

Auburn University General Laboratory Safety Inspection Sheet

Department:	Building/Room No:
PI/Faculty Member/Technician:	
RMS Representative:	Date:

YES	NO	General Information
		All means of egress (exit, exit access and discharge) clear and unobstructive?
		Is sink and soap readily available for hand washing?
		Is laboratory security sufficient?
		Are proper bench tops in place?
YES	NO	Personal Protective Equipment (PPE) & Emergency Equipment
		Is eyewash readily available?
		Is Personal Protective Equipment (PPE) available and appropriate?
		Is a spill kit readily available?
		Is a First Aid Kit available/maintained?
YES	NO	Fume Hoods/Laminar Flow Hoods
		Are Biological Safety Cabinets (BSCs)/Laminar Flow hoods, and/or fume hoods certified?
		Is sash kept at 18" height while working and closed when fume hood not in use?
		Is the hood left running at all times?
		Is equipment used inside the fume hood appropriately positioned?
		Is a perchloric acid hood used for all work with perchloric acids?
		Is the fume hood used for intended use and not for storage (supplies, and/or chemicals)?
YES	NO	Signage/Labeling
		Is the Auburn University Emergency Contact list posted?
		Is laboratory equipment /devices/supplies properly labeled? (Refrigerators, Microwaves, Secondary containers, Food, Ice m/c)
		Is there a door sign on atleast one laboratory entrance? Does it match to the contents of the laboratory?
YES	NO	Chemical Storage
		Are chemicals dated and initialed upon opening?
		Are all chemical storage areas adequately identified?
		Are all liquid chemicals stored below eye-level?
		Are all containers labeled with the name of its contents?
		Are all flammables stored appropriately?
		Are highly reactive chemicals stored in chemical-safe refrigerators?
		Are chemicals stored according to compatibility?
		Are secondary containers used to transport chemicals outside the lab?
		Is laboratory chemical inventory available and up-to-date?

YES	NO	Compressed Gas Storage
		Are gas cylinders properly marked, stored/secured (chained, strapped, etc)?
		Is the lab in compliance with NFPA standards for compressed gas storage? (maximum number of cylinders/area by sf, types of gases)
		Are gas cylinders capped, collared, or tapped with regulator?
YES	NO	Waste Management
		Is broken glassware handled according to AURMS policies?
		Are sharps disposed of properly?
		Are pipette tips disposed of properly?
		Is the AU Medical Waste Management Guide and/or AU Hazardous Waste Management Guide available in the lab? Are lab PI/Workers documenting annual reviews of this guide and training on proper procedures for disposal of medical waste?
		Is secondary containment used to store hazardous waste?
		Is the Medical and/or Hazardous Waste Accumulation Area clearly designated?
YES	NO	Electrical Safety
		Are all electrical cords in good condition? Is the policy of no extension cords being followed?
		Are Ground Fault Circuit Interrupters (GFCIs) installed in wet or high humidity areas?
YES	NO	Training/Documentation/Publications
		Are laboratory workers trained on safe laboratory techniques? (Lab Safety, Biological Safety, BBP, Basic Emergency, Waste Management)
		Is lab specific training documented? (SOP's, Chemical Segregation, Equipment Handling, Centrifuge, etc.)
		Is a copy of all required laboratory manuals available? (LSM, BSM, RSM, ECP)
		Are MSDSs available, updated, and accessible 24/7? CD or Hard Copy?
YES	NO	Specific Biological Safety Issues
		Are Biological Use Authorizations (BUAs) on file and current?
		Is appropriate laboratory furniture available?
		Is autoclave use log available / current, and are autoclaves tested after 40 hours of combined operation?
		Is the AU Biological Safety Manual available in the lab? Are PIs/workers documenting initial and annual reviews of this manual, its location/use/content?
		FOR LABS AT RISK FOR BLOODBORNE PATHOGENS EXPOSURE: Is Hepatitis B vaccination consent/declination form available?
YES	NO	Specific Radiation Safety Issues
		Is Alabama Department of Public Health (ADPH) Form X, Notice to Employees, posted in a clearly visible location?
		Are radioactive materials/ radiation work area(s)/equipment /other radiation hazards properly labeled, as well as posted signs for (x-rays, lasers, RF, UV, etc.)
		Is absorbent paper used on work surfaces where unsealed radioactive material is used?
		If required, are radiation survey instruments available and calibrated?
		If required, are radiation dosimeters (badges) in use?
		Are semi-annual contamination surveys performed/documented?
		Were the lab contamination surveys negative?
		Are radioisotope inventories available and up-to-date?
		Are radiation surveys being performed after each use of material?
		If required, are monthly meter and swipe surveys performed/documented?