

# SF | SANTA FE COLLEGE

## Laboratory Inspection Checklist

Laboratory Name: \_\_\_\_\_

Location (Building & Room): \_\_\_\_\_

Inspector Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Laboratory Manager: \_\_\_\_\_

### LABORATORY ENVIRONMENT

	Y	N	N/A
Work areas are fully illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage of combustible materials is minimized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aisles and passageways are clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash is removed promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No evidence of food or drink in laboratory areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet surfaces are covered with nonslip materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits are illuminated and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper management of hazardous materials and waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EMERGENCY EQUIPMENT AND PLANNING

	Y	N	N/A
Fire extinguishers are mounted and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers are fully charged with tamper indicator in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher inspection is up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyewash unit and safety shower are within 10 seconds of hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyewash unit and safety shower inspection are up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm pull stations are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill control materials are available and adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL PROTECTIVE EQUIPMENT**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Personnel are wearing appropriate eye and face protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate eye and face protection is available for all hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel are wearing appropriate gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate gloves are available for all applicable hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoes are appropriate to the applicable hazard(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothing is appropriate to the applicable hazard(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SIGNS, LABELS, PLANS AND POSTINGS**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Emergency action plan is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety data sheets are accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hygiene plan is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact sheet is posted and up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephones are labeled with emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building evacuation routes are posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice machines are labeled "Not for human consumption"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical refrigerators are labeled "No food or drink"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food refrigerators are labeled "Food only – no chemicals"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lasers are appropriately labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High voltage equipment labeled appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency equipment labeled with highly visible signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ELECTRICAL HAZARDS**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Flexible cords are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cords do not touch surfaces where flammable liquids may pool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover plates are in place for all outlets and switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circuit breaker panels are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-plug adapters have overload protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No extension cords are in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground fault circuit interrupters (GFCI) are used for wet areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards/covers are in place for electrophoresis devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STORAGE**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Heavy items are stored on lower shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage ends at least 18 inches below sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage ends at least 24 inches below ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Means are available to reach items stored above shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelving is adequate for loads imposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals are stored by compatibility and hazard class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical containers are clearly labeled with contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosive chemicals are stored below eye level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials with shelf lives are dated upon receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary containment is used near sinks and drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste containers are sealed except during transfers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste containers are labeled as Hazardous/Non-Hazardous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage is limited to <1 quart of acutely hazardous waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage is limited to <55 gallons of hazardous waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPRESSED GASES AND CRYOGENICS**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Toxic, flammable, & corrosive gases used under a chemical fume hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are stored by hazard class and chemical compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders are stored upright and secured from tipping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulators are compatible with gas cylinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinder carts are available and used for transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valve caps are in place when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty or unused cylinders are returned to supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gases and cryogenic liquids are dispensed in areas with good ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cryogenic Dewars are vented or have pressure relief devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass Dewars are shielded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRESSURE AND VACUUM SYSTEMS**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Vacuum glassware is in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum pressure relief devices are in place and inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass vessels are shielded/enclosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature & pressure measuring devices are in place where needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

**CHEMICAL HOODS AND VENTILATION**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Each chemical fume hood has been tested within last year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sash is closed when not in active use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical fume hood vents (baffles) are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical fume hood is used with sash in appropriate position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical storage is limited in actively-used hoods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals and equipment are at least 6 inches from the sash	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**SECURITY**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Doors to lab operate, close, and lock properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows operate, close, and lock properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarm systems are operating properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys and access cards are kept in a secure area out of sight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**TRAINING/AWARENESS**

	<b>Y</b>	<b>N</b>	<b>N/A</b>
Workers have attended all appropriate training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training has been documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory personnel are aware:			
What to do in the event of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to clean up chemical spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and contents of chemical hygiene plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical hygiene officer or safety manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where SDS and other safety information are stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What type of personal protective equipment to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to label and dispose of chemical waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials used and associated precautions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location of safety showers and eyewash units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to use safety showers and eyewash units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security policies and procedures in the laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When to question unfamiliar visitors in the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How and when to report injuries, illnesses, and incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistance resources within the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_