

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

LABORATORY SAFETY AND ENVIRONMENTAL MANAGEMENT

SELF INSPECTION CHECKLIST

To be completed by the Principal Investigator or designee of the laboratory

Completed By: _____ Department: _____

Building: _____ Room Inspected: _____

- The Principle Investigator, Lab Manager, Chemical Hygiene Officer, and/or Satellite Accumulation Area (SAA) Manager should complete this form. *Personnel completing this form and all employees generating hazardous waste are required to be trained annually in RCRA (Hazardous Waste Management), Chemical Hygiene, and Right-To-Know (RTK) offered through REHS.*
- The Principal Investigator (PI) shall sign the form at the end of the checklist.
- Inspect laboratory, waste storage area and chemical storage in each lab.
- One checklist should be completed for **each** lab.
- If you have questions or require additional assistance, please contact REHS at extension 5-2550 or visit our website: <http://rehs.rutgers.edu>

Waste Generation

Question	Yes	No
1. Are all waste materials evaluated for proper disposal method?		
2. Is the SAA located at or near the point of waste generation?		
3. Is the SAA under control of the operator of the process generating waste?		
4. Are the containers of hazardous waste properly labeled with the Rutgers University Hazardous Waste Label or marked with the words "Hazardous Waste" on the manufacture's label if indeed the waste is in its original container?		
5. Are the chemical names (IUPAC) clearly marked on the label? <i>Note chemical formulas and acronyms such as EtOH or ACN are <u>not</u> acceptable.</i>		
6. Does the hazardous waste label have the concentrations marked for each constituent? <i>Note concentrations must add up to 100% when container is full</i>		
7. Is the contact information complete on the hazardous waste label?		
8. What is the total amount of hazardous waste currently stored in area?		
9. Are waste containers dated if greater than 55-gallons of hazardous waste or 1-quart of acutely hazardous waste is present?		
10. If laboratory has reached accumulation limits (above), was REHS notified immediately?		
11. Are all waste containers compatible with the waste they are holding?		
12. If more than one waste stream is in a container are they compatible with each other?		
13. Are waste containers in good condition, free of leaks, rust, bulging, etc.?		
14. Are waste containers securely closed? (Is the proper cap/lid used, no funnels left in opening)		
15. Are hazardous waste containers stored in secondary containment bins (as appropriate)?		
16. Are incompatible waste streams stored in separate containment bins, or by some other physical barrier (i.e. separate cabinet)?		
17. Have obsolete chemicals (expired and potentially hazardous, inherited, no longer used, etc.) been properly disposed of, or donated to the chemical reuse program?		

Chemical Hygiene Plan

18. Has the laboratory implemented a Chemical Hygiene Plan (CHP) that reflects activities in the lab, includes SOPs, and identifies the Chemical Hygiene Officer (CHO)?		
19. Have all laboratory personnel received required training (including hands-on training in the lab), read and understood the CHP, and know the location of the CHP?		
20. Has the laboratory obtained prior approval and developed special procedures for working with Particularly Hazardous Substances? (http://rehs.rutgers.edu/occhealth/lis_ch.html)		

Egress/Emergency Equipment

Question	Yes	No
21. Have all personnel been instructed as to the location(s) of emergency exits, fire alarm pull stations, fire extinguishers, safety showers, and eyewash stations?		
22. Are all exits, doorways, aisles, and hallways free of impediments or obstructions?		
23. Have all employees been instructed in the University's Emergency Action Plan (http://rehs.rutgers.edu/occsafety/emerg_guide.html)?		
24. Are all fire extinguishers accessible, properly mounted, and fully charged?		
25. Are the safety showers and eyewash stations accessible (not impeded or obstructed)?		
26. Are the eyewash stations flushed weekly by lab personnel and maintained in a sanitary condition?		
27. Does the laboratory have appropriate spill kits and have employees been trained in their use and location?		

Chemical Use and Storage

28. Are chemicals properly labeled, segregated by hazard classification, & properly stored?		
29. Are flammable chemicals stored in approved containers, flammable storage cabinets, and/or approved refrigerators?		
30. Are high hazard materials (i.e. toxic compressed gases, peroxide formers, picric acid, reactive metals, PCBs, etc.) properly managed (storage, labeling, shelf life, etc.)?		

Personal Protective Equipment (PPE)

31. Are safety glasses (at a minimum) worn at all times in the laboratory (unless otherwise specified in the CHP)?		
32. Are gloves provided to laboratory personnel who handle chemicals and are they selected based on the chemicals used?		
33. Is all other required PPE (i.e. goggles, face shield, closed toed shoes) available & used?		
34. Are all fume hoods working properly (evidence by checking flow indicating device)?		

Safety Concerns

35. Is an up-to-date, complete caution sign (including emergency contact numbers) affixed to the laboratory door?		
36. Are universal waste, radioactive waste, biological/medical waste and used pump oil properly managed (labeled, segregated)?		
37. Are gas cylinders properly secured, used, and stored in well-ventilated areas?		
38. Is all permanent laboratory equipment plugged directly into an electrical outlet without the use of extension cords?		
39. Are all electrical cords in good condition, free of frayed ends, splices and tears?		
40. Is the laboratory free of excess clutter & the floor maintained in a clean, dry condition?		
41. Is eating, drinking, smoking and storage of such materials prohibited in the laboratory?		

Select Agents/Biohazardous Agents/Recombinant DNA

42. Has the lab completed registration for all Select Agents, Plant Pathogens, Recombinant DNA Experiments, and Biohazardous Agents?		
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For any "No" answers, please describe corrective actions in the comments section below:

Comments:

Principal Investigator: _____ Signature: _____ Date: _____

By signing this inspection form, I verify that corrective actions are completed or requested (ie: notified department), as appropriate.