

Lab Safety Self Inspection Checklist			
Building		Date	Department
Room		Inspector	
PI		Cc on report:	
<b>A. COMMUNICATION &amp; EMERGENCY PREPAREDNESS</b>			
<b>Chemicals</b>			
	<b>Y</b>	<b>N</b>	<b>NA</b>
			All MSDSs are on file in department and readily accessible to employees.
<b>Training</b>			
			PI or Lab Staff Supervisor has a written specialized safety training plan for staff which includes standard operating procedures (SOPs) for particularly hazardous materials. <i>Note: The minimum items to be included in the plan are: required attendance and documentation of Lab-specific training and EH&amp;S provided safety classes (examples include: Lab Safety, Fire Safety, Hazardous Waste Mgmt., Biosafety), SOP's for particularly hazardous substances such as: pyrophorics, flammable solids, toxic gases, toxins, carcinogens, teratogens, mutagens etc.</i>
<b>Contingency Planning and Emergency Procedures</b>			
			ASU Emergency Response Procedures posted in lab.
<b>Exits and Width of Exits</b>			
			Exits and aisles have a 28-inch clearance which is clear and free of potential obstructions in case of emergency.
<b>B. HAZARDOUS MATERIALS</b>			
<b>Labeling</b>			
	<b>Y</b>	<b>N</b>	<b>NA</b>
			Containers of hazardous materials are labeled per the ASU Chemical Hygiene Plan. Examples of materials may include such items as: raw product, chemical solutions, or synthesized materials. Examples of labels include: original material manufacturer label, secondary labels created by staff, or abbreviations. Abbreviations (i.e. EtOH) have a list or legend including full chemical names and hazards posted for interpretation in the near vicinity.
<b>Control</b>			
			Incompatible chemicals are segregated and in compatible containers for the chemical.
			All chemical containers are closed except when actively adding or removing materials from container (i.e. no funnels sticking out of the top of containers for days).
<b>C. LABORATORY / HAZARDOUS WASTE</b>			
<b>Containment and Storage</b>			
	<b>Y</b>	<b>N</b>	<b>NA</b>
			Waste containers are sturdy, compatible with the waste, and kept closed at all times except when adding hazardous waste.
<b>Labeling</b>			
			Containers are labeled with the words "HAZARDOUS WASTE," with the waste's physical state, hazardous properties, and full product names (not chemical formulations).
<b>D. HEALTH &amp; SAFETY EQUIPMENT</b>			
<b>Fire Prevention and Electrical Safety</b>			
			Appropriate fire extinguisher available within 30 feet and inspected within the past 12 months (see tag on fire extinguisher).
			18 inch vertical clearance maintained from sprinkler heads or 24 inch vertical clearance maintained from ceiling without sprinkler heads.
<b>Compressed Gas Cylinder Safety</b>			
			Secured to a structural component of the building with chains at 2/3 the cylinder height. <i>Note: Cylinders must not be strapped together. Carts for transporting cylinders are not to be used for their permanent storage.</i>
			Protective caps in place while the cylinders are not in use or connected for use. Cylinder regulators are removed while cylinder is in storage.
<b>Personal Protective Equipment (PPE) required in lab work</b>			
			Appropriate safety glasses/goggles, face shields, lab coats, closed-toed footwear, aprons, gloves, respirators, PPE for radiological work or other PPE are available and in use by employees. Employee use of respiratory protection has been approved by EH&S Dept.
<b>E. HOUSEKEEPING &amp; MISCELLANEOUS LABORATORY SAFETY</b>			
<b>Food and Drink</b>			
	<b>Y</b>	<b>N</b>	<b>NA</b>
			Eating, drinking, smoking, gum chewing, applying cosmetics, and taking medication in the lab where possible contamination by toxic, radioactive, or infectious materials is strictly prohibited. <i>Note: Laboratory employees must perform these activities outside the laboratory. Each Departmental Dean, Director, Chair or their designee may designate areas within laboratory facilities where these activities are permitted. See ASU Chemical Hygiene Plan for details.</i>
			Refrigerators, freezers, microwaves, ovens, and so forth used for research are not used for edible food storage or preparation. This equipment must be labeled with appropriate placards for the type of material stored or used in them, such as "NOT FOR USE OF FOOD" for research materials and "FOR FOOD USE ONLY" for edible food. <i>Note: These signs are available from EH&amp;S</i>
<b>Miscellaneous Laboratory Safety</b>			
			Vacuum lines equipped with traps designed specifically to accumulate/filter the hazardous materials being evacuated. Vacuum pumps used for chemical applications have exhaust routed to and exhausted ventilation system (i.e. chemical fume hood).
			Any other comments or findings