



Laboratory Self-Inspection Checklist

EOSMS- 201-1B

Date: 10/27/2023

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Building _____ Room _____ Inspection Date _____
 Department _____ Principal Investigator(s) _____
 Inspector(s) _____

Instructions:

- Principle Investigators (PIs), Laboratory Coordinators, Instructors, and Supervisors of each laboratory must conduct semi-annual inspections of their laboratory and equipment using this Laboratory Inspection Self-Checklist Form as stated in the KSU Chemical Hygiene & Safety Program. The responsible party (i.e., PIs, lab coordinators, supervisors, etc.) must follow-up to ensure problems identified are promptly resolved. Complete the following inspection form; one for each laboratory space.
- Answer each question as follows:
 - “Yes” (Requirement/criteria for item has been met, compliant)
 - “No” (Requirement/criteria for item has not been met, non-compliant)
 - “NA” (Item is not applicable to the lab)
- For each item marked “No,” document the issue, the best corrective action, and the responsible party (e.g., lab personnel, lab coordinators, facilities, EHS, etc.)
- Keep a copy of the completed inspection form for your records
- Please scan and email copy of each completed inspection form to chemicalsafety@kennesaw.edu to be uploaded to EtQ Reliance

| Item # | Item | Yes | No | NA | Findings |
|--------------------------------------|---|-----|----|----|----------|
| Chemical Storage and Handling | | | | | |
| 1. | Chemical containers are labeled as to their contents (i.e., the full chemical name; not an abbreviation or chemical formula). | | | | |
| 2. | Chemicals are stored appropriately on shelves (i.e., not on the floor, not inside cardboard boxes, etc.). | | | | |
| 3. | Liquid chemicals are stored below eye level. Solids chemicals are stored above liquids. | | | | |
| 4. | Chemical fume hoods are free of any clutter. | | | | |
| 5. | All chemical containers inside the fume hood(s) are closed to prevent evaporation. | | | | |

| Item # | Item | Yes | No | NA | Findings |
|----------------------------------|---|-----|----|----|----------|
| 6. | All chemical containers are in good condition (no rust, label readable, etc.). | | | | |
| 7. | Chemicals are segregated according to compatibility (i.e., acids separate from bases, oxidizers separate from flammables, etc.). | | | | |
| 8. | Liquid corrosives are stored in secondary containment. | | | | |
| Biosafety | | | | | |
| 9. | Biological safety cabinets (BSC) are clear of any clutter. | | | | |
| 10. | Work surfaces are decontaminated with the appropriate disinfectant after working with infectious materials (e.g., 10 percent bleach, 70 percent ethanol, etc.). | | | | |
| General Laboratory Safety | | | | | |
| 11. | All appropriate warning signs are posted on the door (biohazard, radioactive, flammable, corrosive, etc.). | | | | |
| 12. | Emergency contact information is posted on the door and up-to-date. | | | | |
| 13. | Lab equipment is labeled properly (i.e., microwave, refrigerators, and/or freezers labeled "Lab Use Only"). | | | | |
| 14. | Spills (e.g., chemical, biological materials, etc.) are cleaned up immediately. | | | | |
| 15. | Compressed gas cylinders are properly secured (i.e., stored upright and chained/strapped to a sturdy, stationary surface, and cylinders have the cap in place when not in use). | | | | |
| 16. | All eyewash stations and/or showers are clear of obstructions. | | | | |
| Hazardous Waste | | | | | |
| 17. | All waste containers are labeled as "hazardous" or "non-hazardous," and with their contents (e.g., chemical name(s) with concentrations; biological hazard and/or name(s); human cell culture waste, etc.). | | | | |
| 18. | All waste containers are closed unless actively adding waste. | | | | |

| Item # | Item | Yes | No | NA | Findings |
|--|---|-----|----|----|----------|
| 19. | All waste containers are inside secondary containment and appropriate containers used for the collection of hazardous waste. Waste containers are in good condition (i.e., no old containers, defaced, etc.). | | | | |
| 20. | Sharps are collected in a proper collection box (i.e., hard-walled sharps container) before being offered for disposal. | | | | |
| 21. | All broken glass is placed in an appropriate container before being offered for disposal. | | | | |
| 22. | All biohazard waste is disposed of properly (i.e., via hazardous waste vendor, autoclaved, or chemically treated before being offered for disposal). | | | | |
| Housekeeping | | | | | |
| 23. | No food and/or drinks are consumed, handled, or stored (i.e., free of empty containers) inside the lab. | | | | |
| 24. | Soap and paper towels are available inside the lab. | | | | |
| 25. | All empty chemical bottles are disposed of properly (triple rinsed, defaced, etc.). | | | | |
| 26. | Walkways are clear (48 inches unobstructed for main egress pathway). | | | | |
| 27. | All tripping hazards are taped to the floor (electrical cords, hoses, computer cables, etc.). | | | | |
| 28. | The lab is free of excess clutter (e.g., empty boxes, empty chemical containers, broken equipment, etc.). | | | | |
| 29. | All electrical cords/outlets/plugs are in good condition (i.e., not pinched, cracked, frayed, cut, or burned). | | | | |
| Personal Protective Equipment (PPE) | | | | | |
| 30. | Lab personnel wear appropriate personal protective equipment (PPE) when working in the lab. | | | | |
| 31. | Lab personnel wear appropriate attire to the lab (e.g., long pants/skirts, shoes that cover the whole foot, etc.). | | | | |