



Laboratory Audit Checklist

Date of Inspection:

Auditor Name(s):

Principal Investigator:

Building:

Room(s):

Biosafety Level: BSL-1 BSL-2

Laboratorians Present at Inspection:

DOCUMENTATION & TRAINING	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Lab Safety Manual and Plan (LSP) accessible and current Annual review completed and documented						
Chemical inventory current Annual review completed and documented						
Lab personnel were able to direct inspectors to Safety Data Sheets (SDS) for lab						
Inspectors able to locate SDS for randomly chosen chemical in SDS inventory						
Training and training documentation current in LSP including specialized training (BBP, compressed gas, autoclave, etc.)						
Current versions of other required manuals (Biological Safety Manual, Chemical Safety, Exposure Control Plan, etc.) are accessible to laboratorians						
All laboratory personnel are registered and forms are present in the LSP						
Laboratory Specific Safety Plan training completed and documented in LSP for ALL lab members						



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EMERGENCY EQUIPMENT	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Fire extinguisher available (within max 75 ft.) Unobstructed & mounted at designated location (40" top) Appropriate extinguisher class in use (A-D) Extinguisher is inspected, sealed, and charged						
Safety shower present (within 75 ft. or 10 sec travel) for laboratories using corrosive chemicals Unobstructed path of travel Required checks are documented on inspection tag						
Eyewash present (within 75 ft. or 10 sec travel) Unobstructed path of travel Required checks are documented on inspection tag						
Biological spill kit(s) available and fully stocked Documented training for spill clean-up training						
Chemical spill kit(s) available and fully stocked Documented training for chemical spill clean-up training						
Class A first aid kit is present- materials are not expired and kit is fully stocked						

Laboratory Audit Checklist



PERSONAL PROTECTIVE EQUIPMENT	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Are inspectors offered PPE for inspection if work is active?						
PPE (eyewear, gloves, lab coats) available and used in lab						
Proper eye protection use (safety glasses/goggles/face shield)						
Visitor PPE readily available (if visitors permitted)						
Proper chemical resistant/heat/resistant/cryogenic gloves						
Long pants and closed shoes worn; long hair pulled back						
PPE not used in food areas, elevators, opening doors, etc.						
PPE is collected for cleaning and not taken home						
Specialized PPE is available for lasers, UV, etc.						
Are lab coats worn correctly with sleeves down and snaps/buttons fastened up the entire length of the front						
Are gloves used in experiments disposed of as hazardous waste?						



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GENERAL HAZARDS	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Walkways and exit doors unobstructed						
Adequate lighting available in lab						
Excess trash, boxes, and paper are not present						
Proper disposal of broken glass waste (plastic lined cardboard box)- No boxes are greater than ¾ full						
ELECTRICAL	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Proper power cord use (good housekeeping, no trip hazard)						
Extension cords-temporary use, single only (no daisy chains)						
Power strips (w/surge protection) only on computer equipment						
No cords through walls, floors or ceiling						
Electrical cords not frayed & good insulation 3-pronged plugs not altered; grounding pins in place						
Electrical panels are unobstructed						



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CHEMICAL STORAGE	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Chemicals stored by Compatibility Group						
Incompatible chemicals are physically separated						
Chemicals properly labeled (no chemical formulas)						
Storage areas labeled with compatibility group						
No excess chemicals on bench tops/in hoods/under sinks						
Flammables <10 gallon (38L) not stored outside flammable cabinet						
Unstables, reactives, & explosives marked with date received & date opened						
Peroxide formers marked with date to be discarded/tested						
CHEMICAL WASTE	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
No more than 10 waste bottles accumulated in lab						
Containers have tightly-closed lids that do not leak and all containers are closed unless actively receiving waste						
Secondary containment bottles <4L and all glass containers stored on floor						
Waste containers are at or near the point of generation						
Containers are clearly labeled with the word "waste" and their specific chemical contents (no abbreviations)						



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ENGINEERING CONTROLS-FUME HOODS AND BIOSAFETY CABINETS (BSC)	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
All BSCs and fume hoods are certified within past year or marked out of operation						
Fume hood and BSC housekeeping-properly maintained No large items that block airflow No power strips or surge protectors inside hood No long term storage of chemicals or other items No flame devices in BSC						
All fume hoods and BSCs have EHS paperwork posted with responsible person contact information listed						
Magnehelic gauge reading on BSC matches most current certification sticker						
Exhaust & alarm working properly in fume hoods or marked out of operation						
GAS CYLINDERS	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Properly secured						
Cylinders in storage labeled as empty or full						
Caps on cylinders when not in use						
Laboratory door signage indicates gas cylinder storage						



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BIOHAZARD WASTE	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Proper disposal of sharps Red used for biohazardous waste Needles/syringes are never bent or broken Sharps containers are not filled beyond $\frac{3}{4}$ full						
Biological waste is collected in bags marked with the biohazard symbol and kept in a red, hard-walled, closable container						
Autoclave performance verified weekly with biological indicator; records are maintained in the laboratory for (1) year						
If listed in LSP, appropriate chemical disinfectant is present in the lab with proper labeling						
All waste generated in BSC is collected in BSC						
ADMINISTRATIVE CONTROLS	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
Lab furniture and surfaces are non-porous and easily disinfected						
Equipment used to manipulate or store biohazards is labeled with biohazard symbol						
Lab door signage is correct for all hazards in laboratory and contains current and accurate contact information						
Hand washing sink available near laboratory exit						
Food/drink not stored in laboratory refrigerators or freezers which are labeled with "no food or drink" signage						



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RADIOACTIVE MATERIALS/EQUIPMENT	N/A	Yes	No			
			Imminent Danger	Critical	Non-critical	Documentation
No radioactive equipment, waste, or materials remain in the laboratory						
All radioactive signage has been removed from lab doors and equipment						

Violation and Severity	Enforcement
Imminent danger - reasonable certainty a hazard exists that can be expected to cause serious physical harm	EHS notifies laboratory personnel to cease operations immediately and close the laboratory. EHS will work with PI and department head for immediate abatement or a plan for isolating the hazard. University Police may be used to secure the area if necessary. Lab will not reopen until EHS has performed follow-up inspection to ensure compliance and safety.
Critical departure - will likely lead to physical harm or significant exposure to biological or physical agents or violates regulatory standards	EHS notifies laboratory personnel and PI of the violation and sets a deadline for abatement, and may recommend that the PI shut down the operation until abated. EHS will perform follow-up inspections to ensure compliance.
Non-critical departure - direct relationship to health and safety but probably would not cause serious physical harm or significant exposure to hazardous agents	EHS notifies laboratory personnel and PI of the violation and requests abatement as soon as practicable.
Documentation - required documentation has not been completed, updated, submitted, and/or retained	EHS notifies laboratory personnel and PI of the missing documentation and requests abatement as soon as practicable.