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	GENERAL SAFETY
			1. Aisles and hallways are clear of obstructions for quick egress and equipment taller than 4 feet have earthquake bracing? (https://ehs.stanford.edu/manual/seismic-mitigation-guidance)
			2. Areas around fire extinguishers pull alarms and emergency eyewashes/showers clear and accessible?
			3. All objects stored at least 18 inches away from fire sprinklers?
			4. Extension cords and power strips not daisy-chained together and cords are not damaged? https://ehs.stanford.edu/topic/general-workplace-safety/electrical-safety
			5. Chemical workspaces organized and clean and free of food, drinks and Cosmetics? (https://ehs.stanford.edu/topic/lab-safety)
Y	**N**	**N/A**	**HAZARDOUS MATERIALS & WASTES**
			6. Are all chemical hazardous waste containers labelled with a completed WasteTag (no containers should be labelled with only the word "Waste"? Other waste streams in the lab that are not hazardous or contaminated should be labeled - TRASH. (https://ehs.stanford.edu/topic/waste-disposal/handling-storing-waste)
			7. Can you visually verify that all hazardous waste containers have not been in the lab longer than 9 months? (https://ehs.stanford.edu/topic/waste-disposal/handling-storing-waste)
			8. Are all hazardous waste and hazardous material containers clean, structurally sound, closed when not in use, and stored in secondary containment? (https://ehs.stanford.edu/topic/waste-disposal/handling-storing-waste)
			9. Are all hazardous waste containers properly segregated according to hazard class? (https://ehs.stanford.edu/wp-content/uploads/SU_hazardouswasteposter.pdf)
			10. Is the "Chemical Waste Compliance" poster posted in the location where waste is stored? (https://ehs.stanford.edu/wp-content/uploads/SU_hazardouswasteposter.pdf)
			11. Chemical containers, including for non-hazardous chemicals and water, legibly labeled with the full chemical or trade name? (Note: abbreviations/formulas are not adequate.) (https://ehs.stanford.edu/topic/chemical-safety/chemical-inventory-management)
			12. Are all hazardous materials and oil pumps stored in secondary containment? (https://ehs.stanford.edu/topic/hazardous-materials/hazardous-materials-storage-requirements)
			13. Secondary containment clean and free from spilled material? (https://ehs.stanford.edu/topic/hazardous-materials/hazardous-materials-storage-requirements)
			14. Chemical containers properly segregated according to Stanford Segregation Scheme? (https://ehs.stanford.edu/forms-tools/stanford-storage-groups)
			15. Chemical inventory up-to-date in chemtracker including compressed gas cylinders? (https://ehs.stanford.edu/topic/hazardous-materials/hazardous-materials-storage-requirements)

			16. 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.)
			17. All hazardous materials containers are closed and capped to minimize volatilization?
			18. Sharps placed in a designated sharps container and the container is no more than three-quarters full? (https://ehs.stanford.edu/wp-content/uploads/Lab-Medical-Waste-Guidance.pdf)
			19. 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)? (https://ehs.stanford.edu/wp-content/uploads/Lab-Medical-Waste-Guidance.pdf)
Y	**N**	**N/A**	**COMPRESSED GASES**
			20. 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 ≤26 inches and dewars)? (https://ehs.stanford.edu/manual/laboratory-standard-design-guidelines/storage-compressed-gas-cylinders-%E2%80%93-general)

Comments & Additional Findings (on following page)

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