

Rutgers Environmental Health and Safety
Laboratory Safety and Environmental Compliance Inspection

Type of Area (Check One): Laboratory Art Department Other _____
 Principal Investigator/Supervisor: _____ Date: _____
 email: _____ Phone No: _____
 Other Contact: _____ Chem Hyg Officer: _____
 Campus: _____ Department: _____
 Building Name/Number: _____ Room No: _____

Process/Type of Work (i.e. electrophoresis, HPLC)	Materials Used (i.e. ethidium bromide, methanol)	Waste Produced (i.e. toxic, flammable)

Satellite Accumulation Area (SAA): Check here if this section is not applicable []

Question	Yes	No	Corrected	N/A
1 Is SAA at or near the point of generation? (Ensure waste is not stored in other areas, or brought from other areas.) §262.34(c)(1)				
2 Is the SAA under the control of the operator of the process generating the waste? §262.34(c)(1)				
3 Are amounts of hazardous waste within the accumulation limits of 55 gallons or one quart of acutely hazardous waste? §262.34(c)(1)				
4 Are all waste streams identified and properly disposed? §262.11				
Comments:				

Waste Labeling: Check here if this section is not applicable []

Question	Yes	No	Corrected	N/A
5 Are containers of hazardous waste properly labeled with a black Rutgers University Hazardous Waste label, or marked with the words "Hazardous Waste" (note the latter is only acceptable if the waste is in the original manufacture's container)? §262.34(c)(1)(ii)				
6 Are chemical name(s) (No formulas, acronyms, etc.) present on label? §262.34(c)(1)(ii)				
7 Are concentration(s) completed on label [Best Mgt. Practice (BMP)]				
8 Is contact information completed on label? (BMP)				
9 Is container properly dated (if greater than 55 gallons of hazardous waste or 1 quart of acutely hazardous waste) §262.34(c)(2)				
Comments:				

Waste Container Management: Check here if this section is not applicable []

Question	Yes	No	Corrected	N/A
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11				
12				
13				
14				
15				
16				
17				
18				
Comments:				

Darkroom: Check here if this section is not applicable []

Question	Yes	No	Corrected	N/A
19				
20				
21				
Comments:				

Used Oil: Check here if this section is not applicable []

Question	Yes	No	Corrected	N/A
22				
23				
24				
25				
26				
27				
28				
Comments:				

Empty Containers/Glassware: Check here if this section is not applicable []

Question		Yes	No	Corrected	N/A
29	Are containers/glassware completely emptied? §261.7(b)(1)(iii)(A)				
30	If necessary, are containers rinsed (acids, bases, etc.)? BMP				
31	Is the rinsate collected (if a hazardous waste)? §262.11				
32	Are containers that held a volatile liquid, after emptied, aired in a fume hood? BMP (volatilization is not an approved disposal method)				
33	Are labels removed/defaced prior to disposal? BMP				
34	Are chemically contaminated containers being disposed of properly? (as per the RU Glassware Policy) §262.11				
35	Are containers that held an acutely hazardous waste given to REHS for disposal? §262.11				
36	Is glassware disposed of properly in a lined, sturdy box? BMP				
Comments:					

Universal Waste: Check here if this section is not applicable []

Question		Yes	No	Corrected	N/A
37	Are lamps (fluorescent, mercury vapor, sodium, neon, metal halide), rechargeable batteries, and mercury containing thermostats collected for proper disposal?				
38	Are universal wastes properly labeled with an RU Universal Waste label?				
39	Are they properly sorted and stored as per the RU Universal Waste Policy? (Containers should be dated and stored for less than one year.)				
40	Are obsolete consumer electronics (computers, television, VCR's, stereos and other items, which contain circuit boards), NOT stockpiled or abandoned in this location?				
Comments:					

Waste Minimization/Treatment: Check here if this section is not applicable []

Question		Yes	No
41	Are there efforts to minimize hazardous waste? BMP		
Check all that apply:		Describe:	
<input type="checkbox"/> Recycle/Reuse (Internal)			
<input type="checkbox"/> Recycle/Reuse (Through REHS)			
<input type="checkbox"/> Microscaling			
<input type="checkbox"/> Substitution			
<input type="checkbox"/> Purchasing/Source Reduction			
<input type="checkbox"/> Elementary Neutralization (1 qt. Max)			
<input type="checkbox"/> Other:			
Comments:			

Raw Material Storage: Check here if this section is not applicable []

Question	Yes	No	Corrected	N/A
42	Are chemicals stored within the manufacturer's expiration date? (Ethyl Ether, THF, or otherwise degradable) §262.11			
43	Is stock properly rotated? (multiple open reagents)			
44	Have obsolete chemicals been disposed of, or been donated to the chemical reuse program? (inherited, abandoned, no longer used)? §262.11			
45	Are incompatible materials properly segregated? BMP			
46	Are chemical containers in good condition and properly capped except when pouring? BMP			
47	Are containers and storage cabinets properly labeled/marked? BMP			
48	Are flammable chemicals stored in approved containers, flammable storage cabinets, and/or approved refrigerators and quantities of liquids below limits described in the CHG?			
49	Are high hazard materials (i.e. toxic compressed gases, peroxide formers, picric acid, reactive metals, PCBs, etc.) properly managed (storage, labeling, shelf life, etc.)?			
50	Are chemicals in glass bottles NOT stored on floors (ok if in secondary containers)?			
Comments:				

Health and Safety Inspection

Egress/Emergency Equipment

Question	Yes	No	Corrected	N/A
51	Have all employees been instructed in the University's Emergency Action Plan?			
52	Are all exits, doorways, aisles (at least 36" wide), and hallways free of impediments or obstructions?			
53	Have all personnel been instructed as to the location(s) of emergency exits, fire alarm pull stations, fire extinguishers, safety showers, and eyewash stations?			

54	Are all fire extinguishers accessible, properly mounted, fully charged, inspected yearly, and appropriate for application?				
55	Are the safety showers (w/in 25 ft. of lab) and eyewash stations accessible (not impeded or obstructed)?				
56	Are the eyewash stations flushed weekly by lab personnel, maintained in a sanitary condition, and inspected yearly?				
57	Do employees know what to do in the event of a spill or injury?				
58	Does the laboratory have appropriate spill kits and have employees been trained in their use and location?				
Comments:					

Chemical Hygiene Plan

	Question	Yes	No	Corrected	N/A
59	Has the laboratory implemented a Chemical Hygiene Plan (CHP) that reflects activities in the lab, includes SOPs, and identifies the Chemical Hygiene Officer (CHO)?				
60	Do the SOP's contain safety procedures? (Required PPE, Engineering controls, etc)				
61	Have all laboratory personnel received required training (including hands-on training in the lab), read and understood the CHP, and do they know the location of the CHP?				
62	Are current MSDS's available for all chemicals used in the lab?				
Comments:					

Personal Protective Equipment (PPE)

	Question	Yes	No	Corrected	N/A
63	Are safety glasses (at a minimum) worn at all times in the laboratory (unless otherwise specified in the CHP)?				
64	Are gloves provided to laboratory personnel who handle chemicals and are they selected based on the chemicals used?				
65	Is all other required PPE (i.e. goggles, face shield, closed toed shoes) available & used?				
66	Are all fume hoods working properly (evidence by checking flow indicating device)?				
67	Are lab personnel NOT wearing respirators?				
Comments:					

Safety Concerns

	Question	Yes	No	Corrected	N/A
68	Is an up-to-date, complete caution sign (including emergency contact numbers) affixed to the laboratory door?				
69	Are radioactive wastes and biological/medical wastes properly managed (labeled, segregated)?				
70	Are gas cylinders properly secured, segregated, used, and stored in well-ventilated areas?				
71	Is all permanent laboratory equipment plugged directly into an electrical outlet without the use of extension cords?				
72	Are all electrical cords in good condition, free of frayed ends, splices and tears?				
73	Is the laboratory free of excess clutter & the floor maintained in a clean, dry condition?				
74	Is eating, drinking, smoking and storage of such materials prohibited in the laboratory?				
Comments:					

Select Agents/Particularly Hazardous Substances/Biohazardous Agents/Recombinant DNA

	Question	Yes	No	Corrected	N/A
75	Has the lab completed registration for all Select Agents, Plant Pathogens, Recombinant DNA Experiments, Biohazardous Agents and Particularly Hazardous Substances?				
76	Has the lab received prior approval from a designated person or the Unit Safety Committee for applicable processes (Chem. Hyg. Guide section E) before beginning work?				
77	Have procedures been developed and areas designated for working with Particularly Hazardous Substances?				
Comments:					

Identify potential job hazards from primary laboratory procedures:

Additional Notes or Comments:

Corrective Action Pending:

Certification:

REHS Auditor Name: _____ **Signature:** _____

REHS Auditor Name: _____ **Signature:** _____

PI/Supervisor or Representative:
Name: _____ **Signature:** _____