



OFFICE OF
LABORATORY SAFETY

Laboratory Safety Inspection Form

PI/LS:		Building:	
Date:		Room:	
Insp:			

Item	Status	RP	Comments
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1	Laboratory Entrance/Egress <small>Status: S satisfactory, U unsatisfactory, C corrected, or N/A Responsible Party (RP): O - OLS, PI - Principal Investigator or Laboratory Supervisor</small>		
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1a	External laboratory entryway signs are posted and the information is accurate			
1b	Door(s) is/are closed and, if no one is present, secured			
1c	Laboratory door window is unobstructed			
1d	Laboratory ventilation maintains negative pressure with respect to adjacent areas and hallways			
1e	Aisles and exits are unobstructed			
1f	All door handles, doors, furniture, and fixtures operate correctly and are inherently safe			

2	Documentation			
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2a	OLS wall bins are present and contain the appropriate Safety Manuals, Safety Records and Resources Binder, and a properly stocked MSDS binder			
2b	Current Supplemental Laboratory Safety Plan is present, accurate, and complete			
2c	Current Supplemental Exposure Control Plan is present, accurate, and complete			
2d	Laboratory Trainee Signature page is present and up-to-date			
2e	Current and accurate chemical inventory is present			
2f	Current and accurate biological inventory is present			

2g	Safety Training certificates are on file for all laboratory personnel			
2h	Standard Operating Procedures (SOP) for unique laboratory hazards or activities are present if required			
3	Housekeeping and Facility Design			
3a	The laboratory is equipped with a sink with running water, non-carpeted floors, and adequate lighting.			
3b	Bench tops, floors, and shelving are reasonably clean and uncluttered			
3c	No food or beverages for consumption are present in the laboratory or laboratory refrigerator			
3d	Furniture and chairs are sufficient and adequate			
4	Emergency Equipment/Supplies			
4a	Exits signs are visible and illuminated. Emergency lighting is present and operational.			
4b	Emergency showers and eyewash stations are present. Inspection tags show flushing performed every 2 weeks. Inspections are current.			
4c	A first aid kit is available and properly labeled			
4d	The laboratory is equipped with a fire extinguisher or one is located within 75 feet of the laboratory			
4e	OLS Spill Supplies pail is present and properly stocked			
5	Fume Hood and Biosafety Cabinet			
5a	The chemical fume hood face velocity monitor registers 80-120 FPM when the sash is positioned at 18 inches			
5b	The chemical fume hood(s) have been tested and testing is current			
5c	The biosafety cabinet(s) have been tested and testing is current			

5d	Chemical fume hoods and biosafety cabinets with unacceptable face velocities are not in use and warning signage is posted			
5e	The chemical fume hood has a maximum sash height sticker and tape identifying the six inch line			
5f	The chemical fume hood(s) and/or biosafety cabinet(s) are free from unnecessary clutter that may interfere with the operation of the hood			
5g	Fume hood and biosafety cabinet control switches are readily identifiable and unobstructed			
5h	Supplemental ventilation equipment is functioning properly			
5i	Bunsen burners are not used in the biosafety cabinet			
5j	Vacuum traps are located in the biosafety cabinet and set up properly			
6	Chemical Safety			
6a	All chemical containers are properly labeled			
6b	All chemical containers have caps, lids, or stoppers that completely seal the container and are in good condition			
6c	All chemical containers are appropriate and compatible with their contents			
6d	Chemicals are segregated and stored according to chemical compatibility			
6e	Chemical storage areas are labeled with signage and are properly arranged: below eye level, compatible with the materials they contain, and unobstructed			
6f	A designated area is established for work with particularly hazardous substances			
6g	All gas cylinders are secured and labeled with both the contents and status (empty or full). Cylinders are capped if not in use			

6h	Gas piped systems have an emergency shut off valve clearly marked and unobstructed			
6i	If HF is stored or used, a sufficient quantity of calcium gluconate is available			
6j	Mercury thermometers have been replaced with alcohol thermometers when feasible			
6k	All peroxide forming compounds are labeled with the date that they were received and opened			
6l	All DEA controlled substances are properly secured			
6m	No more than 60 gallons of flammable liquid are stored in each flammable cabinet and no more than 10 total gallons of flammable liquids are stored outside of a flammable cabinet			
6n	Refrigerators used to store chemicals are approved for flammable/chemical storage and are marked as such.			
6o	Unique laboratory hazards are identified with signage			
7	Biological Safety			
7a	Infectious material is properly labeled			
7b	The universal biohazard symbol is present on equipment used with biohazardous materials and storage areas and containers holding biohazardous materials.			
8	Radiation Safety			
8a	Current NRC Form 3 and VA Workers-Right-to-Know are clearly visible			
8b	"No eating, drinking, smoking" and "No mouth pipetting" signage is clearly visible			
8c	Radioactive materials storage areas are labeled with radiation symbol and secured from unauthorized access			

8d	Radioactive materials usage areas and equipment/instruments used with radioactive materials are labeled with radiation symbol			
8e	Equipment that contains radioactive materials is labeled with the radiation symbol and a warning against unauthorized removal. The radioactive material is secure from unauthorized access			
8f	Radiation sink is labeled with radiation symbol and a sink disposal log is posted at the sink			
8g	Instruments that produce ionizing radiation are labeled with the radiation symbol and a warning regarding unauthorized transport or removal			
8h	Stock vials of radioactive materials are properly labeled with the radiation symbol, chemical name, isotope, amount of radioactivity, and GMU serial number			
8i	Radioactive Materials Usage and Disposal log is current			
8j	Radioactive Materials receipt records contain a copy of the purchase order with RSO signature, a packing slip confirming package receipt, and wipe test results from package surveys			
8k	Radiation Surveys are current and show no contamination above 220 dpm.			
8l	Leak test records for sealed sources of radioactive material are current			
8m	All radiation producing instruments are registered with the VA Department of Radiological Health and leak test records are current			
9	Laboratory Waste			
9a	Hazardous waste is properly labeled: hazardous waste label, complete chemical name, and the date that the material was determined to be waste			
9b	A satellite accumulation area is present, unobstructed, and utilized			

9c	Chemical waste is properly segregated according to hazard class			
9d	Biohazardous waste is properly labeled			
9e	Ethidium bromide, dry ice, and acrylimide waste is properly handled			
9f	Radioactive waste is labeled with a radiation symbol along with the isotope present, is adequately shielded, and is secure from unauthorized access or removal			
9g	Sharps containers are available and not overfilled			
9h	Broken glass containers are available and not overfilled			
10	Electrical and Mechanical			
10a	Electrical equipment is either UL or FM approved			
10b	All electrical cords are in good condition and do not obstruct aisle ways or travel			
10c	Power strips are properly used and not overloaded			
10d	Moving mechanical parts and belts are properly covered			
10e	Vacuum pumps are properly ventilated or filtered			
10f	The laboratory is equipped with emergency lighting or suitable alternative			
10g	Heat sources are unplugged when not in use			
10h	Electrical service panels are identified with signage, clear of obstructions, and breakers are labeled with their area of coverage			
10i	All electrical instillations and temporary wiring is approved prior to use			
11	COMMENTS			

