

OSU Chemistry and Biochemistry Inspection Form

PI		Inspector	
Building and Room #'s		Date	

	Yes	No	N/A	Comments
Signage				
Room signs posted with correct contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency telephone numbers posted in laboratory/office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Abbreviation Sheet posted in lab				
Documentation	Yes	No	N/A	Comments
BEAP training completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab Standard training completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other applicable training (BBP, Laser, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Worker checklists completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In-Lab Training is documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab has Chemical Hygiene Plan (CHP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHP has been updated within last calendar year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SOP's are written for lab specific activities and general lab hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SOP's contain required information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPE Assessment or Job Hazard Assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard Evaluation Assessment Tool (HEAT) complete (EHS website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Practices	Yes	No	N/A	Comments
Refrigerators posted no food or drink; Flammable materials storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handwashing sink available with soap and paper towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper handling and disposal of sharps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No exposed sharps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>No single-pass water</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Lab in good repair (walls intact, ceiling tiles, good lighting, shelving)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab Emergencies /Preparation	Yes	No	N/A	Comments
All lab personnel know evacuation procedures, routes, and assembly location				
All lab personnel know the response for injuries and exposures				
Eyewash/ safety shower is available within 10 seconds				
Eyewash/emergency shower clear of obstructions (36 inches)				
Date of last eye wash test (Date: _____)				
First aid kit present and stocked (no expired materials) Location of AED's				
Spill kit available and stocked				

Fire and Life Safety	Yes	No	N/A	Comments
Exit, aisles, fire panels, and corridors free from obstructions				
Lab doors and fire doors kept closed; Proper F.E. for hazards				
Fire extinguisher present and tested within the last year (Date:)				
Fire alarm bells, horns, and strobes unobstructed				
Good housekeeping (no build-up of combustibile materials (boxes)				
Storage clearance from the ceiling 18" with sprinklers, 24" without				
Electrical	Yes	No	N/A	Comments
Electrical panel accessible				
Plugs, cords, and receptacles in good condition (no electrical tape, cracks, or bare wires)				
Appropriate electrical cord use (no extension cords, etc)				
PPE	Yes	No	N/A	Comments
Appropriate footwear and attire always worn in lab				
Lab coat assigned and worn in lab				
Gloves available in the lab				
Eye protection assigned, available, and used				
Face shield and/or splash goggles available, if required				
Other required PPE available as needed.				
Chemical Safety	Yes	No	N/A	Comments
All Lab personnel know how to access SDS's				
Storage cabinets labeled, clean, and uncluttered				
Containers labeled/ good condition / stored securely / closed when not in use / no visible contamination / appropriate location				
Chemicals are separated by hazard classes (acids, bases, oxidizers, flammables, etc)				
Flammables	Yes	No	N/A	Comments
<10 gallons of flammables outside of approved flammable storage cabinet				
Approved flammable storage cabinet present and in use				
Flammables stored in approved containers & Bonding and grounding				
Domestic refrigerator/freezer do not have flammable materials storage				
Compressed gases	Yes	No	N/A	Comments
Gas cylinders are always secured				
Gas cylinders are capped when not in use				
Proper storage of oxidizing and flammable gases				
Gas cylinder within hydrostatic test date (Date:)				
Lab has toxic gases (List:)				

Fume hoods	Yes	No	N/A	Comments
Tested yearly (Certification date:)				
Audio alarm / visual / indicator functioning				
Clutter minimized in hood (supplies, chemicals, equipment) and not used for storage				
Lab is elevating equipment in fume hood as needed (lab jacks, etc)				
Fume hoods are used correctly (closed sash, unobstructed baffles, etc)				
Special Hazards	Yes	No	N/A	Comments
Lab has SOPs for high hazard chemicals and processes				
Lab has calcium gluconate for Hydrofluoric acid (HF) usage				
High Hazard chemical storage locations				
Peroxide formers are dated when received and opened and properly disposed of				
Lab has designated areas posted for carcinogens, reproductive toxins, and highly toxic chemicals				
No respirator use unless in Respiratory Protection Program				
Chemical Waste	Yes	No	N/A	Comments
Chemical waste is identified, labeled, segregated, stored, and disposed of properly				
Chemical waste is capped and closed except when adding waste				
SOP's address proper waste disposal				
Waste is in secondary containers				
Basic Biosafety	Yes	No	N/A	Comments
Lab has the authorization to work with biologicals				
Biosafety cabinet is certified				
Vacuum flasks have in-line filter, in secondary container, and labeled				
Lab chairs are covered in non-porous material				
Biohazard sign posted at the entrance to the lab and includes the Biosafety level with contact info				
Equipment for the storage or use of biohazardous materials is labeled with a biohazardous symbol				
Biohazardous waste	Yes	No	N/A	Comments
Biohazardous waste must be labeled, appropriately covered, and contained				
<i>Items in italics – best practices not a violation</i>				