| Building & Room Number: |  |
| Date: |  |
| Re-Inspection Date: |  |
| Department: |  |
| Auditor: |  |
| PI: |  |
| Contact: |  |

### Signs & Labels

<table>
<thead>
<tr>
<th>Points</th>
<th>Yes</th>
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<th>N/A</th>
<th>Re-Insp</th>
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<tr>
<td>Are the following labeled correctly?</td>
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<td>Entrance to laboratory?</td>
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<td>Refrigerator/Freezer/Microwave?</td>
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<td>Electrical hazards?</td>
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<td>Chemical Storage Areas?</td>
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<td>Carcinogen Areas?</td>
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<td>Chemicals not in primary container?</td>
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### Chemical Hygiene Plan (CHP) / Training/Awareness

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<td>Are the following areas updated in the &quot;blue book&quot;?</td>
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<td>Chemical Hygiene Plan (CHP)</td>
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<td>Appendix 1 – Eye Wash</td>
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<td>Appendix 2 – Lab Specific Training Record</td>
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<td>Appendix 3 - Hazard Assessment Checklist</td>
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<td>Appendix 4 – Lab Specific Training Outline</td>
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<td>Appendix 15 – BBP Training</td>
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<td>Online Chemical Inventory system used?</td>
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<td>IBC Protocol</td>
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### Engineering Controls

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<th>No</th>
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<tr>
<td>Is the safety shower accessible?</td>
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<td>Is the eyewash unobstructed?</td>
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<td>Is electrical panel accessible and are doors able to open fully (90°)?</td>
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<tr>
<td>Is there adequate seismic protection on chemical storage shelves?</td>
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<td>Are doors leading to the corridors closed or on automatic closures?</td>
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<tr>
<td>Are fire extinguishers accessible, wall-mounted, annually certified and inspected monthly?</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Are gas cylinders stored and secured properly?</td>
<td>3</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Are vacuum system flasks labeled and protected (taped, plastic, etc.)?</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Are the vacuum flasks for the biosafety cabinet properly contained when stored on the floor?</td>
<td>2</td>
<td></td>
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<tr>
<td>Is the biosafety cabinet annually certified?</td>
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<tr>
<td>Is the fume hood annually inspected (EH&amp;S)?</td>
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<tr>
<td>Is the amount of material in the fume hood minimal?</td>
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<tr>
<td>Are the airflow slots in the back of the fume hood clear?</td>
<td>1</td>
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</table>
## Personal Protective Equipment

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<tr>
<th>Points</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Re-Insp Yes</th>
<th>Re-Insp No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Are the following articles of PPE worn when appropriate?

- **Lab Coat?** 3
- **Gloves?** 3
- **Approved eye protection?** 3
- **Adequate shoes (no sandals)?** 3

If a respirator/mask is worn, is it being used appropriately?

Do personnel show proper respect for the use of PPE? 3

---

## Hazardous Materials Storage

<table>
<thead>
<tr>
<th>Points</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Re-Insp Yes</th>
<th>Re-Insp No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Are the following chemicals stored/segregated properly?

- **Flammables?** 1
- **Acids?** 1
- **Bases?** 1
- **Oxidizers?** 1
- **Toxics?** 1

Are potentially unstable materials stored and managed properly? 2

**Are Select Agent Toxins handled properly?** 3

Are Controlled Substances managed properly?

- **Stored in a securely locked cabinet?** 3
- **Perpetual use log maintained?** 3
- **Annual inventory performed?** 3
- **Accessible only to those with a successful background check?** 3

Are hazardous chemicals stored below eye level? 2

---

## Preparedness/Prevention

<table>
<thead>
<tr>
<th>Points</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Re-Insp Yes</th>
<th>Re-Insp No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Are glass chemical bottles stored properly and not on the floor? 1

Are chemical spills cleaned up properly? 1

Is general housekeeping used (including non-hazardous spills)? 2

Is a minimum of 18 inches of clearance maintained below the deflector of the lowest installed fire sprinkler head? 2

Are all flames attended? 1

**Are food/beverages kept in clean areas/rooms and “food only” refrigerators/freezers?** 3

Is the chemical spill kit location known? 1

---

Total Points 11 24 18
<table>
<thead>
<tr>
<th>Waste Management</th>
<th>Points</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Re-Inspection Yes</th>
<th>Re-Inspection No</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Proper labeling of unwanted material/waste containers (labels completed properly)</td>
<td>3</td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>Are best practices followed when managing unwanted material/waste?</td>
<td>3</td>
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<td></td>
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<tr>
<td>Are all unwanted material/waste containers segregated by hazard class (including secondary containment when necessary)?</td>
<td>3</td>
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<tr>
<td>Are all unwanted material/waste and hazardous chemical containers kept securely capped when not in use?</td>
<td>3</td>
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<tr>
<td>Are all unwanted material/waste containers within the regulatory time limit?</td>
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<tr>
<td>Are RFP forms submitted in a timely manner (if unwanted material/waste containers present)?</td>
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<tr>
<td>Is Infectious waste properly managed?</td>
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<td>Are needles, razor blades and other metal sharps disposed of in an approved sharps container?</td>
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<td>Is there less than 55 gallons total of unwanted materials?</td>
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<td>Are P listed chemicals managed properly?</td>
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<td>Are peroxide-forming compounds disposed of within one year of opening?</td>
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<tr>
<td>Are non-contaminated broken glass, pipettes and pipette tips disposed of properly?</td>
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<td><strong>Emergency Procedures</strong></td>
<td><strong>Points</strong></td>
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<td><strong>No</strong></td>
<td><strong>N/A</strong></td>
<td><strong>Re-Inspection Yes</strong></td>
<td><strong>Re-Inspection No</strong></td>
<td><strong>N/A</strong></td>
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<td>Is there an emergency telephone list posted by the telephone?</td>
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<tr>
<td>Do lab personnel know where to evacuate in case of fire?</td>
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<tr>
<td>Do lab personnel know how to use a fire extinguisher (PASS)?</td>
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<tr>
<td>Do lab personnel know the proper procedures if an injury/chemical or biological spill occurs?</td>
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<tr>
<td>Do lab personnel know how to contact protective services/campus police?</td>
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