LABORATORY INSPECTION CHECKLIST 2021 UPDATED

9 Dec 2021 / Stella 401

Complete

Score	0%	Failed items	0	Actions	0
Site				UNE Biddeford Campus	
Conducted on				9 Dec 2021 13:33 EST	
Prepared by				Stella 401	
Location				36 North Ave, Saco, ME 04072, USA (43.4634752, -70.3823872)	

Audit	0%

Date of Inspection:

Conducted by:

Department:

Building/Room #:

Principal Investigator:

PI Present? □ Yes □ No

Type of Inspection: □ Semi-Annual (scheduled) □ Complaint Follow Up □ High Risk/Urgent (random)

General Safety & Environmental Conditions 0%

Are the lab rules posted on the outside of the door?

Is the lighting in the laboratory adequate and in good condition?

Is the temperature in the laboratory well controlled?

Are items such as lab equipment and glass tubing stored in a manner so that they do not project beyond the edge of the counter or shelf?

Are the food and beverage rules observed? (Such as food and drinks are not stored in the lab area).

Are the ceiling tiles in place and free of any water leaks, or stains, etc.?

Is the garbage free of broken glass or hazardous materials? Are broken glass boxes being utilized?

Are doors closed, not propped, and free from obstruction?

Are bench tops and storage areas uncluttered and orderly?

Are aisles and exits free from obstruction?

Are Exit signs illuminated and unobstructed?

Are heavy objects stored on lower shelves?

Are there means available to reach items above shoulder level safely, such as a step stool?

Is there an 18” clearance from sprinkler heads? Is there a 24” clearance when there are no sprinkler heads?

Are the interiors of refrigerators and freezers sound and free of chemical spills or contamination and with containers tightly closed?

Are refrigerators and freezers labeled? “Flammables”, “explosion proof” or “Not for Food Storage”?

Do fridges/freezers have EHS contact cards on them that contain PI names/numbers and hazard information?

Are microwaves labeled “Not for food preparation”?

Is the glassware free from cracks, chips and other defects?

Are vacuum pump belt guards in place (if applicable)?

Personal Protective Equipment 0%

Are the personnel and students wearing appropriate footwear? (no open toe shoes)

Are protective gloves available and matched to the hazard?

Is eye protection available and used?

Is there signage posted if eye protection is required?

Are long pants and lab coats being worn?

Is PPE being removed before leaving the laboratory?

Is there any loud equipment that should be tested for hearing protection requirements or that already requires hearing protection?

Are there any hazards that warrant the use of respiratory protection? If so, what type is used?

Is there signage posted where respiratory protection is required?

Fume Hoods 0%

Are fume hoods clean and free of stored chemicals?

Are fume hoods in good condition & inspected within the past year?

Are fume hoods fully closed if not in use?

Are fume hood sashes at safe operating heights (18 inches max or lower) when in use?

Are fume hoods turned off when not in use if equipped with an on/off switch?

Safety Equipment and Emergency Response 0%

Are EHS emergency contact cards displayed near phones or in a conspicuous location?

Are there at least two laboratory contacts with phone numbers on the EHS emergency contact card?

Are safety showers and eye wash facilities accessible and free from obstruction?

Are eyewashes in good condition, clean and capped, and inspected?

Are first aid kits in designated areas? Are they properly stocked with the supply list inside, without expired products?

Are fire extinguishers clearly identified, accessible and free from obstruction?

Are extinguishers fully charged and inspected annually?

Are emergency switches clearly identified for power and gas supply and easily accessible?

Are lab personnel aware of emergency procedures in their area?

Are lab personnel aware of chemical/biological spill procedures?

Are there spill cleanup kits or supplies available in the lab area?

Do personnel know the location of emergency equipment in the area?

Are all fire alarm pull stations unobstructed?

Are fire evacuation maps posted and unobstructed (with two means of egress)?

Are personnel familiar with the evacuation plan and muster points?

Do all lab personnel question all visitors or suspicious persons when they enter the lab?

Electrical Safety

0%

Extension cords or “Daisy Chains” are not being used as permanent wiring for appliances in the lab area?

Is the wiring on laboratory equipment in good condition (no frayed or exposed wires) and secure along the wall or benches?

Are electrical cords and appliances away from flammables and water (sinks)?

Are outlets near sinks GFCI?

Are all electrical outlet and switch plates in place?

Are red outlets being used for critical equipment that requires continuous power?

Is the circuit breaker box unobstructed and clear by at least 36 inches? Is it signed to keep clear?

No high output equipment (such as microwaves, coffee makers, hot plates, heat equipment, etc) are plugged into power strips?

Chemical Safety 0%

Is the chemical hygiene plan readily accessible either on a computer or a hard copy?

Do the lab personnel know who the Chemical Hygiene Officer is for their area?

Are all chemical labels intact and not defaced?

Are signs on storage areas and laboratories consistent with hazards within?

Is there an updated inventory of the chemicals in the laboratory?

Are the Safety Data Sheets available for all chemicals present in the laboratory?

Do the lab personnel know where to find the SDS's for the lab chemicals? (Central storage area?)

Are all chemical containers well labeled, capped and in good condition?

Are personnel and students familiar with spill cleanup requirements of their chemicals?

Are spill cleanup supplies easily accessible?

Is there restricted access to controlled substances?

Is there a method for logging access to controlled substances and has it been utilized?

Hazardous Materials Storage 0%

Are all chemicals stored correctly, segregated by hazard and according to compatibility (e.g., organic from oxidizers, flammable from acids)?

Are flammables stored in marked "Flammable "cabinets?

Are Acids stored in marked "Acid" cabinets?

Are corrosive & flammable chemicals stored below "eye level"?

Are chemicals kept away from desks?

Are highly flammable liquids stored away from sources of heat and ignition (including Bunsen burners in fume hoods)?

Are all containers of non-hazardous materials used/stored limited to small quantities?

Do chemical containers have a second containment, particularly containers > 20L?

Are all glass containers stored so they are not on the floor?

Compressed Gas Cylinders

0%

Are gas cylinders properly chained/secured and in use?

Are cylinder caps in place when cylinders are not in use or being moved?

Are cylinders transported on a cart with chains?

Are cylinders properly labeled?

Are full and empty cylinders stored separately?

Are regulators, proper connections and tubing in good condition?

Hazardous Waste Disposal (SAA--Biddeford ONLY)

0%

Is there a Satellite Accumulation Area (SAA) located in the lab?

Is there less than 55 gallons of waste stored in the lab area?

Is the SAA located at the point of generation and under the control of the operator?

Are the waste containers labeled with the words “Hazardous Waste” and contents identified?

Is the weekly SAA inspection log up to date?

Are all waste containers intact and free of cracks or bulges and compatible with their contents?

Are all hazardous waste containers in secondary containment bins?

Training

0%

Have all personnel and students had lab safety training/orientation?

Have all personnel and students been trained on the emergency plan for the lab?

Have all personnel taken the required EHS Blackboard training?

General Biosafety 0%

Are you working with rDNA, select agents or human tissues?

If so what is your IBC protocol number?

Do you currently have any protocols on file with the IBC and if so what are your IBC protocol numbers?

Is there Bio-Hazardous Material present in the lab?

If Bio-Safety Level 2 or 3, Is there a Bio-Hazard sign affixed to the outside door?

Are cleaning procedures established for decontamination of work surfaces?

Are all needles and syringes disposed of in rigid sharps containers and not overflowing?

Are all needles or syringes not bent or re-capped when disposed?

Is biohazard waste treated before disposal? (i.e. autoclaved)

Are other biohazard waste containers used properly where needed (e.g. autoclave bags, bio-hazard boxes, etc.)?

Are hand washing facilities or hand cleansers readily available?

Is the universal Bio-Hazard symbol affixed to containers, refrigerators, or freezers that contain blood or other potentially infectious material?

Has the bio-safety cabinet been certified in the last year?

Biosafety Level II (see separate checklist)

Radiation Safety: General ionizing radiation safety 0%

Are registered areas properly designed?

Are personnel trained appropriately?

Are radioactive materials securely stored according to procedures?

Is radioactive waste securely stored and disposed of according to procedures?

Is the inventory of all radioactive materials up-to-date?

Is there an inventory of all radiation counting and monitoring?

Are all radiation-emitting operations restricted to a low-density traffic area and are adequately shielded?
Are safe work procedures and decontamination/emergency procedures established?

Laser Safety 0%

Do laser laboratories have appropriate warning signs?
Are lasers equipped with protective housings, safety interlocks, key controls, beam stops, attenuators and scanning safety guards as appropriate?
Are the laser operators provided with wavelength specific eye protection?

Waste Accumulation Area – Portland Only 0%

Is there a Waste Accumulation Area in the lab?
Are the containers labeled with the words “Hazardous Waste”?
Are all waste containers intact and free of cracks and compatible with their contents?
REMARKS: