



2025 Laboratory Inspection Checklist

- Print the form and complete the inspection by walking through the lab and observing lab activities. For all unchecked items, develop and implement a corrective action plan

1. General	Yes	N/A	Notes
Additional safety signage is present in the lab as needed, such as biohazard markings, "No Flammables" designations, or "No Food or Drink Allowed" labels on fridges/freezers.			
Appropriate and unexpired first aid kit is present in the laboratory.			
Appropriate clothing is worn in the lab (closed toed shoes, long pants, no holes or rips, no crop tops).			
Broken glass containers are not used for the disposal of biohazard-contaminated glass, sharps, gloves, used bulbs, etc.			
Broken glass containers with plastic liners are available and <i>are not</i> greater than $\frac{3}{4}$ full.			
Disposable gloves are not reused. Lab members remove gloves before leaving the lab and opening doors.			
Electrical panels are unobstructed (3 ft of clearance in front of panels).			
Emergency contact information updated (within the last year) on BioRAFT (SciShield) profile, with cell numbers (No UM office/lab numbers) of the Principal Investigator and at least one other person.			
Lab has verified that their profile in BioRAFT (SciShield) reflects current information for the lab, specifically ensuring the lab Research Focus, Spaces, and Members are up to date.			
Equipment/materials are not obstructing aisles, egress, fire alarm pull stations, fire extinguishers, or sprinklers.			
Eyewashes and safety showers are free of obstruction for easy access.			
Eyewashes are tested weekly by lab personnel/UM Facilities and documented. Eyewashes have safety caps over them. If lab uses eyewash bottles, they are unexpired.			
Facility is in good condition, repairs are not needed, no open penetrations disrupting fire zoning.			
Food/drinks/cosmetics/lotions and related items are not present in the lab.			
General housekeeping is satisfactory.			
Items are stored at least 18" below sprinkler heads or are stored at least 24" below ceilings in non-sprinklered rooms.			
Lab Safety Information & Emergency Contact cards are posted at all lab entrances and have been updated <i>annually</i> .			
Lab coats, safety glasses, and disposal gloves are worn while working in the lab.			
Lab has an appropriate spill kit present in the laboratory (biological, chemical, and/or mercury spill kit).			
Lab floor, bench tops and furniture are easily cleanable (made of non-porous materials) and uncluttered to allow for safe work practices.			
Lab is free from slip, trip or fall hazards.			
Lab is under restricted access (doors are locked and are kept closed). All doors leading to the laboratories must be kept closed at all times.			
Lab sink is equipped with soap and paper towels for handwashing.			



Permanent equipment is plugged directly into an outlet (no electrical/extension cords) and cords are not frayed, damaged, or daisy chained together.			
Laboratory personnel using a respirator are enrolled in the Respiratory Protection Program.			
Cryogenic materials are stored and handled properly.			

2. Biological	Yes	N/A	Notes
Appropriate hard-plastic sharps containers are used for disposable sharps. Sharps bins are labeled with the principal investigator's name, room number, building, address, date placed in use, and waste is <i>below</i> the container full-line.			
Biohazardous waste bags are properly packaged, prepared, and labeled with building, room number, and address for disposal. Waste bags are off the floor and are less than $\frac{3}{4}$ full.			
Biological safety cabinets and clean benches that are not working or have <i>not</i> been certified within the year are prominently tagged "Out of Service" and are <i>not</i> in use.			
Biological safety cabinets and clean benches are certified annually.			
Biological safety cabinets and clean benches are not overfilled or cluttered.			
Centrifuges are working properly, and safety lids lock accordingly.			
Lab has completed a BioRAFT (SciShield) Biological Registration.			
Lab has submitted a Biological Hygiene Plan in BioRAFT (SciShield).			
Needles are not recapped, bent, broken, removed from syringes, or manipulated by hand before disposal. Needles (or other sharps) are not left unattended on benchtops or improperly disposed.			
Vacuum/aspiration systems have in-line filters and the trap flask has clean disinfectant and is in secondary containment if sitting on the floor.			



3. Chemical	Yes	N/A	Notes
Chemical inventory has been submitted.			
Chemical inventory has been updated this calendar year.			
Chemical containers (including gas cylinders) are in good condition (not old, rusty, bulging, leaking, and no crystal formation) with functional caps (no cracks).			
Chemical containers, including working solutions, are labeled properly according to OSHA (GHS) standards (chemical formulas alone are not acceptable as a form of labeling). Labels are visible, intact, and in English.			
Chemical fume hoods are not overfilled or cluttered, and equipment stored in fume hoods are not disrupting normal use and/or airflow.			
Chemical fume hoods that are not working are prominently tagged "Out of Service" and are <i>not</i> in use.			
Chemicals and waste is <i>not</i> being stored inside fume hoods (designated storage cabinets underneath fume hoods are generally acceptable).			
Chemical waste containers are labelled, closed and in good condition, not overfilled, and are compatible with held waste (i.e., no acid in metal, no HF in glass, etc.).			
Chemical waste is stored properly at the Satellite Accumulation Area and segregated by hazard class in secondary containment.			
The Satellite Accumulation Area (SAA) sign is complete and posted in an appropriate location (not in the fume hood or beside a drain).			
Chemicals are stored and segregated by chemical hazard class (i.e., acids and bases separated; acids are segregated by type: inorganic or organic).			
Chemicals are stored in a safe location (i.e., stored on shelves at shoulder height or below, flammables stored inside a flammable cabinet, etc).			
Flammable liquids are stored in fire-proof or explosion-proof refrigerators only.			
Gas cylinders are secured in a safe manner appropriate restraint, with an appropriate number of gas cylinders on a single chain (typically 3-4 per chain max).			
Gas cylinders either have regulators while in use or are kept capped while not in use and are segregated based on hazard incompatibility of the gases.			
Hazardous liquid chemicals are in secondary containment.			
Time sensitive chemicals, such as peroxide formers, are properly tracked and are not expired.			