

## Chemical Hygiene Plan – Form 1: Laboratory and Storeroom Inspection Checklist

This checklist is to be used for the annual inspection of labs and chemical storage areas connected to the labs. Completed checklists and documentation of corrective action will be reviewed by the Chemical Hygiene Committee. A copy of this inspection checklist along with any notes detailing areas of improvement will be given to the department within two weeks of the completed inspection.

Location: \_\_\_\_\_

Inspection Conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Representative: \_\_\_\_\_ Date: \_\_\_\_\_

| Yes | No | N/A | EQUIPMENT  |
|-----|----|-----|--|
|     |    |     | Personal protective equipment such as chemical resistant gloves, chemical splash goggles, and safety glasses are available in sufficient quantities, clean, and in good condition. |
|     |    |     | Fume hoods are in working order, not used for long term storage of chemicals, waste containers, or equipment unless for immediate use.   |
|     |    |     | Refrigerators/freezers in labs are labeled with food and drink specifications and only contain what they are designated for (flammables, biological materials).                    |
|     |    |     | Other lab equipment is in good working condition (including guarding, plugs and cords) or tagged out of service. All electrical cords and plugs on equipment aren't damaged.       |
|     |    |     | No overloaded electrical outlets, no extension cord use, or daisy chained power strips.  |

Notes:

| Yes | No | N/A | EMERGENCY PREPAREDNESS  |
|-----|----|-----|---|
|     |    |     | Emergency Guides and evacuation maps are posted in each lab.  |
|     |    |     | Equipment and supplies for cleaning up spills are readily available and appropriate for the type of spills that could occur.                                |
|     |    |     | Fire extinguishers have documented monthly inspection and annual service within last 12 months.   |
|     |    |     | Eyewashes and showers are in good working condition, have sign, and have documented monthly inspection.   |
|     |    |     | First aid kits are stocked with products in sufficient quantities and appropriate for the type of injuries expected. No expired products should be in kits. |
|     |    |     | Fire blankets are in good condition and accessible.   |

Notes:

| Yes | No | N/A | <b>HOUSEKEEPING:</b>   |
|-----|----|-----|--|
|     |    |     | Benches are kept clear of spills, clear of clutter, and excessive glassware.   |
|     |    |     | Chemicals are not left in open vessels, but stored in closed containers unless actively being used.  |
|     |    |     | Chemical lab waste containers are properly marked and easily located.  |
|     |    |     | Broken glass disposal containers are available and not overloaded  |
|     |    |     | Sharps containers and red bag pails are available, in good condition, no visible contamination, and not overloaded for labs with infectious waste. |
|     |    |     | Eyewashes, showers, fire extinguishers, first aid kits, electrical panels, and electrical disconnects are not blocked.                             |

Notes:

| Yes | No | N/A | <b>CHEMICAL STORAGE:</b>   |
|-----|----|-----|--|
|     |    |     | Chemical storage shelves have raised edges or rim guards to prevent the accidental dislodging of containers or containers are stored sufficiently back from shelf edge. (applies to open shelving)   |
|     |    |     | Chemical shelving units are level, stable, and securely fastened to wall or floor.   |
|     |    |     | Chemicals are not exposed to direct sunlight or localized heat or stored under sinks.  |
|     |    |     | Chemical containers are accessible for inspection (no blocked aisles in chemical storage areas or excessively crowded containers)  |
|     |    |     | Chemicals are in SDS management system. (spot check)   |
|     |    |     | Chemicals (not in immediate use in beakers, test tubes for lab experiments) are in original container with manufacturer label meeting OSHA requirements or if having been transferred to a secondary container (including spray bottles) must be labeled with chemical name and hazard warnings. |
|     |    |     | Chemicals are labeled with received date and time-sensitive chemicals (peroxide formers) are also labeled with date first open.  |
|     |    |     | Chemicals no longer used in labs aren't being stored indefinitely but designated for hazardous waste disposal.   |
|     |    |     | Containers of corrosive chemicals are stored in trays large enough to contain spillage or leakage. (could be stored on shelves with built in containment)  |
|     |    |     | Chemical storage is consistent with lab specific chemical storage plan.  |
|     |    |     | Incompatible chemicals (e.g. acids and bases, oxidizers and flammables) are stored separately, separated by distance, and or secondary containment as designated by lab chemical storage plan.   |
|     |    |     | Oxidizing acids (e.g. nitric acid, sulfuric) are segregated from organic acids, flammables, and combustible materials.   |
|     |    |     | Acetic acid is segregated from other acids.  |

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|--|--|--|--|
|  |  |  | Acids are segregated from chemicals which can generate toxic gases on contact.   |
|  |  |  | Large bottles (1 gallon or more) of acids/caustics other hazardous liquids are stored on low shelves or in cabinets.                             |
|  |  |  | Damaged containers are removed or repaired immediately.  |
|  |  |  | Chemicals stored in appropriate, compatible container (e.g. Eye-dropper bottles are not used from storing corrosive or water-reactive chemicals) |
|  |  |  | All carboys spigots are leak tight & drip free.  |

Notes:

| <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>FLAMMABLES:</b>   |
|------------|-----------|------------|--|
|            |           |            | Flammables are stored in approved flammable storage cabinet.                         |
|            |           |            | Approved flammable storage refrigerators are used to store flammable liquids.        |
|            |           |            | NFPA placard with correct ratings posted on refrigerator.                            |
|            |           |            | Kept away from sources of ignition.  |
|            |           |            | All electrical service equipment is explosion proof for class of flammable material. |

Notes:

| <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>GAS CYLINDERS</b>   |
|------------|-----------|------------|--|
|            |           |            | All cylinders are securely strapped or chained to prevent falling.   |
|            |           |            | Gas cylinders are stored away from direct or localized heat, open flames, or sparks.                       |
|            |           |            | When gas cylinders are not in use, the valve cap is securely in place to protect the valve stem and valve. |