

Chemical Hygiene Plan – Form 1: Laboratory and Prep Room Inspection Checklist

Location: _____ Date: _____

Inspectors: _____

Laboratory Instructional Areas:

Description	Yes	No	N/A	Comments
Emergency Preparedness				
• Emergency Guides posted				
• Waste Emergency information posted				
• Spill kits present and with appropriate material				
• Fire Extinguishers mounted, accessible, inspected				
• First aid kits available and stocked				
• Fire blankets accessible				
• Eyewashes and showers in good condition, have sign, and documented inspections				
• Emergency Maps with evacuation routes posted				
Equipment				
• Fume hoods in working order and not used for long term chemical storage				
• Appropriate personal protective equipment available in sufficient quantities and in good condition				
• Other lab equipment in good working order (including plugs and cords)				
Housekeeping				
• Bench tops clean and clean of clutter or extra glassware				
• Broken glass containers are available and not overloaded				
• Emergency equipment isn't blocked				
• Sharps containers and red bag buckets are available and in good condition				
• Chemical waste containers are appropriately marked and stored				
Chemical Storage				
• Containers are in good condition and properly labeled.				
• Containers are appropriately stored for their storage class including segregation from incompatibles.				
Other ISSUES noted:				

Location: _____ Date: _____

Storeroom/Prep Areas:

Description	Yes	No	N/A	Comments
Emergency Preparedness				
• Emergency Guide posted				
• Waste Emergency information posted				
• Spill kits present and with appropriate material				
• Fire Extinguishers mounted, accessible, inspected				
• First aid kits available and well stocked				
• Fire blankets accessible				
• Eyewashes and showers in good condition, have sign, and documented inspections				
• Emergency Maps with evacuation routes posted				
Equipment				
• Fume hoods in working order and not used for long term storage				
• Appropriate personal protective equipment available in sufficient quantities and in good condition				
• Refrigerators/freezers are labeled appropriately and only contain what they are designated for.				
• Other lab equipment in good working order (including plugs and cords)				
• No overloaded electrical outlets or daisy chained power strips.				
Housekeeping				
• Bench tops clean and clean of clutter or extra glassware				
• Broken glass containers are available and not overloaded				
• Emergency equipment isn't blocked				
• Chemical storage locations appropriately marked				
• Sharps containers and red bag buckets are available and in good condition				
• Waste containers are appropriately marked and stored				
• Ladder or step stools available for high reach items				
Gas Cylinders				
• Cylinders are securely strapped or chained to prevent falling				
• When not in use, regulators are disconnected and valve caps are securely in place				
• Cylinders are stored away from localized heat sources				
Other Issues Noted:				

Chemical Storage			
• Containers are in good condition with no broken or cracked lids			
• Containers have appropriate label and is legible			
• Containers are marked with the received date			
• Chemicals are organized by the appropriate storage classification			
• Containers are stored in cabinets/shelves appropriate for their storage class			
• Chemical shelves have raised edge or rim guard to prevent accidental dislodging			
• Shelving and cabinets are level and stable			
• Chemicals are not exposed to direct sunlight or heat			
• All chemicals are listed in the SDS management system			
• Large containers are stored low			
• Chemicals no longer used in lab are not being stored indefinitely but designated for waste disposal			
• All carboys are in good condition with no leaks or damaged lids			
Other Issues Noted:			

For Reference:

Storage Groups

- A Compatible Inorganics
- B Compatible Organics
- C Stains, Dyes, and Indicators
- D Oxidizers
- E Acids
- F Bases
- G Pyrophoric and Water Reactive**
- L Flammables
- X Incompatible with ALL other storage groups**

Whenever possible store each group in a separate cabinet




