

# Laboratory Compliance Checklist

## General Safety

- Lab is maintained secure; door is locked when no one is in lab.
- Appropriate clothing (no shorts or sandals) worn by everyone in lab.
- Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.) is available in labs handling chemicals, infectious materials, or any other health/physical hazard.
- Work and storage areas clear of clutter; access to exit is unrestricted.
- No food or drinks found in labs.
- Hazard sign posted on corridor door.
- Emergency phone numbers & plan posted next to phone.

## Chemical Safety

- Eyewash not blocked; can be accessed easily.
- Fume hood free of clutter and stored chemicals.
- Appropriate labels are found on all hazardous chemical containers.
- Flammable liquid storage is limited to 25 gallons/room w/o flammable cabinet.
- No flammable chemicals stored in regular refrigerator.
- All compressed gas cylinders secured in upright position.
- All compressed gas cylinders capped when not in use.
- Shelves and chemical containers in good condition (no leaks, rust).
- Spill control equipment (neutralizers, absorbent pads) are present.

## Hazardous Waste

- Hazardous chemical waste is generated in this area.
- Satellite Accumulation Area (SAA) is located at or near where waste is generated.
- Maximum SAA storage capacity not exceeded (55-gallons per hazardous waste stream).
- Waste containers are in good condition (not leaking, rusted, bulging or damaged).
- Each container is marked with the words "Hazardous Waste".
- Each container is marked with full chemical names identifying the contents stored inside (no abbreviations or formulas).
- Waste containers are kept closed unless adding waste.
- Waste containers storing liquid hazardous waste at or near sinks and drains are stored within secondary containment.
- Secondary containment is in good condition (free of cracks, gaps and impervious to leaks).
- Regulated medical waste or "sharps" waste is generated in this area.
- Sharps are disposed in a proper container that is kept closed unless waste is being added.
- Regulated medical waste is placed in red bags within boxes that are properly labeled or in another suitable container (e.g. 55-gallon fiberboard drum).

## Biological Safety

- Biological materials are not stored in hallways or chase-ways in unlocked freezers or refrigerators.
- Biohazard signs are posted in all labs handling infectious materials (BSL2 >).
- Lab coats, gowns or scrubs are in use in labs handling infectious materials (BSL2 >).
- Disinfectants are on hand for sanitizing bench tops and treating spills.
- Biological safety cabinet(s) were certified within the last 12 months.

## Radiation Safety

- If radioactive material is present, is a proper sign posted on the lab door?
- Radioactive waste is generated in this area.
- Mixed waste (e.g. scintillation vials and any other radioactive and hazardous chemical waste mixture) is generated in this area.
- Radioactive and/or mixed waste containers are properly labeled.
- The GM meter(s) is calibrated.
- The radioactive material use area is marked properly.
- The radioactive material storage freezer is properly labeled.
- Vials of radioactive material within a freezer are stored in a proper "lock box".