

## Step 2. Quarterly Laboratory Inspection Checklist

Category	Issue	Y/N/ NA	Entered CATS	Closed
<b>Chemicals</b>	Liquids stored in secondary containment tray, properly segregated			
	Manufacturer's containers/squeeze bottles labeled with name/hazard			
	All containers have properr identification (no unlabeled containers)			
	Commercial chemicals inventoried, including, gas cylinders			
	Eyewash/shower available where corrosives/irritants used			
	Calcium gluconate available for HF first aid, if used			
	Chemicals used in hood if vapors exposed, dust possible			
	Refrigerators used correctly for chemicals (flammables only in designated refrigerators, secondary containment, segregation)			
	Legacy chemicals not accumulating in lab			
	Gas cylinders secured, capped (if not in use), inventoried, labeled			
	Peroxidizable chemicals labeled, tested within 12 months, prop. stored			
<b>Waste</b>	A manager and backup assigned to each SAA			
	SAA posted, sign is filled out and current			
	All containers of waste have waste labels completely filled out			
	All waste containers are located in SAA, not elsewhere in lab			
	No non-waste containers are present in the SAA			
	Waste in SAA not more than 6 months			
	For combined waste, accumulation log kept accurately			
<b>Formal Authorization</b>	AHD signed and current for 1) Use of hazardous compressed gases 2) Use of >400 cubic feet of flammable gas 3) Class 3b or 4 lasers 4) Oxygen deficiency potential 5) Unusually hazardous operations, 6) Pyrophorics 7) Energized electrical work			
	Other authorizations (biological, human subject, radiation, vertebrate animal) in place and current			
	Comply with all conditions of formal authorization			
<b>Housekeeping</b>	Aisles and walkways clear, no tripping hazards			
	Minimum 28" clearance to exits			
<b>Electrical</b>	Benches, shelves, floor and hoods tidy, unused items stored safely			
	Sufficient electrical outlets to minimize use of extension cords			
	Cords, plugs in good condition			
<b>Safety Equipment</b>	Energized electrical equipment closed or guarded			
	Fume hoods working properly (100-120 fpm), sash operable, not overly cluttered, not in alarm mode			
	Hood is inspected within past 24 months			
	Eyewash/shower labeled as inspected within 90 days, not blocked			
	Large/heavy equipment seismically secured (refrigerators, shelves, storage cabinets, laser tables, 160 L Dewar's, electrical racks, etc)			
<b>Protective Respirators</b>	Alarms and interlocks are calibrated/tested within 6 months			
	Appropriate gloves are available where chemicals are in use			
	Safety glasses or goggles used where there may be eye hazards			
<b>Equipment</b>	Eye protection and cryogen gloves available, good shape for use of LN			
	PPE in good condition, stored to prevent damage/contamination			
<b>Ergonomics</b>	Significant lifting, twisting, bolt turning, computer use or other ergonomic hazards evaluated			
<b>Mechanical</b>	Rotating parts, robots, mechanical equipment guarded			

## 2 - Inspection

Category	Issue	Y/N/ NA	Entered CATS	Closed
<b>Signs</b>	Required sign(s) present, accurate and visible (exit, eyewash, chemical storage, hazard communication)			
<b>New Work</b>	New work has been evaluated by PI and authorized			
<b>Eye Washes</b>	Inspected ≤90 days			

Additional Questions Used Where Applicable		Y/N/ NA	Entered CATS	Closed
<b>Lasers</b>	All entrance doors posted with laser sign identifying wavelengths			
<b>(3b and 4)</b>	Protective laser eyewear is available before entering the NHZ			
	All users are listed on the laser AHD and understand how to use laser			
	Interlocks (class 4) are present, operational and tested within 6 months			
	Bypass barrier is present and effective			
	Required (or usual) beam enclosures are present and installed			
	Tabletop housekeeping is good			
	Vertical beams are labeled			
	All lasers are in inventory and listed in the AHD			
<b>X-Ray Machines</b>	X-ray use authorization is current, in x-ray log book			
	All users are listed on authorized user list posted on the machine			
	X-ray monitor (where applicable) is working			
	Card key access system is in use and functioning normally			
	X-ray indicator lights are working properly			
<b>Biosafety</b>	All work is described in a biological use registration			
	Biohazardous work is approved in a biological use authorization			
	Door is posted to indicate presence of biohazardous materials			
	Biosafety cabinet (if present) has been certified within 12 months			
	Biohazardous waste is properly stored and labeled			
	All containers with biohazardous materials are labeled			
<b>Glove box</b>	Glove box has been approved by EH&S within 24 months			
	Gloves are in good condition. Connectors to box are in good condition.			
	Box pressure is appropriate (negative or positive) and controlled			
	Chemical storage is limited to amount needed, properly stored			
	Box is seismically secured			
	If reactive/pyrophoric chemicals used, an EH&S assessment has been conducted			
<b>Fire Extinguishers</b>	Appropriate types, being maintained			
<b>Other Lab Specific</b>				
Dewers	Removable top, pressurizable dewers have top restraint system			
Working Alone	Policy has been established and everyone knows about it			
OJT Documented	There is an authorization list for potentially hazardous equipment/operations documenting OJT			

### Inspection Certification

Date	Initial	Date	Initial