

Marshall University
 Laboratory Health, Safety and Environmental Management
 Self-Audit Checklist

Completed By: _____
 Building: _____

Department: _____
 Room Inspected: _____

- The Lab Head / Manager should complete this form.
- One checklist should be completed for **each** lab.
- All employees, staff, and students working with or around hazardous materials or biological agents are required to be trained annually on Chemical & Biosafety offered through Environmental Health & Safety (EH&S).
- If you have questions or require additional assistance, please contact Environmental Health & Safety at extension 6-3461 or visit our website: <http://www.marshall.edu/safety>

General Lab Safety	Yes	No
1. Have all lab personnel received Chemical and Biosafety training from EH&S within the last year?		
2. Are emergency phone numbers posted? (Public Safety, PI, Lab Head / Manager, etc.)		
3. Are lab evacuation procedures available and are all lab personnel trained?		
4. Are all accidents and chemical or biological material spills reported?		
5. Is access to laboratory limited?		
6. Is good housekeeping maintained (spills cleaned immediately, benches and fume hoods neat and orderly, no slipping or tripping hazards)?		
7. Is broken glassware disposed of properly?		
8. Is all necessary PPE (lab coats, gloves, chemical splash goggles, etc.) available, and used?		
9. Are food and drink consumption and storage prohibited in the lab?		
10. Are sprinklers unobstructed, no storage within 18" of ceiling?		
11. Are areas around fire extinguishers, alarm pull stations, emergency showers, eyewashes, and electrical panels kept clear in labs and in hallways outside lab areas?		
12. Are eyewash stations in the lab flushed weekly by lab personnel and maintained in sanitary condition?		
13. Are lab personnel familiar with location of spill kits and how to use them?		
14. Are first aid kits present, in good condition, and adequately stocked?		
Please explain any "No" responses:		

Chemical Use and Storage	Yes	No
15. Does the lab have a lab-specific Chemical Hygiene Plan that addresses all lab-specific hazards, spill cleanup procedures and reporting?		
16. Are all lab personnel trained on lab-specific hazards?		
17. Is an NFPA 704 Hazard Diamond posted on the exterior of the lab door, completed with the highest hazards indicated for each category, reviewed with chemical changes, only "W" or "OX" in white box?		
18. Is an annual Chemical Inventory completed, and submitted to Environmental Health & Safety?		
19. Do all lab personnel know how to access Material Safety Data Sheets?		
20. If MSDSs are kept in hard copy, are they reviewed and updated annually and as received?		
21. Are fume hoods used properly (airflow is not impaired, no chemical storage in hoods)?		
22. Are chemical containers kept closed when not in use, no funnels remain in containers?		
23. Are chemicals properly labeled, segregated by hazard class and properly stored (no unlabeled containers, labels give full chemical name in English, and all hazard warnings from original container included)?		
24. Are time-sensitive chemicals (peroxide formers) dated upon receipt, properly stored, not expired?		
25. If time-sensitive chemicals are kept beyond expiration date are they: tested, results indicated on the container with the test date, and disposed prior to reaching 10 ppm (max limit) peroxide? <i>Contact Environmental Health & Safety with questions or concerns about testing, 6-3461.</i>		
26. Are corrosive chemicals stored below eye level (pH less than 5 or greater than 10)?		
27. Are all corroded or compromised containers submitted for pickup through Environmental Health & Safety?		

28. Are highly hazardous materials (i.e. toxic compressed gases, peroxide formers, picric acid, reactive metals, etc.) properly managed (storage, labeling, shelf life, etc.)?		
29. Are flammable chemicals stored in approved containers, storage cabinets or approved refrigerators?		
30. Are compressed gas cylinders securely restrained with chains or straps to prevent tip over?		
31. Do compressed gas cylinders have valve covers in place when not in use?		
32. Is proper PPE available for dispensing liquid nitrogen (heavy leather gloves, face shield)?		
33. Are personnel restricted from entering elevators transporting liquid nitrogen canisters, signs posted?		
Please explain any "No" responses:		

Waste Generation	Yes	No
34. Do all containers of hazardous waste have "Unwanted Chemical" label, dated when first used?		
35. Are proper chemical names used on the label? <i>Chemical formulas and acronyms such as EtOH or ACN are not acceptable.</i>		
36. For mixed wastes, does the label have the percentage of each constituent?		
37. Is the contact information complete on the label?		
38. Is all hazardous waste less than 1 year old? <i>Note: waste cannot remain in the lab for more than 1 year, ideally 8 months to allow for disposal. Contact Safety immediately if you locate old waste.</i>		
39. Are Unwanted Chemicals submitted for pick up and disposal through Environmental Health & Safety?		
40. Are all waste containers compatible with the waste they are holding?		
41. If more than one waste stream is in a container, are they compatible with each other?		
42. Are waste containers in good condition: free of leaks, rust, bulging, etc.; have adequate head space?		
43. Are waste containers securely closed (proper cap/lid used, no funnels left in opening)?		
44. Are hazardous waste containers stored in secondary containment bins?		
45. Are incompatible waste streams stored in separate containment bins, or by some other physical barrier (i.e. separate cabinet)?		
46. Have obsolete chemicals (expired and potentially hazardous, inherited, no longer used, etc.) been properly disposed of?		
Please explain any "No" responses:		

Biological	N/A	Yes	No
47. Are Biosafety signs and labels present, updated for agents in use and Biosafety Level?			
48. Are Biological Safety Cabinets certified annually, and used properly?			
49. Are adequate decontamination procedures in place, documented?			
50. If UV lights are used in Biological Safety Cabinets, is a timer used so the light is not operating when other workers are in the lab?			
51. Is disinfectant effective against the agents in use available at all times within the areas where the biohazard materials are handled or stored? (1 to 10 bleach solution)			
52. If bleach solution is used, is it prepared fresh daily?			
53. Does lab use a sharps disposal container or biohazard labeled broken glass box?			
54. Is all biological waste disposed of in clearly marked orange biohazard bags, double-bagged, and labeled with lab information prior to being taken to autoclave area?			
55. Is waste kept to manageable level (not over full)?			
56. Are uncontaminated pipette tips collected in a box or other container that can be closed to prevent them from being loose in trash bags, and Pasteur pipettes disposed in broken glass boxes?			
Please explain any "No" responses:			