

# Appendix 1: Laboratory Self-Audit Checklist

Building, Room Number & PI: \_\_\_\_\_

Inspector & Date:

	YES	NO	If NO, corrective action to be taken:
Up-to-date emergency phone numbers are posted on the laboratory doors?			
All personnel have received Chemical Hygiene training and have reviewed the CHP annually?			
All personnel know how to obtain MSDS's?			
All personnel have received Lab Specific Training?			
Chemical spill kits are available?			
No leaking containers are present?			
No 'legacy' chemicals (from discontinued processes) are deteriorating in the lab?			
No 'legacy' chemicals (from previous lab users) are abandoned in the lab?			
Chemicals are stored according to compatibility (i.e. chemicals that should not mix such as acids, bases, and flammables have separate, designated storage areas)?			
Special storage areas and/or secondary containment is established for chemicals requiring special segregation such as fluorine and perchloric acid?			
Peroxide forming reagents (ex: p-Dioxane, Ethyl ether) are dated when opened, and disposed of or tested after one year?			
Flammable storage area(s) is labeled?			
Flammables are kept away from sources of heat, ignition, flames, etc.?			
Flammable liquids in excess of 10 gallons are stored in flammable storage cabinets?			
Flammable liquids are not stored in regular (non-explosion proof) refrigerators?			
Fire extinguisher is mounted on the wall and access is not blocked by equipment or supplies?			
Utility panels (circuit breakers) are accessible and access is not blocked by equipment or supplies?			
Corrosive materials are stored low to the ground?			

	YES	NO	If NO, corrective action to be taken:
Work and storage areas for high hazard chemicals (carcinogens, reproductive toxins, highly toxic and reactive materials) have hazard warning signage?			
Chemicals in the open are kept to a minimum?			
Hazardous waste storage area is labeled with yellow <i>Hazardous Waste Storage Area</i> sign?			
Hazardous waste containers have yellow and red UT <i>Hazardous Waste</i> labels? Labels are properly filled out with contents identified by chemical names (abbreviations or product names do not meet waste shipping requirements)?			
Hazardous waste containers are closed except when they are actively being filled?			
Hazardous waste is not stored beyond 90 days?			
An emergency eyewash is accessible and regularly testing (at least monthly) by lab personnel? Testing is documented on eyewash card or sheet?			
An emergency shower is accessible, and tested at least annually by Facilities personnel?			
Hand washing facilities are available in the lab, including soap and paper towels?			
Required protective equipment (such as gloves, safety glasses, goggles) is available and in functional condition?			
Food and beverages are not stored or used in lab?			
Aisles are uncluttered and are without tripping hazards?			
All exit ways are clear and unobstructed?			
Sharps are in labeled, puncture-proof containers?			
Fume hoods have current inspection sticker?			
Gas cylinders are properly secured, i.e. chained & upright?			
All proper guards are in place and functioning?			
Electrical equipment is UL approved and in good condition? Cords are not damaged? Equipment with 3-prong plugs is plugged into grounded outlets?			