LAB SAFETY SELF-AUDIT CHECKLIST

<table>
<thead>
<tr>
<th>Laboratory Hazards: Chemical</th>
<th>Biological</th>
<th>Radiation</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Laboratory: Research</td>
<td>Teaching</td>
<td>Mixed</td>
<td>Storage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>PI or Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name or Description: ____________________________

Department: ____________________________

1. Chemical Storage

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.1. Incompatibles stored separately

1.2. Chemicals stored away from sunlight and other heat sources

1.3. Chemical containers properly labeled

1.4. Containers closed except when in use (storage/waste)

1.5. Chemicals stored off of floor

1.6. Chemicals and food stored separately

1.7. Chemicals stored in appropriate containers

1.8. Containers are in good condition

1.9. Flammables stored away from exits

1.10. Flammable quantity outside storage less than approximately 38 liters

1.11. Storage of large containers/corrosive materials below eye level

1.12. Hazardous materials stored in appropriate areas

2. Special Chemical Problems

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.1. Water reactives stored away from sinks and pipes

2.2. Peroxide forming materials have opening date and expiration date

2.3. Reactive metals stored properly

2.4. Highly toxic chemicals stored in secondary containers

3. Gas Cylinders

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.1. Properly labeled (labels facing forward), stored upright, and secured

3.2. Flammable/oxidizing gases stored 25 feet apart or separated by a fire wall

3.3. Capped when not in use

3.4. Empty cylinders marked “MT” and stored separately

3.5. Room ventilation appropriate for cylinder storage

4. Hazardous Waste/Satellite Accumulation Area (SAA)

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1. All hazardous waste is properly sealed and labeled

4.2. All lab personnel are aware of hazardous waste disposal procedures
4.3. Waste quantities have not exceeded waste accumulation limits of 208 liters (55 gallons) or liter (one quart) acutely hazardous (p list).
4.4. Chemical waste must be in a sealed container that shows no sign of leakage or damage.
4.5. There are no broken caps or stoppers
4.6. All corrosives and halogenated solvents are in glass or plastic containers.
4.7. All halogenated solvent waste has been collected and stored in separate containers from other solvent waste.
4.8. All containers of waste are securely closed, except when wastes are being added to (including during in-line waste collection) or removed from the container.
4.9. All containers of incompatible laboratory wastes are stored in separate areas or use chemically resistant trays for segregation.
4.10. All in-line waste collection systems are constructed to prevent the release of laboratory waste into the environment.
4.11. There are no unknowns nor expired chemicals present in the lab.

5. Fume Hood/Local Exhaust
   Y N N/A
   5.1. Fume hoods inspected within last 6 months ________________________________
   5.2. Chemical storage in hoods is kept to a minimum ____________________________
   5.3. Hood is equipped with a flow alarm monitor ________________________________
   5.4. Storage is to the rear of the hood _________________________________________
   5.5. Safe sash height is being observed _________________________________________
   5.6. Other local exhaust properly functioning _________________________________
   5.7. Filters labeled with maintenance schedule (ductless hoods) __________________

6. Eye Wash/Safety Shower
   Y N N/A
   6.1. Shower/eye wash unit present _____________________________________________
   6.2. Unit located away from electrical equipment ________________________________
   6.3. Routine maintenance performed ___________________________________________
   6.4. 16 inch clearance around unit observed _____________________________________
   6.5. Shower and eye wash are clearly labeled _____________________________________
   6.6. Shower and eye wash within 10 seconds or 100 feet of hazards __________________

7. Electrical/Mechanical Concerns
   Y N N/A
   7.1. Breaker panels and safety switches accessible ______________________________
   7.2. Moving parts of equipment guarded to prevent physical contact __________________
   7.3. Multiple plug adapters not in use __________________________________________
   7.4. Electrical cords intact and out of aisles _____________________________________
   7.5. Extension cords intact and used appropriately _______________________________

8. General Facility Maintenance
Y N N/A
8.1. Entrances posted with emergency contacts
8.2. Exits and aisles are unobstructed
8.3. Aisles have minimum 28 inch clearance
8.4. General housekeeping is satisfactory
8.5. No Food or Drinks
8.6. Appropriate fire extinguisher is present, mounted, and accessible
8.7. Copy of Chemical Hygiene Plan is available
8.8. MSDS for all hazardous chemicals available
8.9. Personnel wear appropriate protective equipment
8.10. Vacuum breakers installed on hoses where standing water from equipment could be
siphoned back to faucet.
8.11. Spill kit and instructions are readily available and clearly posted for small spills
8.12. Glass and Sharps are properly disposed.

Return completed inspection form to:
Environmental Health & Safety
Attn: Renea Carver
Libra Drive, Facilities & Safety Bldg +3500
Fax 407-823-0146 email rcarver@mail.ucf.edu