

ENVIRONMENTAL SAFETY LABORATORY INSPECTION FORM (rev. 8/03)

PLEASE POST THIS DOCUMENT IN AN ACCESSIBLE AREA FOR ALL LABORATORY EMPLOYEES TO VIEW

This Environmental Safety Laboratory Inspection is an appraisal of chemical hygiene and general safety precautions in your laboratory. Its purpose is to evaluate your laboratory's compliance with Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Missouri Department of Natural Resources (MoDNR), City of St. Louis, and University requirements at Saint Louis University. It is extremely important that the deficiencies identified be promptly addressed and corrected. Questions or comments regarding the inspection should be directed to Office of Environmental Safety and Services at 314-577-8608.

PI: _____ BUILDING/ROOM: _____ DEPARTMENT: _____

DATE: _____ INSPECTOR: _____ PHONE: _____

SUMMARY OF INSPECTION FINDINGS	A. <input type="checkbox"/> No items of noncompliance or unsafe conditions were identified	B. <input type="checkbox"/> Items of noncompliance or unsafe conditions were identified; SEE BELOW	C. <input type="checkbox"/> Uncorrected repeat and/or excessive violations were identified; SEE BELOW
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<p><u>GENERAL SAFETY and HOUSEKEEPING</u></p> <p>___ 1. Aisles and walkways not free of tripping hazards</p> <p>___ 2. High shelves and/or cabinet tops have items which may fall and injure someone</p> <p>___ 3. Empty containers, boxes, and broken equipment not promptly discarded</p> <p>___ 4. Emergency exit blocked or poorly accessible</p> <p>___ 5. Power cord found in poor condition or not tie wrapped</p> <p>___ 6. Energized electrical panel uncovered and/or blocked</p> <p>___ 7. Portable electric heater used in the laboratory</p> <p>___ 8. Failure to remediate non-hazardous chemical release within a timely manner</p> <p><u>SAFETY MANUALS and TRAINING RECORDS</u></p> <p>___ 9. Chemical Hygiene Plan unavailable</p> <p>___ 10. Pathogen Exposure Control Plan unavailable</p> <p>___ 11. MSDS's unavailable for lab employees</p> <p>___ 12. Laboratory Safety and Compliance training</p> <p style="padding-left: 20px;">___ a. Annual Training not up-to-date</p> <p style="padding-left: 20px;">___ b. New employees have not attended initial training</p> <p>___ 13. Lab Specific Training Outline unavailable</p> <p>___ 14. Chemical Inventory unavailable</p> <p>___ 15. Previous lab inspection not posted</p> <p><u>PERSONAL PROTECTION</u></p> <p>___ 16. Respirators used without proper clearance/fit testing/training</p> <p>___ 17. Personal protective equipment (e.g. gloves, safety glasses, lab coat) unavailable or of limited quantity</p> <p>___ 18. Staff not wearing gloves, safety glasses, or other protective equipment while working with hazardous chemicals/reagents</p> <p>___ 19. Staff wearing open toed shoes (sandals, etc.), skirts or shorts while working with hazardous chemicals/reagents</p> <p><u>LABORATORY PRACTICES</u></p> <p>___ 20. Gloves are worn outside the lab</p> <p>___ 21. Evidence of personnel eating or drinking in the laboratory</p> <p>___ 22. Food items stored with hazardous chemicals</p> <p>___ 23. Workers do not use a safe platform for climbing</p> <p>___ 24. Hazardous chemicals not carried in secondary/spill-proof containers when transported through corridors</p>	<p><u>CHEMICAL USE and STORAGE</u></p> <p>___ 25. Chemicals not properly segregated by hazard class</p> <p>___ 26. High-pressure gas cylinders unsecured, uncapped, or transported unsafely</p> <p>___ 27. Hazardous chemicals stored above eye level</p> <p>___ 28. Fume hood used as storage area for hazardous chemicals</p> <p>___ 29. Excessive quantities of hazardous chemicals/reagents stored on lab bench top</p> <p>___ 30. Hazardous chemicals/reagents stored on the floor</p> <p>___ 31. Chemicals susceptible to peroxide formation are not dated (e.g., ether, 1,4 dioxane, tetrahydrofuran, picrates)</p> <p>___ 32. Chemicals not labeled with the following information:</p> <p style="padding-left: 20px;">___ a. Full chemical name</p> <p style="padding-left: 20px;">___ b. Chemical concentration (if applicable)</p> <p style="padding-left: 20px;">___ c. Hazard class</p> <p>___ 33. Storing an uncapped chemical container in the laboratory</p> <p>___ 34. Allowing a chemical liquid to evaporate inside or outside the fume hood</p> <p>___ 35. Flammable liquids not stored in flammable storage cabinet</p> <p>___ 36. Flammable storage cabinets not located in a safe area</p> <p>___ 37. Excessive quantities of flammable liquids present</p> <p>___ 38. Flammable liquids stored in non-explosion-proof/non-flammable-proof refrigerator</p> <p>___ 39. Unattended chemicals not secured against unauthorized access</p> <p><u>SAFETY EQUIPMENT and ENGINEERING CONTROLS</u></p> <p>___ 40. Eye Wash Station</p> <p style="padding-left: 20px;">___ a. Unavailable or not accessible</p> <p style="padding-left: 20px;">___ b. Not inspected weekly</p> <p>___ 41. Safety shower unavailable or not accessible</p> <p>___ 42. First aid kit location not known and/or not available</p> <p>___ 43. Fire extinguisher not readily accessible</p> <p>___ 44. Fume Hood</p> <p style="padding-left: 20px;">___ a. Unavailable or not used when handling hazardous chemicals</p> <p style="padding-left: 20px;">___ b. Not inspected annually</p> <p style="padding-left: 20px;">___ c. Chemical containers not capped or in poor condition</p> <p style="padding-left: 20px;">___ d. Performance impeded by overcrowding</p> <p>___ 45. Vacuum System</p> <p style="padding-left: 20px;">___ a. In-house vacuum system not adequately protected</p> <p style="padding-left: 20px;">___ b. Vacuum system flask not labeled and protected</p>	<p><u>HAZARDOUS WASTE COMPLIANCE</u></p> <p>___ 46. Hazardous Chemical Waste Labeling</p> <p style="padding-left: 20px;">___ a. Not labeled "Waste" or "Hazardous Waste"</p> <p style="padding-left: 20px;">___ b. All chemical components not listed</p> <p style="padding-left: 20px;">___ c. No accumulation start date</p> <p>___ 47. Hazardous Chemical Waste Storage</p> <p style="padding-left: 20px;">___ a. Not segregated by hazard class</p> <p style="padding-left: 20px;">___ b. Greater than one container per chemical waste stream</p> <p style="padding-left: 20px;">___ c. Excessive amounts of hazardous wastes accumulated (chemical, biological, radioactive)</p> <p style="padding-left: 20px;">___ d. Accumulation start date greater than one year</p> <p>___ 48. Sharps, Broken Glass, Empty Containers:</p> <p style="padding-left: 20px;">___ a. Sharps containers not used or disposed of improperly</p> <p style="padding-left: 20px;">___ b. Broken Glass not placed in proper receptacle</p> <p style="padding-left: 20px;">___ c. Failed to triple rinse and remove/mark out labels of empty chemical containers</p> <p>___ 49. Mercury/Chemical Spills:</p> <p style="padding-left: 20px;">___ a. Broken mercury thermometer not contained or labeled</p> <p style="padding-left: 20px;">___ b. Failure to promptly report a mercury/chemical release</p> <p><u>SIGNS and POSTINGS</u></p> <p>___ 50. Clean area not identified</p> <p>___ 51. Emergency phone list not posted within laboratory</p> <p>___ 52. Emergency poster not posted within laboratory</p> <p>___ 53. Emergency Procedures not posted by the laboratory phone</p> <p>___ 54. Laboratory refrigerators/freezers/microwaves not labeled "Not for Food Use"/ "Not for Flammable Liquid Storage"</p> <p>___ 55. Restricted area not identified</p> <p>___ 56. Cabinets and/or storage areas not labeled properly</p> <p>___ 57. Lack of proper biohazard warning labels identifying biohazard areas or equipment</p> <p><u>COMMENTS</u></p> <p>[] NO comments necessary [] See attached comments</p> <hr/> <p style="text-align: center;">(Signature of Principal Investigator or Laboratory Staff Member)</p> <hr/> <p style="text-align: center;">(Reviewed by: Chemical Hygiene Officer/Director Environmental Safety)</p>
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