

Laboratory Compliance Checklist

General Safety

- ☐ All lab personnel are up to date on their training before entering the laboratory.
- ☐ Lab is maintained secure; access is restricted to authorized personnel.
- ☐ Appropriate clothing (no shorts or sandals) worn by everyone in the lab.
- ☐ Minimum supply of personal protective equipment (PPE) for routine work is available to all lab members.
- ☐ Work and storage areas are clear of clutter; access to exit is unrestricted.
- ☐ Everything should be off the ground; no storage should be touching the floor. Elevated storage is required.
- ☐ No food or drinks found in labs.
- ☐ Proper signage is posted and clearly indicate any hazards.
- ☐ Emergency phone numbers and plans posted next to phone.

Chemical Safety

- ☐ Appropriate labels are found on all hazardous chemical containers.
- ☐ Never used an expired chemical for any testing; expired chemicals should be immediately disposed of.
- ☐ Flammable liquid storage follows regulations for flammable cabinets or non-flammable cabinet limits.
- ☐ Fume hoods free of clutter and stored chemicals.
- ☐ All compressed gas cylinders secured in upright position.
- ☐ All compressed gas cylinders capped when not in use.
- ☐ Acid, base, flammable, and non-hazardous chemicals are stored properly.
- ☐ Shelves and chemical containers in good condition (no leaks, rust).
- ☐ Spill control equipment (neutralizers, absorbent pads, spill kits, etc.) are present and accessible.
- ☐ Eyewash station not blocked and easily accessed.

Hazardous Waste

- ☐ Hazardous waste collection areas are properly ventilated.
- ☐ Hazardous waste disposable log is up to date and accurate.
- ☐ Waste containers are never pushed down to make room.
- ☐ Waste containers are in good condition (no leaks or rust).
- ☐ Secondary containers are utilized in situations where regulation calls for it.
- ☐ Secondary container is in good condition (no leaks, tears, or rust).
- ☐ Regulated medical waste is placed into red bags within boxes that are properly labels or in another suitable container (e.g., 55-gallon fiberboard drum).
- ☐ Each container is marked with the appropriate "Hazardous Waste" signage.
- ☐ Each container is marked identifying the contents stored inside.
- ☐ Waste containers are closed unless waste is being added.

Biological Safety

- ☐ Biological materials are not stored in hallways or chase ways in unlocked freezers or refrigerators.
- ☐ Appropriate signage is visible and easily identifiable (e.g., infectious materials, active pharmaceutical exposure, etc.).
- ☐ Full PPE is worn the entire time while exposed to biological materials.
- ☐ Disinfectants are on hand for sanitizing bench tops and treating spills.
- ☐ Biological material cabinets are within certification range.

Radiation Safety

- ☐ Proper signage is visible and easily identifiable for presence of radiation and radiation materials.
- ☐ Radioactive waste is generated and disposed of in accordance to current regulations.
- ☐ All in-use containers are properly labeled.
- ☐ The Geiger-Müller meter (GM meter) is within calibration range and date.
- ☐ Vials of radioactive material within a freezer are stored in a proper "lock box."