

LABORATORY & SHOP INSPECTION CHECKLIST

Building & Rm: _____	Inspected By: _____
PI/Area Supervisor: _____	Date: _____

All laboratory and shop spaces containing hazardous materials must be inspected at least quarterly. For each item check Yes, No, or N/A. Be sure to retain all documentation regarding inspections, including findings *and* corrective actions taken for any “No” responses, for a minimum of 3 years. Contact EH&S at 723-0448/ www.stanford.edu/dept/EHS for questions or additional information.

Y	N	N/A	General Safety
			1. Area around fire extinguishers, pull alarms, emergency showers, and electrical panels kept clear?
			2. Eighteen-inch vertical clearance maintained from fire sprinkler heads (e.g., over shelves)?
			3. Cabinets, furniture, and equipment taller than 4 feet braced or anchored?
			4. Food and drink stored and consumed away from toxic and infectious materials?
			5. Refrigerators/freezers labeled either “Food & Drink Only” or “No Food & Drink”?
			6. Extension cords and power strips not daisy chained and no permanent extension cords in use?
			7. No exposed wiring or damaged electrical cords?
			8. Floors are clear and aisles and adjacent hallways unobstructed?
			9. Floors dry and free of slip hazards; bench tops (including hoods) reasonably organized and clean?
			Hazardous Materials & Waste
			10. All containers, including non-hazardous chemicals and wastes, legibly labeled with the full chemical or trade name (note: abbreviations/formulas are not adequate)?
			11. All hazardous materials and oil pumps stored in secondary containment free of spilled material?
			12. Incompatible materials segregated (see Stanford’s Storage Group Classification System)?
			13. Chemical and waste containers in good condition and closed except during use (no funnels)?
			14. Flammable liquids >10 gallons (including flammable waste and acetic acid) stored in flammable liquid storage cabinets?
			15. Flammables that are refrigerated are placed in explosion-proof or flammables refrigerators only?
			16. No gravity dispensing of flammable liquids, use of top-mounted pumps only?
			17. No hazardous materials near sinks or drains unless secondary containment is provided?
			18. Lab practices minimize volatilization (i.e. traps used, open-container procedures minimized)?
			19. “Chemical Waste Compliance” poster posted in lab where hazardous waste is accumulated?
			20. Storage in fume hoods minimized and sashes kept closed when not in use?
			21. Emergency contacts, chemical storage maps, and chemical inventory in life safety box are current?
			22. Hazardous material spill cleanup kits and first aid kits available (recommended)?
			23. All chemical wastes properly containerized with waste tags completed (see back of tag) and kept for no longer than 9 months from “accumulation date” on waste tag?
			24. Biohazardous waste in red bags with proper signage in hard sided, closed secondary containment with biohazard symbols on four sides and top?
			Compressed Gas
			25. Cylinders listed on chemical inventory, positioned so that contents label is visible, and stored in a dry, well-ventilated location protected from heat sources?
			26. Cylinders > 26” tall secured to a rigid structure at 1/3 and 2/3 height with metal chains and a maximum of 2 cylinders per pair of chains (one restraint for cylinders <26” and dewars)?
			27. Cylinder valves closed and valve caps in place when cylinders not in use?

Comments & Additional Findings (continue on back)