

- Laboratory inspection follow up required
- Laboratory inspection completed

UNLV Laboratory Inspection Checklist

Key:

Building: _____

Acceptable: No follow up required

Rooms: _____ **Lab Contact:** _____

Not Acceptable: Will require follow up / work order

Date: _____ **Inspector(s):** _____

Not Applicable (N/A): Does not pertain to this Laboratory/Room

1. General	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
*a. Lab Safety Training Documentation Located			
b. Emergency phone numbers posted			
c. First Aid Kit present & in good condition/adequately stocked			
*d. Lab evacuation procedures available/employees trained			
e. Access to laboratory limited			
f. No blocked/obstructed exits/exits. Exits posted with "EXIT" signs			
g. Fire extinguishers unobstructed/serviced annually/checked monthly			
h. Sprinklers unobstructed/no high storage			
i. No broken glassware in use			
j. Good housekeeping/no blocked egress pathways/no tripping or slipping hazards			
k. No exposed sharps			
l. No evidence of food or drink consumption or storage			
m. Warning signs posted on outside of door/on refrigerators/for hazardous areas			
n. Lighting adequate and in good condition			
o. All equipment guards in place			
p. Hand washing sink is available near point of exit. Towels and soap present.			
q. Laboratory floors easily cleaned? Carpets and rugs are inappropriate			
r. No evidence of rodents or insects			
Comments:			
2. Chemical Use	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
*a. Lab personnel know how to access Material Safety Data Sheets			
*b. Written procedures for handling hazardous materials present (CHP + SOPs)			
c. Fume hoods used properly/airflow not impaired/current inspection sticker			
d. Chemical containers closed when not in use			
Comments:			
3. Chemical Storage	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
a. Chemical containers properly labeled (no unlabeled containers)			
b. Chemical storage cabinets properly labeled			
c. Incompatible materials stored separately			
d. Peroxide forming materials not expired			
e. No corrosive storage above eye level			
f. No corroded or compromised containers			
g. No more than 5 gallons of flammables outside of approved storage			
h. Appropriate storage & containers for flammables & corrosives			
i. Flammable/combustible materials not stored in regular refrigerator			
Comments:			
4. Protective Equipment	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
a. Adequate eye protection, clothing & shoes available/in use			
b. Adequate gloves available & in use			
*c. All respirators are approved/in good condition/users are trained & fit tested			
d. No dust masks are being used improperly			
e. Personal Protective Equipment storage adequate			
Comments:			

5. Emergency Equipment	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
a. Lab personnel know location of eyewash/safety shower/signs to show location			
b. Shower/eyewash not obstructed, checked & available within 10 seconds			
*c. Lab personnel familiar with spill response plan			
d. Spill kit available			
Comments:			
6. Hazardous Waste	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
a. Chemical waste stored & labeled properly			
b. Sharps containers in good condition & not overfilled			
c. Biohazard waste in appropriate container			
Comments:			
7. Other Hazards	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
*a. Carcinogen work/storage area posted, used properly			
*b. Controlled substances, hazardous drugs used/stored properly			
*c. No select agents present or stored in laboratory			
d. Compressed gas cylinders secured, capped when not in use			
e. Correct compressed gas regulators used			
f. Lecture bottles used			
g. <i>Cryogenic liquids handled properly</i>			
*h. Log maintained for ultra-centrifuge rotors			
i. Vacuum traps set up/used properly			
Comments:			
8. Biological	<u>Acceptable</u>	<u>Not Acceptable</u>	<u>Not Applicable</u>
a. Biosafety Signs & Labels present			
*b. Biosafety Documentation Present (ECP, Protocols, HBV Docs, Etc)			
c. Biological Safety Cabinets certified & used properly			
d. Biological Safety Cabinets located away from doors and heavily traveled areas, and other disruptive equipment so as to maintain cabinet's airflow parameters for containment			
e. Adequate decontamination procedures in place			
f. Disinfectants effective against the agents in use are available at all times within the areas where the biohazardous material in handled or stored			
g. What disinfectant is used?			
h. <i>Clean air benches & similar equipment not being used for biohazards</i>			
i. Does this lab use an autoclave? Specify location.			
Comments:			

Additional Notes & Comments: