

Description:	
Lab Inspection Checklist	Date of Inspection:
Inspected by:	Building:
Principal Investigator:	Room #:
Contact Information:	

Specialized Experiment Type Lasers											
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	X-Ray	<input type="checkbox"/>	Biosafety 2	<input type="checkbox"/>	Lasers	<input type="checkbox"/>	Nanoparticles	<input type="checkbox"/>	Animals

Chemical Types Present – Caution Sign Template					
<input type="checkbox"/>	Particularly Hazardous Substances¹	<input type="checkbox"/>	Flammables	<input type="checkbox"/>	Chemical Storage
<input type="checkbox"/>	Regulated Carcinogens	<input type="checkbox"/>	Explosives	<input type="checkbox"/>	Laser 3B +4
<input type="checkbox"/>	Pyrophorics	<input type="checkbox"/>	Peroxide Formers	<input type="checkbox"/>	Biohazard
<input type="checkbox"/>	Water Reactives	<input type="checkbox"/>	Corrosives	<input type="checkbox"/>	Radioactive
Other: <i>(Explain)</i>					

Brief Lab Summary – (explain lab procedures)	
Description:	

¹http://web.ornl.gov/sci/psd/mst/rsg/pdf/OSHA_Haz_List_.pdf

Chemical Safety		Chemical Waste Disposal and Transport		Biological Safety	
	All chemicals segregated based on hazard classification		Adequate Satellite Accumulation Areas (SAA) available		Biosafety cabinets have been certified within one year
	Updated SDS for all chemicals used available in lab		SAA contains less than 1 quart of acutely hazardous waste		All lab protocols have been submitted for IBC approval
	All hazardous chemicals stored at or below eye level		Waste containers properly labeled. Labels should include: <ul style="list-style-type: none"> • Chemical Content Description (%) • Location • Waste Removal Date • Hazardous Classification • Designated SAA Manager 		A sink is readily available for hand washing
	All ethers and peroxide formers are dated. If expired chemical observed, alert lab manager		Hazardous and Non-hazardous waste classified and labeled appropriately		Biohazard spill kit available
	All chemicals labeled with contents		All waste stored properly with secondary containment if risk of breakage		Bio hazardous waste is properly packaged, labeled, and ready for disposal
	Chemical spill kit stocked and available		Incompatible waste streams segregated properly		Contaminated labware is properly decontaminated
	All chemical containers in good condition		Labs have proper containers for hazardous waste		Hands-on Biological Safety Training records available
	Water reactives, carcinogens and pyrophorics are segregated and stored in designated area		Dry hazardous waste packaged properly and double-bagged in transparent bags		SOP for autoclave is attached to device
			Lab members understand NJIT hazardous waste removal management procedure and have a designated SAA manager		Benchtops are impervious to exposure
					Autoclave indicator tape or other form of sterility measurement in use.
	Comments:		Comments:		Comments:

Fire Safety						Gas Cylinders		Housekeeping	
	Dry		CO2		Other		Last inspection date:		Clutter-free bench top/workstation
	Fire extinguisher present <input type="checkbox"/> / charged <input type="checkbox"/> / accessible <input type="checkbox"/>						All gas cylinders not in use are capped and stored appropriately		No glassware or debris on the floor
	Lab displays proper storage clearance. Clearance should be 18" from ceiling and sprinklers.						All gas cylinders are secured.		No obstructed walkway or egress
	Fire safety signage clearly visible						All gas cylinders are properly labeled		No food or drinks in labs; includes refrigerators and freezers
	Exits/aisles/corridors are free from obstruction						Flammable gas 20 feet from incompatible chemicals		Minimal glassware stored above eye level
	Laboratory doors are kept closed								
	Comments:						Comments:		Comments:
Policies and Procedures						General Lab Safety/Protocols		PPE	
	Updated Chemical Hygiene Plan (CHP) available in lab						All containers are labeled with contents		Appropriate lab PPE available for use. PPE includes: <ul style="list-style-type: none"> • Lab coats <input type="checkbox"/> • Gloves <input type="checkbox"/> • Eye Protection <input type="checkbox"/> • Specialty PPE <input type="checkbox"/>
	Lab Hazard Assessment Tool (EHS 1450 Form) available in lab						Lab facility used for university practices only. This includes habitation.		
	Written Lab Standard Operation Procedures included in CHP						Lab Practices operate within acceptable noise level		
	All applicable safety manuals available in lab						No odor present		Reusable PPE decontaminated
	Chemical Hygiene Officer designated						All vessels are at approved operating pressure		Required PPE information available in lab
							First Aid Kit is available. First Aid Kit is free from pain relievers (Kits are Optional)		
	Comments:						Comments:		Comments:

Fume Hood		Flammable Storage Areas		Eyewash Stations/Emergency Shower	
	Air flow has been tested within one year		Less than 25 gallons of flammables located outside flammable storage cabinet		All eye wash stations are free from obstruction
	Fume hood functioning properly		Less than 25 gallons of total flammable chemical inside cabinet		All eyewash are in working condition.
	Proper sash height indicated Sash stops are functional and positioned where indicated		Flammable refrigerator or freezer clearly marked with flammable storage signage		All eyewash stations and safety showers are inspected annually and flushed periodically
	Large items raised to allow proper air flow				Eyewash stations are capped where applicable.
	Fume Hood illumination is functional				
	Audible/Visual alarm is functional				
	Fume Hood is tidy and free of clutter				
	Chemicals and equipment in fume hood are managed properly and secured				
	Fume hood free of air flow obstruction				
	Comments:		Comments:		Comments:
Radiation Safety		Laser Safety		Mechanical/ Electrical Safety	
	Lab is approved for radioactive materials		The lab is approved for the use of lasers		Moveable parts guarded on equipment as appropriate
	All radioactive materials are stored and secured within a cabinet with restricted access.		All class 3B and 4 have proper signage		Electrical Panel accessible and free from obstruction
	All devices have an updated radiation use log		Proper warning labels are affixed to the laser housing		Plugs, cords and outlets in good condition. All outlets have plates
	Readily available radiation safety manual		Laser displays proper beam path		Permanent lab equipment plugged directly into three-pronged outlet
	Hands-on radiation safety training records available		Hands-on laser safety training records available		No outlets are overloaded or daisy-chained power strips
	Semi-annual radiation safety checks. Safety check should include wipe testing.				Lab uses grounded power strips only. No extension cords used
					No power cords found under doors or through ceilings
	Comments:		Comments:		Comments: