

LAB SAFETY INSPECTION CHECK LIST

To maintain the mission of EH&S, inspections of the facilities at TAMU are performed. These inspections/observations follow prescribed guidelines but are not limited to just the items on the list.

A. HOUSEKEEPING

1. Dirty work surfaces/spilled chemicals
2. Excessive clutter on lab benches
3. Excessive clutter on lab floors
4. Excessive amounts of combustibles near ignition source
5. Items in refrigerator/freezer are stored in orderly fashion
6. Tripping hazards present

B. GENERAL SAFETY

1. Cryogenic cylinder/Dewar damaged
2. Cryogenic cylinder safety devices compromised
3. Damaged Bunsen burner tubing
4. Glass items stored directly on floor
5. Glass under pressure (Rotovap, glass Dewars, etc.) properly shielded or wrapped
6. High pressure cylinder secured in an approved manner
7. High pressure cylinder labeled appropriately Full/In Use/Empty
8. High pressure cylinder cap in place on cylinder that is not in use
9. Laboratory door closes and/or latches properly
10. Lab equipment missing belt and pulley guard
11. Laboratory unoccupied and door found unlocked
12. Sink available for hand washing
13. Paper towels available at sink for hand washing
14. Soap available at sink for hand washing
15. Storage within 18" of sprinkler head
16. Storage within 24" of ceiling
17. Vacuum pump leaking oil/venting exhaust
18. Vacuum pump missing belt and pulley guard
19. Unlocked refrigerator/freezer/chemical storage cabinet in common area

C. BIOSAFETY

1. Biosafety cabinet not certified/needs recertification
2. Biosafety cabinet is overcrowded, blocking airflow
3. Biowaste container over-filled
4. Biowaste found in regular trash
5. Biowaste stored on floor and not in secondary containment
6. Centrifuge caps in place
7. Centrifuge has sealed rotor
8. Cloth-covered furniture in lab
9. Door to BSL-2 lab is self-closing
10. BSL-2 Entry/Exit signage in place
11. BSL-2 Entry/Exit signage correct
12. Gas in use inside Biosafety cabinet
13. Primary Biowaste container not present/available in Biosafety cabinet
14. Sharps container is available
15. Improper sharps container
16. Sharps containers more than 3/4 full
17. Sharps left out on bench top

D. FUME HOODS

1. Chemicals stored in the fume hood
2. Electrical power strips in fume hood
3. Equipment positioned too close (within 8 inches) to the lip

4. Excessive amount of equipment/clutter in the fume hood
5. Fume hood requires cleaning
6. Flow alarm functioning correctly
7. Fume hood certification out of date
8. Fume hood visibly damaged
9. Items hanging from fume hood control knobs
10. Lab occupants working in fume hood with the sash in full-open position
11. Loose paper in fume hood
12. Open containers in fume hood
13. Sash left in the open position

E. CHEMICALS

1. Chemicals properly labeled
2. Chemical label damaged and/or unreadable
3. Chemical container is faulty or damaged
4. Chemicals stored according to hazard classification
5. Acids and Bases stored together
6. Oxidizers and Flammables stored together
7. Chemicals stored on bench top
8. Chemicals stored on the floor
9. Chemicals stored under the sink
10. Chemicals stored with labels facing out
11. Flammable chemicals stored by ignition source
12. Flammable chemicals stored in cold room
13. Flammable chemicals stored in household style refrigerator/freezer
14. Flammable liquids not stored in a Flammable Liquids Storage Cabinet
15. Hazardous chemicals stored above eye level
16. Improper storage of Perchloric Acid
17. Large bottle stored in front of small bottles
18. Unstable chemicals present
19. Chemicals are appropriately dated with date received and date opened
20. Safety Data Sheets (SDS) are available and accessible for chemicals used in the laboratory

F. WASTE MANAGEMENT

1. Chemical waste container labeled as "Hazardous Waste"
2. Chemical waste container has label identifying contents
3. Chemical waste container left open
4. Chemical waste container not in secondary containment
5. Chemical waste container ready for pick up but not appropriately tagged
6. Chemical waste container is being moved and shared between labs
7. Chemical waste is segregated by hazard classification
8. Glass disposal box more than 3/4 full
9. Glass waste box is lined
10. Glass waste/sharps found in regular trash
11. Glass disposal box properly labeled
12. Old chemicals present and in need of disposal

LAB SAFETY INSPECTION CHECK LIST

To maintain the mission of EH&S, inspections of the facilities at TAMU are performed. These inspections/observations follow prescribed guidelines but are not limited to just the items on the list.

G. SAFETY EQUIPMENT

1. Eyewash is available
2. Eyewash obstructed
3. Eyewash inspection is out of date/not flushed weekly
4. Eyewash not working properly or is damaged
5. Eyewash caps missing/not in place
6. Fire extinguisher inspection is out of date/not checked monthly
7. Fire extinguisher located near the door
8. Fire extinguisher sitting on the floor
9. Fire extinguisher obstructed
10. Fire extinguisher is damaged/missing pin/missing tamper seal or has been discharged
11. Safety shower inspection is out of date/not checked monthly
12. Safety shower obstructed
13. Safety shower appears to be damaged or is missing pull handle/chain
14. Spill clean-up materials are available and visibly accessible

H. SAFE LAB PRACTICES

1. Cryogenic material stored in cold room
2. Domestic refrigerator/freezer labeled "No Flammables"
3. Equipment with hot surfaces are properly labeled
4. Evidence of eating and drinking in the lab
5. Food/beverages stored in the lab/refrigerator/freezer
6. Food utensils washed in lab sink
7. Ice maker labeled "Not for Human Consumption"
8. Improper clothing worn by lab occupants
9. Improper footwear worn by lab occupants

10. Personal Protective Equipment is available and visibly accessible
11. PPE (gloves, aprons, lab coats, safety goggles, etc.) worn when needed
12. Lab occupants are removing lab coats before leaving the lab
13. Lab occupants are removing gloves before leaving the lab
14. Lab occupants are washing hands before leaving the lab
15. Labels on empty/reused bottles are adequately defaced
16. Laboratory door propped/left open
17. Microwave labeled "For Lab Use Only"
18. Emergency contact information posted outside lab door
19. "In Case of Emergency" information is current

I. MECHANICAL

1. Machine guarding (including emergency stop and lock-out controls) are in place.
2. Cutting instruments (razor blades, knives, etc.) are sheathed

J. ELECTRICAL

1. Access to electrical panel box obstructed
2. Cover removed from electrical panel
3. Electrical cord(s) cracked, broken, missing ground, or otherwise damaged
4. Electrical cord(s) poses tripping hazard
5. Electrical junction box cover is missing or out of place
6. Electrical outlet/switch-plate cover missing or damaged
7. Electrical outlet visibly damaged
8. Extension cord used as substitute for permanent wiring
9. Exposed wiring
10. Power strips connected in series