Appendix 1-D

UNC-Chapel Hill Laboratory Safety Self-Inspection Checklist

Date of Inspection: ____________________________

Building Name: ____________________________

Principal Investigator: ____________________________

Room(s): ____________________________

Auditor Name: ____________________________

ITEM (Mark Y, N, or N/A as appropriate)

1. DOCUMENTATION & TRAINING
   - Lab entrance signs with current contacts & emergency numbers posted
   - Lab Safety Manual accessible
   - Lab Safety Plan accessible and up-to-date
   - Other required manuals (Biological Safety Manual, Radiation Safety Manual, Laser Safety Manual) accessible and up-to-date
   - Chemical inventory has undergone annual review/update
   - All laboratory personnel are registered (Lab Worker Registration Form)
   - Lab personnel know where and how to obtain Material Safety Data Sheets (MSDS)
   - Initial and annual Lab Safety Plan training for ALL lab members
   - General Lab Safety/Managing Hazardous Waste training for ALL lab members
   - Specialized training (Annual Bloodborne, BSL-2, Radiation, Laser, Formaldehyde, Shipping, etc.) if needed
   - Lab specific policies (Working Alone, Standard Operating Procedures, Lab Accident Protocols, etc.)

2. EMERGENCY EQUIPMENT
   - Fire extinguisher available (within max 75 ft)
     a. Unobstructed & mounted at designated location (40” top)
     b. Extinguisher has annual inspection, sealed, and charged
     c. Appropriate extinguisher for hazard (Class A, B, C, or D)
   - Safety shower present (within 75 ft or 10 sec travel)
     a. Unobstructed
     b. Checked/tested by Facilities Services (inspection tag)
   - Eyewash present (within 75 ft or 10 sec travel)
     a. Unobstructed
     b. Checked/tested by lab within past month (inspection tag)
   - Spill kit available and lab personnel are trained in spill clean-up procedures

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)
   - PPE (eyewear, gloves, lab coats) available and used in lab
   - Proper eye protection use (safety glasses/goggles/face shield)
   - Visitor glasses readily available (if visitors permitted)
   - Proper chemical resistant/heat resistant/cryogenic gloves
   - Long pants and closed shoes (no open toe or canvas shoes) worn
   - Rubber apron available (if concentrated acid/base use)
   - PPE not used in food areas, elevators, opening doors, etc.

4. GENERAL HAZARDS
   - Corridors & exit doors unobstructed
   - Adequate lighting for tasks
   - Excess trash, boxes, & paper removed promptly
   - No eating/drinking/food storage in lab (except in designated areas)
   - Hand washing facility (with liquid soap) available
   - Proper disposal of needles and sharp objects (plastic red for biohazards, plastic white for non-hazardous)
   - Proper disposal of broken glass waste (lined cardboard box) - No cardboard boxes are greater than ¾ full
5. ELECTRICAL
   Proper power cord use (good housekeeping, no trip hazard)
   a. Extension cords - temporary use, single only (no daisy chains)
   b. Power strips (w/surge protection) - computer equipment only
   c. No cording through walls, floors or ceiling
   Electrical cords not frayed & good insulation
   3-pronged plugs not altered; grounding pins in place
   Ground Fault Circuit Interrupters on outlets in wet locations
   Electrical panels should not be obstructed

6. LABORATORY REFRIGERATOR/FREEZER
   "No Food or Drink" sign posted on door
   Food/drink not stored in unit
   Flammables stored in approved safety refrigerator
   In shared rooms emergency contact info posted on equipment

7. CHEMICAL STORAGE
   Chemicals stored by Compatibility Group (flammables, oxidizers, acids, bases, reactives, and toxins)
   Incompatible chemicals physically separated
   Chemicals properly labeled (no chemical formulas)
   Storage areas labeled with compatibility group
   No excess chemicals on bench tops/in hoods/under sinks
   Flammable storage: <10 gallon (38L) outside flammable cabinet
   Controlled substances in sturdy, locked cabinet or safe
   Unstables, reactives, or explosives marked with date received & date opened
   Peroxide formers marked with date to be discarded/tested

9. CHEMICAL WASTE
   Timely waste pick-up requests (no build-up of waste in lab)
   Containers have tightly-closed lids that do not leak and all containers are closed unless actively receiving waste
   Secondary containment bottles ≤4L and all glass containers stored on floor
   Waste containers are at or near the point of generation
   Containers are clearly labeled with the words “waste” and their specific chemical contents (no abbreviations)
   No waste is poured down the drain without prior approval from EHS

10. ENGINEERING CONTROLS – FUME HOODS & BIOSAFETY CABINETS
    Exhaust & alarm working properly
    Chemical fume hood annual EHS inspection sticker up to date
    Sash kept at or below marked height except for set-up
    Sash kept closed when not in use
    Hood housekeeping - properly maintained, no excess storage
    a. Hazardous chemicals used at least 6” inside hood
    b. Larger items on blocks and not blocking baffles
    c. No power strips or surge protectors inside hood
    d. Hood not being used for long-term chemical storage
    Biosafety cabinets certified within past year (if required)

11. PHYSICAL HAZARDS
    Belts, pulleys, rotating parts guarded (especially vacuum pumps)
    Stop switches easily accessible
    Equipment is secured (i.e., bolted to floor)
    Electrical disconnect unobstructed
    Unattended operating equipment labeled/posted
    Glassware used at pressures other than ambient is taped or shielded
### 12. GAS CYLINDERS
- Properly secured (individual chain/cable recommended)
- Cylinders in storage labeled as empty or full
- Caps on cylinders when not in use
- Toxic gases used only in fume hoods or ventilated gas cabinets

### 13. BIOHAZARD WASTE
- Red sharps containers
  - a. Properly labeled with biohazard symbol
  - b. Needles are not bent, re-capped, or clipped
  - c. No sharps containers are greater than 2/3 full
- Biological Waste treated in the lab
  - a. Waste kept in orange biohazard bags in red, hard-walled closable container
  - b. When autoclaved “X” is placed over biohazard symbol and after treatment placed in white containers
  - c. Autoclave bioindicator log maintained
  - d. Chemically disinfected waste – request for approval on file

### 14. BIOSAFETY LEVEL 2 (BSL2)
- Easily cleanable surfaces and laboratory furniture (nonporous chairs)
- Hand washing sink
- Safety eye wash and emergency shower
- Inline HEPA filters
- Biohazard symbol on lab equipment used for BSL2 work
- Entryway signs denoting BSL2 lab space
- Sharps and aerosol generation precautions
- Routine decontamination

### 15. RADIOACTIVE MATERIALS
- Lab entrance is posted with “Caution: Radioactive Materials”
- “Notice to Employees” sign posted in laboratory
- Storage and waste areas should be labeled with “Caution Radioactive Materials”
- All materials and sources should be secured by lock and key or personnel attendance
- Radioactive material work area should be clearly defined
- Records of disposition of isotopes are current
  - Radiation Safety Manual accessible

### 16. LASERS (Class 3B and 4)
- Laser signs are posted on doors
- Protective eyewear is available and in good condition
- Warning signs or lights are in proper order
- Interlocks are working properly
- Unattended laser rooms are locked
- Keys are not left in an unattended laser control panel

### 17. DEA CONTROLLED SUBSTANCES
- Controlled substances are stored in locked cabinet or safe
- Records of purchases, acquisition, dispensions, and disposal are available
- Outdated and unused controlled substances are disposed of in accordance with DEA procedures

### 18. SELECT AGENT TOXINS
- Toxins registered on Schedule F in lab safety plan
- Inventory in place and up to date
- Current inventory is secure