

UNIVERSITY OF SOUTHERN INDIANA  
CHEMICAL LABORATORY INSPECTION PROGRAM CHECKLIST

Building:	Room #:	Dept:
PI/Supervisor:		Phone #:
Inspected By:		Date:

S = Satisfactory, U = Unsatisfactory, N = Not Applicable

A. General Work Environment			
1. Work areas illuminated	S	U	N
2. No food allowed	S	U	N
3. Storage of combustible materials minimized	S	U	N
4. Trash removed promptly	S	U	N
5. Aisles and passageways kept clear	S	U	N
6. Heavy items stored on lower shelves	S	U	N
7. Means available to reach items stored above shoulder level	S	U	N
8. Storage at least 18 inches below sprinkler head ( <i>in sprinklered spaces</i> )	S	U	N
9. Storage at least 24 inches below ceiling ( <i>in non-sprinklered spaces</i> )	S	U	N
10. Storage beneath sinks minimized; only cleaning products allowed.	S	U	N
Exits			
11. Illuminated signs working	S	U	N
12. Alternate exits available	S	U	N
13. Doors not blocked or wedged open	S	U	N
14. Emergency exit doors not locked or blocked	S	U	N
B. Emergency Planning			
Facilities			
1. Fire extinguishers mounted	S	U	N
2. Fire extinguishers unobstructed	S	U	N
3. Fire extinguisher fully charged	S	U	N
4. Fire extinguisher tamper indicator in place	S	U	N
5. Eyewash and safety showers available and unobstructed	S	U	N
6. Fire alarm pull stations unobstructed	S	U	N
7. Emergency lights functional	S	U	N
Inspections			
8. Fire extinguisher inspected annually	S	U	N
9. Eyewash and safety shower inspected	S	U	N
Procedures			
10. Spill control materials available	S	U	N
C. Required Information/Postings			
Information			
1. Material Safety Data Sheets and chemical inventories complete and readily accessible	S	U	N
2. Written Chemical Hygiene Plan and Emergency Action Plan is available	S	U	N
Postings			
3. Lab Hazard Information Forms accurate and current	S	U	N
4. Building Evacuation Routes posted	S	U	N
5. Ice making machines posted Not for Human Consumption	S	U	N
D. Personal Protective Equipment			
1. Eye and face protection available where needed	S	U	N
2. Areas requiring the use of eye protection posted	S	U	N
3. Open toe shoes prohibited.	S	U	N

E. Electrical Hazards			
1. Flexible cords in good condition	S	U	N
2. Cover plate in place for outlets and switches	S	U	N
3. Circuit breaker panels unobstructed	S	U	N
4. Machine/instrument access panels in place	S	U	N
5. No exposed electrical conductors	S	U	N
6. Power strips have overload protection	S	U	N
7. No extension cords used	S	U	N
8. Ground fault circuit interrupters (GFCI) used for wet/ exterior use	S	U	N
F. Chemical Storage			
1. Shelving adequate for loads imposed	S	U	N
2. Refrigeration units for chemical storage labeled "No Food"	S	U	N
3. Chemical storage cabinets labeled	S	U	N
4. Containers clearly labeled	S	U	N
5. Containers kept closed except during transfers	S	U	N
6. Storage strictly limited in actively used fume hoods	S	U	N
7. Containers compatible with the chemical	S	U	N
8. Chemicals segregated to avoid incompatibilities	S	U	N
9. Liquids not stored above eye level	S	U	N
10. Storage quantities minimized	S	U	N
11. Secondary containment used during transport and storage of chemicals	S	U	N
12. Materials with shelf lives dated or if they appear dated are disposed	S	U	N
G. Flammable Liquids			
1. Used in fume hood or well-ventilated area	S	U	N
2. Stored in flammable liquid storage cabinet for more than 10 gallons per room	S	U	N
3. Refrigeration units approved for flammables storage	S	U	N
4. Flammables separated from strong oxidizers	S	U	N
5. Class ABC or BC fire extinguisher available	S	U	N
6. Flammable liquids not stored near hot plates or other ignition sources	S	U	N
H. Compressed Gases			
1. Used in well ventilated area	S	U	N
2. Toxic, flammable, corrosive gases used in fume hood	S	U	N
3. Storage quantities minimized	S	U	N
4. Secured from tipping	S	U	N
5. Regulators compatible with gas cylinder	S	U	N
6. Cylinder carts used for transport	S	U	N
7. Protective valve caps in place	S	U	N
8. Empty or unused gas cylinders promptly returned to supplier	S	U	N

