could come together.	No chemical or biological waste in the lab.

Mechanical and Electrical Safety					
Item inspected	E	Y	N	C	N/A
Moveable parts guarded	This item cannot receive an excellent.	No machines missing guards.	Machines missing guards.	Machines missing guards where life or limb threatening injury is possible.	No machines that require guards.
Electrical panel accessible	All electrical panels assessable with nothing in the general area.	Electrical panels assessable without moving anything.	Electrical panels not assessable without moving items or items stored within 2 feet of panel.	Electrical panels not assessable without moving items that will take greater than 15 seconds to move.	No electrical panels present.
Plugs, cords, outlets in good condition	This item cannot receive an excellent.	All cords and outlets in good condition. No tape used on cords.	Cords present that have been repaired with tape. Outlet covers damaged.	Cords present that are frayed and have not been repaired with tape. Outlet covers missing or severely damaged	
No extension cords used in lieu of hard wiring	No extension cords used at all.	Extension cords in use but only as a temporary measure.	Extension cords used in lieu of hard wiring	Inappropriate loading of extension cords. Extension cords in bad condition. Extension cord causing a trip hazards or could if pulled cause items to fall on workers.	
No daisy chaining of power strips	This item cannot receive an excellent.	No daisy chained power strips.	Power strips daisy chained simply to reach certain equipment but are not overloaded.	Power strips daisy chained and overloaded.	
Outlets within 48" of water supply GFCI	This item cannot receive an excellent.	No outlets within 48" of water that are not GFCI.	Outlets within 48" of water that are not GFCI.	Outlets or cords in or near standing water that are not GFCI.	

**Lab Inspection Cheat Sheet**

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