

## Checklist Key:

NA= not applicable

Check= satisfaction

X= needs attention (circle if urgent)

### 1. General Work Area

V    NA    X

	V	NA	X
Work and storage area, and hood clear of clutter			
Access to exits, eyewashes, showers and fire extinguishers unrestricted			
Food area segregated from work and storage areas			

### 2. Emergency Equipment

Appropriate extinguishers available and inspected annually by FDNY approved companies			
First aid kit available and nearby			
Eyewash working properly and flushed weekly			
Safety shower working and not blocked			
Appropriate material available for Spills			
Mercury clean-up kit available and nearby			
Broken glass container available and emptied regularly			

### 3. Communication System

Phone accessible			
Emergency telephone numbers posted next to phone			
Emergency equipment location marked with signs			
MSDS or equivalent for important chemicals is immediately available			
Door signs are appropriate to hazards in room. No extraneous signs			

### 4. Ventilation

Hoods free of clutter and stored chemicals			
Fume hoods (80-100 feet/minute, light, sash, monitor) working properly			
No unusual odors			
Room ventilation operating and not tampered with			

### 5. Chemical Storage

Chemical bottles & vials must be labeling with full chemical name (including distilled water), date received from vender, and warnings			
Chemical Inventory available and current			
Flammable solvent storage limited to 15 gallon per room (includes waste solvents)			
Store chemicals according to compatible group- not alphabetical order			
Incompatible materials segregated (acids, bases, flammables, reactive, etc.)			
Containers of unneeded chemicals must be discarded or recycled. Crusted caps or thick dust are evidence of unneeded chemicals.			
Potential explosives stored securely and separately (peroxides, perchlorates, picric, peroxidizables) peroxidizables usually expire within one year after received from vender and must be tested			
Shelves in good condition			
When required, chemicals are stored in flammable liquid storage refrigerators			
No storage near radiator or steam pipes			
Chemicals and waste are not stored in unsafe locations(such as edge of counter)			

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### 6. Compressed Gas

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No long term storage of corrosive gases, H <sub>2</sub> or H <sub>2</sub> /N <sub>2</sub> tanks			
Oxygen & flammable gas are stored separately from each other			
Gas cylinders secured in upright position and capped if not in use			
Gas cylinders must be hydrostatically tested within 10 years			

### 7. Protective Equipment

Goggles available and in use (and face shield as needed)			
An assortment of proper gloves available and in use			
Protective clothing (aprons, sleeves, booties, labcoats, etc.) available			

### 8. Lab Equipment

All equipment guarding is in place (e.g. vacuum pumps)			
Electrical wires not frayed or as trip hazard.			

### 9. Waste Management

Sink area clean and free of chemicals (such as Acetone wash bottles)			
A hazardous waste satellite accumulation area is designated			
Waste chemicals are packaged in securely capped bottle or containers at all times			
"Hazardous Waste label" indicating full chemical waste names of principal components			
Unwanted chemicals and waste is removed regularly			
Hoods are not used for waste disposal (thought evaporation.)			
Specific waste containers present and labeled			
Sharp objects (e.g. needles, razors) disposal container (if applicable)			

### 10. Special Procedures

Lasers, high intensity, or high energy light sources marked on doors and inside.			
Radioactive labeled, radiation monitors present, lab room marked			
Biological hazards isolated, labeled, anti-infection procedures in place			
High voltage electrical equipment marked and shielded			

### 11. Spill clean up

Laboratory workers know where spill clean up procedures & materials are available.(3E09)			
Lab workers are trained in spill clean up and records are available..			