

# Rutgers Environmental Health and Safety Laboratory Safety and Environmental Compliance Inspection

Type of Area:  
PI/Supervisor/Contact  
Email:  
Other Contact:  
Division:  
Building:  
Room(s):

Date:  
Phone No:  
Chem Hyg Officer:  
Department:  
Campus:

Process/Type of Work  
(i.e. electrophoresis, HPLC)

Materials  
(i.e. ethidium bromide, methanol)

Waste  
(i.e. toxic, flammable)

## Satellite Accumulation Area

- 1) Is SAA at or near point of generation? (Ensure waste is not stored in other areas, or brought from other areas.)
- 2) Is the SAA under the control of the operator of the process generating the waste?
- 3) Are amounts of hazardous waste within the accumulation limits of 55 gallons or one quart of acutely hazardous waste?
- 4) Are all waste streams identified and properly disposed?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

## Waste Labeling

- 5) Are containers of hazardous waste labeled with a black Rutgers University Hazardous Waste Label, or marked with the words "Hazardous Waste" (note the latter is only acceptable in the original manufacturers container)?
- 6) Are Chemical name(s) (No formula, acronyms, etc.) present on label?
- 7) Are concentration(s) completed on label?
- 8) Is contact information completed on label?
- 9) Is container properly dated (if greater than 55 gallons of hazardous waste or 1 quart of acutely hazardous waste)?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

## Waste Container Management

- 10) Is waste compatible with the container?
- 11) Does each container hold only one waste stream or a combination of compatible waste streams?
- 12) Is container securely closed?
- 13) Is the container in good condition (free of leaks, rust, etc.)?
- 14) Are waste containers stored in secondary containment as appropriate (e.g. Non-DOT rated containers)?
- 15) Are incompatible waste streams segregated by a physical barrier such as secondary containment or separate cabinets?
- 16) Is SAA free of spilled or leaking waste materials?
- 17) Are requests for waste pick-ups done in a timely manner?
- 18) Have waste and/or materials from previous occupants (former students, researchers, etc.) been removed from lab?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

# Rutgers Environmental Health and Safety

## Laboratory Safety and Environmental Compliance Inspection

### Darkroom

- 19) Is spent fixer sent through a silver recovery system or collected for hazardous waste disposal?
- 20) If a silver recovery unit is used, does vendor perform regular maintenance/Q.A.?
- 21) Are records kept for maintenance/Q.A. on silver recovery unit?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments

### Used Oil

- 22) Are containers of used oil properly labeled with a black Rutgers University used oil label, or marked with the words "Used Oil"?
- 23) Is oil free of contaminants such as PCBs, or spent solvents to the best of lab personnel's knowledge?
- 24) If oil is contaminated, is the container labeled with a Hazardous Waste label?
- 25) Is the container securely closed?
- 26) Is the container in good condition (free of leaks, rust, etc.)?
- 27) Is used oil stored in secondary containment?
- 28) Are requests for pick-ups of Used Oil completed in a timely manner?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments

### Empty Containers/Glassware

- 29) Are containers/glassware completely emptied?
- 30) If necessary, are containers rinsed (acids, bases, etc.)?
- 31) Is the rinsate collected (if a hazardous waste)?
- 32) Are containers that held a volatile liquid, after emptied, aired in a fume hood? (volatilization is not an approved disposal method)
- 33) Are labels removed/defaced prior to disposal?
- 34) Are chemically contaminated containers being disposed of properly? (as per the RU Glassware Policy)
- 35) Are containers that held an acutely hazardous waste given to REHS for disposal?
- 36) Is glassware disposed of properly in a lined, sturdy box?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments

### Universal Waste

- 37) Are lamps (fluorescent, mercury vapor, sodium, neon, metal halide), rechargeable batteries, computer screens, 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?
- 40) Are universal wastes stored for less than one year (containers should be dated)?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments

### Waste Minimization/Treatment

- 41) Are there efforts to minimize hazardous waste?

Yes	No	N/A	Cor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments

# Rutgers Environmental Health and Safety

## Laboratory Safety and Environmental Compliance Inspection

### Raw Material Storage

	Yes	No	N/A	Cor
42) Are chemicals stored within the manufacturer's expiration date? (Ethyl Ether, THF, or otherwise degradable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43) Is stock properly rotated? (multiple open reagents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44) Have obsolete chemicals been disposed of, or been donated to the chemical reuse program? (inherited, abandoned, no longer used)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45) Are incompatible materials properly segregated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46) Are chemical containers in good condition and properly capped except when pouring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47) Are containers and storage cabinets properly labeled/marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50) Are chemicals in glass bottles NOT stored on floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments**

### Egress/Emergency Equipment

	Yes	No	N/A	Cor
51) Have all employees been instructed in the University's Emergency Action Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52) Are all exits, doorways, aisles (at least 36" wide), and hallways free of impediments or obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54) Are all fire extinguishers accessible, properly mounted, fully charged, inspected yearly, and appropriate for application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55) Are the safety showers (w/in 25 ft. of lab), accessible (not impeded or obstructed) and inspected yearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56) Are the eyewash stations accessible (not impeded or obstructed), flushed weekly by lab personnel, maintained in a sanitary condition, and inspected yearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57) Do employees know what to do in the event of a spill or injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58) Does the laboratory have appropriate spill kits and have employees been trained in their use and location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments**

### Chem Hygiene Plan

	Yes	No	N/A	Cor
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)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60) Do the SOP's contain safety procedures? (Required PPE, Engineering controls, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62) Are current MSDS's available for all chemicals used in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments**

### Personal Protective Equipment(PPE)

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

# Rutgers Environmental Health and Safety

## Laboratory Safety and Environmental Compliance Inspection

### Comments

#### Safety Concerns

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

### Comments

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

	Yes	No	N/A	Cor
75) Has the lab completed registration for all Select Agents, Plant Pathogens, Recombinant DNA Experiments, Biohazardous Agents and Particularly Hazardous Substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77) Have procedures been developed and areas designated for working with Particularly Hazardous Substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Comments

#### Misc

	Yes	No	N/A	Cor
78) Have lab personnel received the appropriate DOT/IATA Training for Hazardous Materials/Dangerous Goods, which they are offering for shipment? (i.e. Chemicals, Biologicals, Dry Ice, etc.) Check for their certificate of course completion or other documentation of training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79) Are quarterly PI Self Inspections being completed via the online PI Inspection program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80) Are quarterly PI Self Inspections being completed on paper and available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Comments

Identify potential job hazards from primary laboratory practices

Additional Notes or Comments

corrective Actions(s) pending

REHS Auditor Name:

**Rutgers Environmental Health and Safety  
Laboratory Safety and Environmental Compliance Inspection**

**REHS Auditor Name:**

**Representative:**