

# Lab Inspection Template

E=Excellent      Y=Compliant  
 N=Noncompliant      C=Critical

Documentation and Training					
Item inspected	E	Y	N	C	N/A
Lab Safety Manual and Chemical Hygiene Plan (CHP) accessible					
Laboratory Hazard Assessment Completed					
Required training completed					
SOPs written for highly hazardous chemicals or non-standard procedures					
Current chemical inventory available					
SDS accessible					
SDS location known to employees					

Emergency Information and Fire Safety					
Item inspected	E	Y	N	C	N/A
Lab sign posted and up to date					
Hazards properly characterized on sign					
Items not stored too close to the ceiling					
Fire extinguisher present and not obstructed (where necessary)					
Fire extinguisher inspection up to date (where necessary)					

Personal Protective Equipment (PPE)					
Item inspected	E	Y	N	C	N/A
Proper PPE worn based on hazards					
Eye protection available					
Lab coats available					
available					
Other PPE available (as needed)					
PPE not worn outside of labs					
Respirators not in use unless authorized					

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General Safety					
Item inspected	E	Y	N	C	N/A
Exits not blocked					
Lab doors closed					
Lab access controlled (if necessary)					
Windows in lab doors not obstructed					
Safety shower/eyewash present					
Eyewash and shower not obstructed (16" radius)					
Eyewash and shower testing up to date					
Spill cleanup materials present					
Gas cylinders secured properly					
Gas cylinders properly stored					
Lab equipment properly labeled					
Sinks for handwashing available					
Soap available for handwashing					
No tripping or slipping hazards					
Mechanical devices available for pipetting					

Housekeeping					
Item inspected	E	Y	N	C	N/A
No food or drink in lab areas					
No chemical storage on floor (unless secondarily contained)					
Broken glass container available containing only approved items					
Sharps container available					
Minimal glassware in sink					
Overall housekeeping good					

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Chemical Safety, Storage and Compatibility					
Item inspected	E	Y	N	C	N/A
Chemical storage in good condition					
Chemical storage cabinets labeled					
Less than 10 gallons of flammables outside flammable storage cabinets					
Less than 10 additional gallons of flammables in approved safety cans outside storage cabinets					
Less than 60 gallons of flammables in approved safety cabinets					
No more than three flammables cabinets in lab					
Hazardous chemicals not stored too high					
Chemicals segregated and stored based on compatibility					
Containers properly labeled					
Chemical containers in good condition					
Peroxide formers properly labeled and stored					
Water reactive chemicals labeled, segregated and stored					
Pyrophoric chemicals properly labeled, segregated and stored					
Explosive chemicals properly labeled, segregated and stored					
Chemicals dated with date received					
Chemical containers kept closed					
If HF is present, proper safety precautions followed					

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Fume Hoods and Biological Safety Cabinets (BSCs)					
Item inspected	E	Y	N	C	N/A
Vented cabinets vented properly					
Certification current					
Sash at or below indicated height					
Minimal clutter in hood and baffles not obstructed					
In use hood not used for storage					
Alarm/monitored installed and operational					
Hood sash in good condition					
BSC certified within last year if in use					
Front grill of BSC not obstructed					
Disinfectant trap in use for vacuum lines					
BSC not too cluttered					

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Chemical and Biological Waste					
Item inspected	E	Y	N	C	N/A
Waste properly labeled					
Waste containers closed					
Waste containers in good condition					
Waste containers dated and not past 6 months					
Waste containers properly segregated					

Mechanical and Electrical Safety					
Item inspected	E	Y	N	C	N/A
Moveable parts guarded					
Electrical panel accessible					
Plugs, cords, outlets in good condition					
No extension cords used in lieu of hard wiring					
No daisy chaining of power strips					
Outlets within 48" of water supply GFCI					

