SAFETY CHECKLIST

<table>
<thead>
<tr>
<th>Location:</th>
<th>Department:</th>
<th>Campus Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Description:</td>
<td>Laboratory</td>
<td>Shop</td>
</tr>
<tr>
<td>Space Use (Check all that apply):</td>
<td>Hazardous Materials</td>
<td>Biological Waste</td>
</tr>
<tr>
<td>Principal Investigator (PI):</td>
<td>Proctor:</td>
<td></td>
</tr>
<tr>
<td>PI Phone:</td>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Emergency Phone:</td>
<td>Emergency Phone:</td>
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<tr>
<td>E-mail:</td>
<td>E-mail:</td>
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KEY: S = Satisfactory   NI = Needs Improvement   U = Unacceptable   N/A = Not Applicable

A) Hazardous Waste - Regulatory Requirements

- 1) All waste containers are labeled as "hazardous waste."
- 2) All waste containers are labeled with constituents.
- 3) All waste containers are kept closed except when in use; appropriate containers used, not leaking.
- 4) All hazardous wastes are separated by compatibility.
- 5) All hazardous liquid wastes have pollution prevention methods in place, i.e., secondary containment.
- 6) Expired, old, or unwanted chemicals are tagged for disposal or redistribution.
- 7) Waste areas are designated as Satellite Accumulation Areas (SAA's), <55 gals. of haz. or 1 qt. acutely haz. waste/area.
- 8) Weekly SAA inspections are recorded on inspection log.
- 9) All personnel that handle or generate hazardous waste meet annual training requirements.
- 10) Posted emergency and evacuation procedures.
- 11) All personnel handling biohazardous/biomedically appearing waste, follow disposal requirements.

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B) Chemical Hygiene - Required Best Practices

- 1) All liquid chemicals have secondary spill control when appropriate.
- 2) All chemicals are separated by compatibility.
- 3) All chemical and waste containers are labeled with full chemical name(s), i.e., hydrochloric acid, not HCL.
- 4) All chemical containers are kept closed when not in use.
- 5) Proper storage of chemicals in refrigerators/freezers.
- 6) Rotovaps and water aspirators have traps to collect solvent vapors.
- 7) EH&S protocols for hydrofluoric acid, perchloric acid and other reactives are followed.
- 8) Maintain a chemical inventory that is updated annually.
- 9) MSDS's are alphabetically indexed, visible, and accessible.

NOTES

________________________________________________________________________________________
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Location: ________________________________  Department: ________________________________
Principal Investigator (PI): ________________________________  Proctor: ________________________________

C) Compressed Gas Cylinders - Required Best Practices

☐ 1) All cylinders are legibly marked to identify the gas contained in them.
☐ 2) All cylinders have a status tag to indicate if the cylinder is "full", "in-service" or "empty."
☐ 3) All compressed gas cylinders are stored away from heat sources.
☐ 4) All cylinders are secured to a stationary bench or wall.
☐ 5) All cylinders are stored separately by hazard class w/ space-barrier or fire-rated wall (reactive, flammable, acid, base, oxidizer.)
☐ 6) All high hazard gases used and/or stored in a ventilated gas storage cabinet (please list below.)

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D) Personal Protective Equipment (PPE) & Safety Equipment: Is equipment being used & properly maintained?

☐ 1) Eye Protection: Safety Glasses, Laser Goggles, etc.  ☐ 6) Safety Shower  ☐ 7) Drench Hose
☐ 2) Dermal Protection: Gloves, Lab Coats, Closed-Toed Shoes, etc.  ☐ 8) Eye Wash
☐ 3) Hearing Protection
☐ 4) Mounted Fire Extinguisher  ☐ 9) First Aid Kit
☐ 5) Electrical Equipment  ☐ 10) Other

NOTES ___________________________________________________________________________________
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E) General Housekeeping: Are these areas clean, organized, and clear?

☐ 1) Chemical Fume Hoods (50% footprint) and Storage Cabinets  ☐ 4) Exits, Aisles, Hallways, 18” clearance below sprinklers
☐ 2) Biological Safety Cabinets/ Clean Hoods  ☐ 5) Storage Areas for Biological, Chemical, and Radioactive Waste
☐ 3) Laboratory Bench Tops and General Work Areas  ☐ 6) Required placards are posted in appropriate location.

NOTES ___________________________________________________________________________________
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Inspected by: ________________________________  Date: ____________________

Is a follow-up visit from EH&S required?  ☐ Yes  ☐ No  Scheduled date of follow-up:____________________________

The proctor will complete a report addressing any compliance and/or safety concerns found at the time of the inspection. In addition, he will be asked to provide names of those working with hazardous materials in their area for training verification. This report should be returned to EH&S within three weeks of the inspection.

Proctor Signature: ________________________________

cc: Principal Investigator
    Proctor