

**Appendix 1-D**

UNC-Chapel Hill Laboratory Safety Self-Inspection Checklist

Building Name: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_  
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
- \_\_\_\_\_ Unstable, 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  $\leq 4L$  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, dispensations, 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