OSU Chemistry and Biochemistry Inspection Form

PI		Inspector	
Building and Room #'s		Date	

Signage	**Yes**	**No**	**N/A**	**Comments**
Room signs posted with correct contact information				
Emergency telephone numbers posted in laboratory/office (link)				
Abbreviation Sheet posted in lab (link)				
Documentation	**Yes**	**No**	**N/A**	**Comments**
BEAP training completed				
Lab Standard training completed				
Any other applicable training (BBP, Laser, etc)				
New Worker checklists completed				
Initial In-Lab Training is documented				
Annual In-Lab Training is documented				
Lab has Chemical Hygiene Plan (CHP)				
CHP has been updated within last calendar year				
SOP's are written for lab specific activities and general lab hazards				
SOP's contain required information				
SOP for Processes (LN2 filling, gloveboxes, schlenck lines, Autoclaves, quenching, Bunsen burners, etc)				
PPE Assessment or Job Hazard Assessment completed				
Hazard Evaluation Assessment Tool (HEAT) complete (EHS website)				
Inventory – up to date on EHS Assist and certified within the last year				
ORAT complete (everyone in the lab)				
Work Practices	**Yes**	**No**	**N/A**	**Comments**
Refrigerators posted no food or drink				
Handwashing sink- stocked with soap and paper towels				
Proper handling and disposal of sharps				
Proper handling of clean glassware				
No exposed sharps				
No single-pass water				
Lab in good repair (walls intact, ceiling tiles, good lighting, shelving)				

Lab Emergencies /Preparation	**Yes**	**No**	**N/A**	**Comments**
All lab personnel know evacuation procedures, routes, and assembly location				
Evacuation map is present				
All lab personnel know the response for injuries and exposures				
Eyewash/ safety shower is available within 10 seconds				
Eyewash/emergency shower clear of obstructions (36 inches)				
Date of last eye wash test **(Date:)**				
First aid kit present and stocked (no expired materials)				
Knows the location of closest AED				
Spill kit available and stocked (no expired items)				
Fire and Life Safety	**Yes**	**No**	**N/A**	**Comments**
Exit, aisles, fire panels, and corridors free from obstructions				
Lab doors and fire doors kept closed;				
Proper Fire Extinguisher for lab hazards (ABC, BC, D)				
Fire extinguisher present and tested within the last year **(Date:)**				
Fire alarm bells, horns, and strobes unobstructed				
Good housekeeping (no build-up of combustible materials (boxes)				
Storage clearance from the ceiling 18" with sprinklers, 24" without				
Electrical	**Yes**	**No**	**N/A**	**Comments**
Electrical panel accessible				
Plugs, cords, and receptacles in good condition (no electrical tape, cracks, or bare wires)				
Appropriate electrical cord use (no extension cords, etc)				
PPE	**Yes**	**No**	**N/A**	**Comments**
Appropriate footwear and attire always worn in lab				
Lab coat assigned and worn in lab				
Fire Resistant (FR) PPE is assigned and worn when required in the lab				
Lab coats are being laundered				
Extra lab coats are returned to proper location				
Gloves available in the lab				
Eye protection assigned, available, and used				
Face shield and/or splash goggles available (if splash hazard present)				
Other required PPE available as needed.				
Chemical Safety	**Yes**	**No**	**N/A**	**Comments**
All Lab personnel know how to access SDS's click on ChemWatch				

Storage cabinets labeled, clean, and uncluttered				
Containers labeled/ good condition / stored securely / containers are upright and not stacked on one another / closed when not in use / no visible contamination / appropriate location				
Chemicals are separated by hazard classes (acids, bases, oxidizers, flammables, etc) Chemical Compatibility				
Flammables	**Yes**	**No**	**N/A**	**Comments**
<10 gallons of flammables outside of approved flammable storage cabinet				
Approved flammable storage cabinet present and in use				
Flammables stored in approved containers				
Grounding and Bonding for dispensing flammable solvents				
Domestic refrigerator/freezer do not have flammable materials storage				
Compressed gases	**Yes**	**No**	**N/A**	**Comments**
Gas cylinders are always secured				
Gas cylinders are capped when not in use				
Proper storage of oxidizing and flammable gases				
Gas cylinder within hydrostatic test date **(Date:)**				
Lab has toxic gases **(List:)**				
Fume hoods	**Yes**	**No**	**N/A**	**Comments**
Tested yearly **(Certification date:)**				
Audio alarm / visual / indicator functioning				
Clutter minimized in hood (supplies, chemicals, equipment) and not used for storage				
Lab is elevating equipment in fume hood as needed (lab jacks, etc)				
Fume hoods are used correctly (closed sash, unobstructed baffles, etc)				
Special Hazards	**Yes**	**No**	**N/A**	**Comments**
Lab has SOPs for high hazard chemicals and processes				
Lab has calcium gluconate for Hydrofluoric acid (HF) usage (not expired)				
High Hazard chemical storage locations (Corrosives, Water-reactive, pyrophorics, etc)				
Peroxide formers are dated when received and opened and properly disposed				
Lab has designated areas posted for carcinogens, reproductive toxins, and highly toxic chemicals				
No respirator use unless in Respiratory Protection Program				

Chemical Waste	**Yes**	**No**	**N/A**	**Comments**
Chemical waste is identified, labeled, segregated, stored, and disposed of properly				
Chemical waste is capped and closed except when adding waste				
SOP's address proper waste disposal				
Lab understands how to request waste pick up and supplies				
Proper handling of contaminated glassware and debris (gloves, weigh boats, etc				
Waste is in secondary containers				
Cold Room Safety	**Yes**	**No**	**N/A**	**Comments**
Room Sign is posted on Cold room Door				
All items are labeled with Researcher and PI name and date				
No cardboard or Styrofoam Storage				
No waste, food or beverage, or gas cylinders in cold room				
Basic Biosafety	**Yes**	**No**	**N/A**	**Comments**
Lab has the authorization to work with biologicals, if applicable				
Lab has an up-to-date e-protocol- research, locations, and personnel				
Lab members have completed BBP training within last year, if applicable				
Lab doors are closed (when work is being completed or lab is empty)				
Biosafety cabinet is certified				
Vacuum flasks have in-line filter, in secondary container, and labeled				
Lab chairs are covered in non-porous material				
Biohazard sign posted at the entrance to the lab and includes the Biosafety level with contact info				
Equipment for the storage or use of biohazardous materials is labeled with a biohazardous symbol				
Lab has up-to-date Exposure Control Plan				
Lab Members have access to OSU Biosafety Manual and NIH Guidelines.				
Biohazardous waste	**Yes**	**No**	**N/A**	**Comments**
Biohazardous waste must be labeled, appropriately covered, and contained				
Lab understands how to request Biohazardous waste pick-ups				
Items in italics – best practices				