



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 ¾ full.			
Disposable gloves are not reused. Lab members remove gloves before leaving the lab and opening doors.			
Doors leading into the lab(s) are labeled with appropriate hazard signage/symbols (biohazard, radiation, NFPA diamond, etc.)			
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.			
Equipment/materials not obstructing means of egress.			
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.			
Fire Extinguisher(s) mounted properly and free from obstruction.			
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.			
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2. Biological	Yes	N/A	Notes
Appropriate hard-plastic sharps containers are not used for disposable sharps, or not labeled with the principal investigator's name, room number, building name, and address, or waste is <i>above</i> the container full-line.			
Biohazardous waste bags are properly packaged and prepared, and labeled with building, room number, and address for disposal.			
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 submitted a BioRAFT (SciShield) Biological Registration <i>with</i> a Biological Hygiene Plan.			
Needles are not recapped, bent, broken, removed from syringes, or manipulated by hand before disposal.			
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
Annual chemical inventory has been submitted to EHS.			
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 are labeled properly according to OSHA (GHS) standards (chemical formulas alone are not acceptable as a form of labeling). Labels are visible and intact.			
Chemical fume hoods are not overfilled or cluttered, and items stored in fume hoods are not disrupting normal use and/or airflow.			
Chemical fume hoods that are not working or have <i>not</i> been tested within the year are prominently tagged “Out of Service” and are <i>not</i> in use.			
Chemical waste containers are properly labelled and are capped when not being filled			
Chemical waste containers are 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 chemical hazard class.			
Chemicals are <i>not</i> being stored inside fume hoods (designated storage cabinets underneath fume hoods are fine).			
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).			
Flammables are not stored in household refrigerators.			
Gas cylinders are secured in a safe manner with an 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.			
Hazardous liquid chemicals (and waste) are in a secondary container.			
The Satellite Accumulation Area (SAA) sign is completed and posted in an appropriate location (not in the fume hood or beside a drain).			
Time sensitive chemicals are not properly tracked or are beyond expiration.			