

Quarterly Laboratory Inspection Check List

Department _____ Principal Investigator _____
Building /room _____ Inspected by _____ Date _____

NOTE: This inspection must be completed every 3 months and documented in the lab safety binder. A *check mark indicates that the item checked is okay.*

A. Observation of laboratory personnel

- Personnel are wearing lab coats, appropriate gloves and safety glasses/goggles.
- Personnel are wearing total protection foot wear and no shorts/skirts.
- Personnel are working in a properly functioning fume hood or certified biosafety cabinet as necessary.

B. Observation of laboratory

- Laboratory door is closed and secured as necessary.
- Clutter is removed from hoods, balances and other lab areas.
- Circuit Breaker box is free of obstructions (30”).
- Locations of the Lab Safety Manual and safety documentation are evident.

C. Safety equipment

- The fire extinguisher has been inspected within the last year and is properly charged.
- The eye wash has been rinsed monthly and date recorded on tag.
- The emergency equipment is unobstructed and its location is evident.
- The spill kit is available and ready for use.

D. Hazardous Waste Satellite Accumulation Area

- Chemicals are tagged appropriately (no abbreviations) and have been there < 90 days.
- Secondary containment is in use in the Satellite Accumulation Area.

E. Chemicals

- Incompatible chemicals are in separate areas and have secondary containment.
- Labels contain the following: full chemical names (no abbreviations), concentration, solvent that the chemical is dissolved in, initials and date.
- Samples, bottles or vials containing flammable solvents or peroxide formers are stored in explosion-proof refrigerator/freezer.
- Gas cylinders are secured.