



<b>Description</b>	
<b>Inspection Type:</b> General Lab Safety	<b>School/Org:</b>
<b>Lab:</b>	<b>Department:</b>
<b>Inspector(s):</b>	<b>Facility:</b>
<b>Lab Rep:</b>	<b>Date:</b>

Yes	No	N/A	Corrected	Questions	Notes
<b>1. Bio-Documentation</b>					
				1.1 Registrations, amendments and updates are submitted to COMS as biological materials are introduced to or used in the lab?	
				1.2 All personnel working with human materials have signed the Hepatitis B offer form and forms are stored in a designated location?	
				1.3 Laboratory which presents the possibility of occupational exposure to unfixed human materials (blood, serum, tissue, etc.) has a completed Exposure Control Plan (ECP) readily accessible to personnel and documented to be current within the last year.	
				1.4 Other Bio-Documentation requirements are met?	
<b>2. Bio-Equipment</b>					
				2.1 Equipment for use and storage of infectious materials (e.g. BL2) have biohazard labels affixed?	
				2.2 Air vents are unobstructed in biosafety cabinets?	
				2.3 Paper towels and soap are available at sink and hand-washing practices are in place?	
				2.4 Operable exterior windows in BL1/BL2 labs are fitted with screens?	
				2.5 Infectious aerosol hazards (e.g. centrifugation, homogenizer, nebulizer, probe sonicator, blender) are appropriately contained by engineering controls (e.g. aerosol-tight rotors, swinging bucket safety caps, biosafety cabinet)?	
				2.6 Biosafety cabinet is available for use as required, certified within the past year, and in good working order (e.g. operable sash)?	
				2.7 Biosafety cabinets contain Bunsen burners or other sources of open flame?	
				2.8 Flame use in biosafety cabinet has been reviewed by biosafety officer?	
				2.9 BSL1/BSL2 labs do not have an operable sink available?	
				2.10 Lack of a sink in this biological laboratory has been reviewed by a biosafety officer?	
				2.11 Aspirators used to collect liquid biological materials are in good condition, placed within secondary containment, and have a mechanism to collect overflow as appropriate.	
				2.12 Other Bio-Equipment requirements are met?	

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<b>3. Bio-Practices</b>					
				3.1 Furniture used while handling biological materials have non-porous surfaces that can be easily decontaminated?	
				3.2 Appropriate disinfection solution(s) used within the lab?	
				3.3 Benchtops and equipment are routinely disinfected; and spills are immediately disinfected?	
				3.4 Appropriate biological spill supplies are readily available?	
				3.5 Pets are not permitted in BL2 lab areas?	
				3.6 Other Bio-Practices requirements are met?	
<b>4. Bio-Waste</b>					
				4.1 BL1/BL2 liquid waste is disinfected before drain disposal?	
				4.2 Used BL1/BL2 sharps are collected in approved red sharps containers?	
				4.3 BL1/BL2 sharps containers are not more than 3/4 full?	
				4.4 Filled disposable single-use red biohazard sharps containers are closed and placed in biowaste box/bin?	
				4.5 Biowaste boxes/bins are lined with red bag(s)?	
				4.6 Biowaste boxes/bins are not overfilled?	
				4.7 Biowaste boxes containing animal carcasses are labeled 'Incinerate Only' and returned to HCCM/OAR?	
				4.8 Other Bio-Waste requirements are met?	
<b>5. Chem-Documentation</b>					
				5.1 Lab personnel know how to access the Chemical Hygiene Plan?	
				5.2 Lab personnel know how to access chemical safety information, including lab-specific SOPs?	
				5.3 Other Chem-Documentation requirements are met?	
<b>6. Chem-Equipment</b>					
				6.1 Fume hoods are registered and certified?	
				6.2 If present, fume hood flow indicators and alarms appear to be operating?	
				6.3 Fume hood sashes are positioned appropriately?	
				6.4 Equipment or containers inside a fume hood are positioned to allow adequate air flow?	
				6.5 Housekeeping and organization in fume hood allows user to work safely in hood?	
				6.6 Gas cylinders are properly secured?	
				6.7 Compressed gas cylinders and liquid cylinders are properly labeled?	
				6.8 Compressed gas cylinders without a regulator attached have valve cap in place?	
				6.9 Flammable gas cylinders segregated from oxidizing gas cylinders?	
				6.10 Other Chem-Equipment requirements are met?	
<b>7. Chem-Practices</b>					
				7.1 Chemical containers are in good condition?	
				7.2 Hazardous chemical containers are properly labeled?	
				7.3 Chemical storage cabinets are clearly labeled?	

Yes	No	N/A	Corrected	Questions	Notes
				7.4 All glass containers with liquid chemicals on floor are placed within secondary containment?	
				7.5 Flammable liquids are returned to appropriate storage when not in use?	
				7.6 Stored quantities of flammable and combustible liquids do not exceed fire department limits?	
				7.7 Strong acids and bases are stored separately?	
				7.8 Strong oxidizers are stored separately from flammable materials?	
				7.9 Other incompatible chemicals are appropriately separated?	
				7.10 Containers of peroxidizable materials are being managed properly?	
				7.11 Unexpired calcium gluconate is available for work with hydrofluoric acid?	
				7.12 Heated perchloric acid work is performed in perchloric acid hood, hood with acid scrubber or in standard hood with appropriate vapor capture?	
				7.13 Other Chem-Practices requirements are met?	
<b>8. Chem-Waste</b>					
				8.1 Non-biological sharps are disposed in black sharps containers?	
				8.2 Green hazardous chemical waste SAA (Satellite Accumulation Area) signs (8.5 x11) posted?	
				8.3 Chemical waste is stored only in posted SAAs?	
				8.4 Each chemical waste container has Hazardous Waste label attached?	
				8.5 Hazard boxes are correctly checked on Hazardous Waste label?	
				8.6 Hazardous Waste labels have full chemical name listed?	
				8.7 Chemical waste containers are properly closed?	
				8.8 Chemical waste containers are in secondary containment?	
				8.9 Chemical waste containers are separated from virgin chemicals?	
				8.10 Other Chem-Waste requirements are met?	
<b>9. Electrical Safety</b>					
				9.1 Electrical connections in potentially wet areas are GFCI protected?	
				9.2 Only commercial grade extension cords are used?	
				9.3 Extension cords and power strips are not connected in series?	
				9.4 Electrical cords, plugs, outlets, equipment and wiring are in good condition?	
				9.5 Facility live conductors and wiring are covered or guarded?	
				9.6 Other Electrical Safety requirements are met?	
<b>10. Emergency Preparedness</b>					
				10.1 Emergency Response Guide is posted and up to date?	
				10.2 Proper clearance is maintained below sprinkler heads?	
				10.3 Emergency eye washes and showers have clearly visible signs?	
				10.4 Emergency eye washes and showers have a current test tag attached?	
				10.5 Eyewashes, drench hoses, showers are unobstructed?	

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				10.6 Electrical panels are unobstructed?	
				10.7 Exit access corridors/hallways and emergency exits are unobstructed?	
				10.8 Doors to hallway are closed or held open by magnetic holders?	
				10.9 Fire alarm pull stations are unobstructed?	
				10.10 Fire extinguishers are adequately charged and have inspection tag attached and dated within the past 12 months?	
				10.11 Appropriate chemical spill supplies are readily available?	
				10.12 Exit signs are illuminated and pointing in the right direction	
				10.13 Other Emergency Preparedness requirements are met?	
<b>11. Gen-Equipment</b>					
				11.1 Lab microwave ovens, ice machines, and refrigerators/freezers have 'Not for Food/Drink' or 'For Lab Use Only' label attached?	
				11.2 Vacuum lines/pumps are protected by hydrophobic filters?	
				11.3 Bunsen burner hoses are made of appropriate materials and in good condition?	
				11.4 Work with hazardous or odiferous volatile chemicals is adequately controlled using local exhaust ventilation?	
				11.5 Laser and imaging area curtains have fire-retardant tags?	
				11.6 Lab-safe refrigerator/freezer is used for cold storage of flammable liquids?	
				11.7 Cold/warm room not used for storage of volatile hazardous liquids, compressed or refrigerated gases, or dry ice?	
				11.8 Only non-mercury-containing thermometers used?	
				11.9 All in-service cranes and hoists are appropriately inspected?	
				11.10 Is soldering equipment present in lab?	
				11.11 Is lead solder waste being managed properly through SAA?	
				11.12 Are cleaning wipes or other suitable means of decontamination available to clean work area?	
				11.13 Is fume scavenging equipment in place?	
				11.14 Does the lab have an updated SOP for soldering work?	
				11.15 Other Gen-Equipment requirements are met?	
<b>12. Gen-Practices</b>					
				12.1 Laboratory door placards are updated and posted?	
				12.2 No indications of eating, drinking or application of personal care products in labs?	
				12.3 Food used for research is labeled 'For Lab Use Only'?	
				12.4 Loose razor blades or similar sharps are protected or isolated when not in use?	
				12.5 Lab is free of slip, trip and fall hazards?	
				12.6 Contaminated glassware is disinfected/decontaminated before being washed or given to glasswash facility?	
				12.7 Other Gen-Practices requirements are met?	
<b>13. PPE</b>					
				13.1 A signed PPE assessment completed within the last year is available in the lab?	

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				13.2 Required PPE is available, in good condition and appropriately stored?	
				13.3 Closed-toed shoes that cover entire foot are worn in lab?	
				13.4 Lab personnel use PPE required by PPE assessment or lab SOP?	
				13.5 Other PPE requirements are met?	
<b>14. Rad-Equipment</b>					
				14.1 Class 1 laser instruments with embedded Class 3B or 4 lasers or Class 3B or 4 laser instrument have affixed EHS laser warning labels and inspection sticker dated within the past 2 years?	
				14.2 Are x-ray generating devices affixed with a Harvard X-ray Survey Record label?	
				14.3 Other Rad-Equipment requirements are met?	
<b>15. Training</b>					
				15.1 There are completed personnel roster and assigned training requirements in Peoplesoft and HTP?	
				15.2 Lab-specific safety orientation training is completed and documented?	
				15.3 Individuals who transport, ship, or mail chemicals, biologicals, dry ice or other hazardous materials to other institutions or field research sites have completed training?	
				15.4 Other Training requirements are met?	