**Laboratory Inspection Checklist**

Environmental Health and Safety (EHS)

1400 NW 10th Ave. Suite 405

Miami, FL 33136

305-243-3400/305-243-3272 (fax)

* *Print the form and complete the inspection by walking through the lab and observing lab activities. For all items marked “No”, develop and implement a corrective action plan.*
* *Notes:*
	+ *This form is electronically fillable.*
	+ *CTI stands for corrected at time of inspection*
	+ *N/A stands for not applicable.*

Please have all laboratory personnel (including the Principal Investigator) answer the following questions. Thank you.

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| **1. House Keeping** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Lab is under restricted access (i.e., doors are locked, doors are kept closed). |  |  |  |  |  |
| Equipment and materials are not crowding and obstructing the means of egress (corridors, doors, etc.). Lab is free from slip, trip or fall hazards. |  |  |  |  |  |
| Lab sinks are equipped with soap and paper towels for handwashing. |  |  |  |  |  |
| Lab floor, bench tops and furniture are easily cleanable (i.e., can be wiped down) and uncluttered to allow for safe work practices. |  |  |  |  |  |
| Food/drinks/cosmetics/lotions are not present in the lab. |  |  |  |  |  |
| Items stored at least 18” below the sprinkler heads to allow for safe function of building fire sprinkler systems. |  |  |  |  |  |

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| **2. Personal Protective Equipment (PPE)** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Lab coats, safety glasses and disposable nitrile gloves are **ALWAYS** worn while working in the lab |  |  |  |  |  |
| Face Shield and thermo gloves are available and worn while working extreme temperatures (ex: -80°C freezers/liquid nitrogen) |  |  |  |  |  |
| Lab members remove gloves before leaving the lab and opening doors. Disposable gloves are **NEVER** reused |  |  |  |  |  |
| Closed toed shoes and long pants/skirts are **ALWAYS** worn in the lab. Examples of inappropriate attire include (sandals, torn jeans, and ballet flats) |  |  |  |  |  |
| Lab members who use the (N95) respirators, have had the Annual Respirator Fit Test administered by EHS |  |  |  |  |  |

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| **3. Signage/ Lab Postings** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Doors leading into the lab(s) are labeled with appropriate hazard symbols (biohazard, radiation, NFPA 704 diamond, etc.) |  |  |  |  |  |
| The following are posted near the lab entrance:* Emergency Contact Card with current contact info
* Select Bio Agent with recommended PPE
 |  |  |  |  |  |
| Lab freezers and refrigerators are labeled with “No Food or Drink Allowed”, “No Flammables” (if appropriate) and the biohazard symbol (if used to store biological/infectious material). |  |  |  |  |  |

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| **5. Centrifuges/ Vacuum Lines** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Centrifuge work is done in a safe manner when handling infectious agents that might produce infectious aerosol clouds |  |  |  |  |  |
| Centrifuges are working properly and safety lid locks accordingly. Secondary containments are available when handling infectious agents (i.e., centrifuge safety caps, buckets, sealed rotors) |  |  |  |  |  |
| Vacuum lines or vacuum pumps are protected with HEPA filters or their equivalent. These must be replaced as needed |  |  |  |  |  |

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| **6. Cabinet/ Hood Use** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Biological safety cabinet(s) (BSC), clean bench(s), laminar flow hoods, and Chemical Fume Hood(s) certification(s) are completed annually and are working properly  |  |  |  |  |  |
| All BSC(S), clean bench(s), laminar flow hood(s) and CFH(s) that are not working or have **NOT** been certified within the year are **tagged “Out of service” and are NOT in use.** |  |  |  |  |  |
| No cabinet/hood is overfilled or cluttered. Items stored in cabinets/hoods do not disrupt normal use and/or airflow. Specifically, BSC grills are free from obstructions. |  |  |  |  |  |
| Chemicals are **NOT** being stored inside fume hoods |  |  |  |  |  |

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| **7. Laser** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Lasers are present in the lab and are registered with EHS. Lab has submitted the annual Laser Inventory Form to EHS  |  |  |  |  |  |

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| **8. Emergency Equipment & Preparation** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Eyewashes and Safety Showers are free of obstruction for easy access during an emergency |  |  |  |  |  |
| Eyewashes are tested weekly by Lab personnel/UM Facilities and documented. **NOTE**: Eyewashes must have safety caps over them |  |  |  |  |  |
| Fire extinguishers are appropriate for the hazards in the lab.Example: If combustible metals are used or stored in lab, ensure Class D fire extinguishers are available  |  |  |  |  |  |
| Fire Extinguisher(s) inspection tag is current (*inspection completed within 12months*) |  |  |  |  |  |
| Fire Extinguisher(s) mounted properly and free from obstruction. |  |  |  |  |  |
| Suitable First Aid kit is present in the laboratory and **ALL** lab personnel are aware of the location and know how to apply it |  |  |  |  |  |
| Lab has suitable Spill Kits present in the laboratory and **ALL** lab personnel are aware of their locations and know how to apply it. (Bio, Chemical and Mercury spill kit) |  |  |  |  |  |

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| **9. Chemicals: Inventory, Storage, and Handling** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Annual room by room chemical inventory has been submitted to EHS, which include (CAS # and quantity)***Include highlighted chemicals of interest (COI) with approximate amounts --- see link for list*** **Chemicals of Interest (COI)****\*** |  |  |  |  |  |
| Chemicals are stored and segregated by chemical hazard class (i.e., acids and bases separated; acids are segregated by type: inorganic or organic). |  |  |  |  |  |
| All chemical containers are labeled properly *(chemical formula(s) not acceptable as a form of labeling)* |  |  |  |  |  |
| Chemical containers are in good condition (i.e., old rusty, no bulging, leaking, cracked caps or crystal formation). |  |  |  |  |  |
| Everyone in the lab knows how to access the University’s SDS (MSDS) Database |  |  |  |  |  |

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| **10. Flammables** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Flammables are stored in flammable safety cabinets  |  |  |  |  |  |
| Flammable materials are limited to 10 gallons/100 ft2 of lab space. |  |  |  |  |  |
| Flammables stored in refrigerators/freezers are explosion proof |  |  |  |  |  |

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| **11. Gas Cylinder** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Gas cylinders are secured properly, and kept capped if not in use |  |  |  |  |  |
| Gas cylinders are segregated by hazard class |  |  |  |  |  |
| No more than 3 gas cylinders are chained at a time |  |  |  |  |  |
| Regulators are checked for leaks and are in good working condition |  |  |  |  |  |

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| **12. Biological (Biohazardous) Waste** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Biomedical waste is segregated from non-biomedical waste. Biomedical waste is not being disposed of in regular trash  |  |  |  |  |  |
| EHS approved biomedical waste boxes, lined with red biohazard bags, are in use to dispose biohazard waste |  |  |  |  |  |
| Biohazard waste is properly handled and prepared for disposal |  |  |  |  |  |

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| **13. Sharps** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Disposable sharps are properly disposed of in hard walled sharps container labeled with the principal investigator’s name and containers are no greater than ¾ full |  |  |  |  |  |
| Needles are not bent, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal |  |  |  |  |  |
| Broken glass containers with plastic liners are available and no greater than ¾ full. Lab does not use broken glass containers for the disposal of sharps, biohazard-contaminated glass, gloves, used bulbs, etc. |  |  |  |  |  |

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| **14. Hazardous (Chemical) Waste Disposal Procedures** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| The green Satellite Accumulation Area (SAA) sign is posted where the Chemical Waste is being collected in an easily accessible location |  |  |  |  |  |
| Chemical waste properly segregated by chemical hazard class and chemical waste is stored in compatible containers (i.e., no acid in metal, no HF in glass, etc.) |  |  |  |  |  |
| Chemical waste containers are properly labeled (chemical names) and **ALWAYS** capped when not being filled. |  |  |  |  |  |
| Liquid chemical waste are also in a secondary container |  |  |  |  |  |
| Are peroxide forming chemicals (ethers, dioxane, etc.) dated?*please visit the EHS website at* *www.miami.edu/ehs* *for list of peroxide formers* |  |  |  |  |  |

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| **15. Electrical Safety** | **Yes** | **No** | **N/A** | **CTI** | **Corrective Action** |
| Electrical panels are unobstructed (i.e., 3 ft of clearance in front of panels).  |  |  |  |  |  |
| Ignition sources are segregated from flammables/combustibles. |  |  |  |  |  |
| Permanent equipment is plugged directly into an outlet (no extension cords, daisy-chains avoided). |  |  |  |  |  |
| Electrical cords are not frayed or damaged. |  |  |  |  |  |

\*Per 42 CFR 73. - Penalties. Individuals in violation of this part are subject to a fine of no more than $ 250,000 and no more than $500,000 in the case of any other person.

\*The Department of Homeland Security (DHS) Chemical Facility Anti-Terrorism Standards (72 FR 65395) requires the University to identify and report all chemicals of interest used/stored within its facilities.