

LABORATORY INSPECTION CHECKLIST

Building & Room:	Inspected By:
PI/Area Supervisor:	Date:

All laboratory spaces containing hazardous materials must be inspected at least quarterly. For each item check Yes, No, or N/A. Be sure to retain all documentation regarding inspections, including findings **and** corrective actions taken for any “No” responses, for a minimum of 3 years. Contact EH&S at 723-0448 for questions or additional information.

Y	N	N/A	RECORDKEEPING
			1. Findings identified on previous self-inspections have been corrected and corrections have been documented?
			2. Lab members roster is up to date; members have completed requisite EH&S (STARS) and Lab-Specific safety training? (https://ehs.stanford.edu/wp-content/uploads/Laboratory-Specific-Training-Checklist.pdf)
			3. Lab’s Personal Protective Equipment (PPE) Assessment is complete to reflect current hazards in the laboratory. (https://ehs.stanford.edu/topic/lab-safety/personal-protective-equipment)
N	N/A		GENERAL SAFETY
			4. Areas around fire extinguishers, pull alarms, and emergency eyewashes/showers clear and accessible?
			5. All objects stored at least 18 inches away from fire sprinklers?
			6. Cabinets, furniture, and equipment taller than 4 feet braced or anchored?
			7. Lab floors, aisles, and adjacent hallways unobstructed?
			8. Floors dry and free of slip hazards?
			9. Extension cords only used temporarily, and power strips not daisy-chained together?
			10. No exposed wiring or damaged electrical cords?
			11. First aid and chemical spill kits available?
HAZARDOUS MATERIALS & WASTES			
			12. Workspaces (e.g., benchtops, fume hoods, biosafety cabinets) organized and clean?
			13. Containers, including for non-hazardous chemicals and water, legibly labeled with the full chemical or trade name? (Note: abbreviations/formulas are not adequate.)
			14. Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable storage cabinets? (Note: Up to 10 gallons per control area (NOT individual lab) may be stored outside of cabinets.)
			15. Flammable materials requiring refrigeration are placed in explosion-proof or flammables refrigerators only?
			16. Food and drinks stored and consumed away from toxic materials?
			17. Hazardous chemicals and oil pumps stored in adequate secondary containment?
			18. Hazardous materials near sinks or drains in secondary containment?
			19. Secondary containers clean and free from spilled material?
			20. Lab practices minimize volatilization (e.g., traps used, open-container procedures minimized)?
			21. “Chemical Waste Compliance” poster is posted in the location where hazardous waste is accumulated?
			22. Chemical containers and hazardous waste containers are clean, structurally sound, and closed when not in use?

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		23. Chemical containers and hazardous waste containers properly segregated according to hazard class?
		24. Hazardous waste containers labeled with completed waste tags?
		25. All hazardous waste in lab is less than 9 months old?
		26. Sharps placed in a designated sharps container and the container is no more than three-quarters full?
		27. Biohazardous waste in red bags in hard-sided container which is labeled with Universal Biohazard label on the top and lateral sides (must be labeled on all 4 sides and top)?
		28. Life Safety Box has current emergency contacts, chemical storage maps, and chemical inventories?
COMPRESSED GASES		
		29. Compressed gas cylinders are listed on the chemical inventory in ChemTracker, positioned so the label is visible, and stored in a dry, well-ventilated location protected from heat sources?
		30. Cylinders over 26 inches tall secured to a rigid structure at 1/3 and 2/3 height with metal chains, and a maximum of 2 cylinders used per pair of chains (one restraint for cylinders \leq 26 inches and dewars)?
		31. Cylinder valves closed and valve caps in place when cylinders not in use?

Comments, Corrective Action & Additional Findings

Record comment(s), corrective action(s) & additional findings (Date/Initial)