KENNESAW STATE UNIVERSITY
ENVIRONMENTAL HEALTH AND SAFETY

Laboratory Self-Inspection Checklist

Building _____ Room _____ Inspection Date _____
Department _____ Principal Investigator(s) _____
Inspector(s) _____

Instructions:

- *Principle Investigators (PIs), Laboratory Coordinators, Instructors, and Supervisors of each laboratory must conduct semi-annual inspections of their laboratory and equipment using this Laboratory Inspection Self-Checklist Form as stated in the KSU Chemical Hygiene & Safety Program. The responsible party (i.e., PIs, lab coordinators, supervisors, etc.) must follow-up to ensure problems identified are promptly resolved. Complete the following inspection form; one for each laboratory space.*
- *Answer each question as follows:*
  - *"Yes" (Requirement/criteria for item has been met, compliant)*
  - *"No" (Requirement/criteria for item has not been met, non-compliant)*
  - *"NA" (Item is not applicable to the lab)*
- *For each item marked "No," document the issue, the best corrective action, and the responsible party (e.g., lab personnel, lab coordinators, facilities, EHS, etc.)*
- *Keep a copy of the completed inspection form for your records*
- *Please scan and email copy of each completed inspection form to chemicalsafety@kennesaw.edu to be uploaded to EtQ Reliance*

Item #	Item	Yes	No	NA	Findings
	Chemical Storage and Handling				
1.	Chemical containers are labeled as to their contents (i.e., the full chemical name; not an abbreviation or chemical formula).				
2.	Chemicals are stored appropriately on shelves (i.e., not on the floor, not inside cardboard boxes, etc.).				
3.	Liquid chemicals are stored below eye level. Solids chemicals are stored above liquids.				
4.	Chemical fume hoods are free of any clutter.				
5.	All chemical containers inside the fume hood(s) are closed to prevent evaporation.				

Item #	Item	Yes	No	NA	Findings
6.	All chemical containers are in good condition (no rust, label readable, etc.).				
7.	Chemicals are segregated according to compatibility (i.e., acids separate from bases, oxidizers separate from flammables, etc.).				
8.	Liquid corrosives are stored in secondary containment.				
	Biosafety				
9.	Biological safety cabinets (BSC) are clear of any clutter.				
10.	Work surfaces are decontaminated with the appropriate disinfectant after working with infectious materials (e.g., 10 percent bleach, 70 percent ethanol, etc.).				
	General Laboratory Safety				
11.	All appropriate warning signs are posted on the door (biohazard, radioactive, flammable, corrosive, etc.).				
12.	Emergency contact information is posted on the door and up-to-date.				
13.	Lab equipment is labeled properly (i.e., microwave, refrigerators, and/or freezers labeled “Lab Use Only”).				
14.	Spills (e.g., chemical, biological materials, etc.) are cleaned up immediately.				
15.	Compressed gas cylinders are properly secured (i.e., stored upright and chained/strapped to a sturdy, stationary surface, and cylinders have the cap in place when not in use).				
16.	All eyewash stations and/or showers are clear of obstructions.				
	Hazardous Waste				
17.	All waste containers are labeled as “hazardous” or “non-hazardous,” and with their contents (e.g., chemical name(s) with concentrations; biological hazard and/or name(s); human cell culture waste, etc.).				
18.	All waste containers are closed unless actively adding waste.				

Item #	Item	Yes	No	NA	Findings
19.	All waste containers are inside secondary containment and appropriate containers used for the collection of hazardous waste. Waste containers are in good condition (i.e., no old containers, defaced, etc.).				
20.	Sharps are collected in a proper collection box (i.e., hard-walled sharps container) before being offered for disposal.				
21.	All broken glass is placed in an appropriate container before being offered for disposal.				
22.	All biohazard waste is disposed of properly (i.e., via hazardous waste vendor, autoclaved, or chemically treated before being offered for disposal).				
Housekeeping					
23.	No food and/or drinks are consumed, handled, or stored (i.e., free of empty containers) inside the lab.				
24.	Soap and paper towels are available inside the lab.				
25.	All empty chemical bottles are disposed of properly (triple rinsed, defaced, etc.).				
26.	Walkways are clear (48 inches unobstructed for main egress pathway).				
27.	All tripping hazards are taped to the floor (electrical cords, hoses, computer cables, etc.).				
28.	The lab is free of excess clutter (e.g., empty boxes, empty chemical containers, broken equipment, etc.).				
29.	All electrical cords/outlets/plugs are in good condition (i.e., not pinched, cracked, frayed, cut, or burned).				
Personal Protective Equipment (PPE)					
30.	Lab personnel wear appropriate personal protective equipment (PPE) when working in the lab.				
31.	Lab personnel wear appropriate attire to the lab (e.g., long pants/skirts, shoes that cover the whole foot, etc.).				