



LABORATORY SELF INSPECTION FORM

Building: _____ Room: _____ Inspection Date: _____ Time: _____

		<i>yes</i>	<i>no</i>	<i>N/A</i>	Reference	Notes
Posted Information- Outside						
1.	Is emergency notification posted on door up to date with PI name & phone number, lab manager name & phone number?				MSU CHP	
Signage and Labeling						
2.	Are the emergency procedures posted? (emergency phone numbers, steps to take in case of emergency, etc.)				MSU CHP	
3.	Is "No Food" sign posted on lab microwaves; "No food and no flammables" sign posted on lab refrigerators; and "Food Only" on office microwaves and refrigerators?				MSU CHP	
4.	Are biohazard warnings on freezers, refrigerators and storage units if needed?				MSU BMB	
5.	Are secondary chemical containers labeled with their contents and hazards?				MIOSHA	
Security						
6.	Is entry limited and restricted? (Door closed and locked, any inquiries from people in the lab about you?)				MSU CHP	
MSU Right to Know						
7.	Is the chemical inventory posted near door and updated within the last 6 months?				MSU CHP	
8.	Is the MIOSHA Right-to-Know poster and SDS information posted prominently?				MIOSHA	
Housekeeping/Safety/Egress						
9.	Are aisles clear (no clutter)? (Main egress walkway must be 48" and others 3'8")				OSHA	
10.	Are evacuation routes for fire and safe shelters for weather emergencies clearly posted?					
11.	Is lab free of trip hazards (wires, other obstructions, debris, etc?)				MIOSHA	
12.	Is lab free of food/dishes? (Includes food stored in lab refrigerators)				MSU CHP	
13.	Are benches free of clutter/dirty glassware?				MSU CHP	
Chemical Storage and Management						
14.	Do all primary chemical containers have clean, readable labels?				MIOSHA	
15.	Are chemicals segregated by hazard class? (liquids especially)				OSHA	
16.	Are acids, bases, flammables, and corrosives separated?				OSHA	
17.	Are acids segregated from one another by type (organic acids separated from inorganic acids, oxidizing acids, etc?)				PP NFPA 45, 7-2.3.4	
18.	Are hazardous chemicals stored no higher than shoulder height?				MSU CHP	
19.	Are chemical containers in good condition (i.e. not leaking, rusty, bulging, no crystals on outside or inside caps, and no cracked caps?)				OSHA /EPA	
20.	Are areas under sinks free of corrosive and/or water reactive chemicals?				MSU CHP	
21.	Is there secondary containment under hazardous liquids?					
Fire Safety						
22.	Are all flammables kept in Flammable Safety Cabinet when not in use?					
23.	Do Flammables Class I, II, III materials appear to be limited to 10 gal/100 sq ft of compartment? (FP<200°F)				NFPA 45	
24.	Are flammables stored only flammable safe or explosion proof refrigerators?				NFPA 45	
25.	Are items stored on high shelves stored at least 18" below sprinkler head?				MSU CHP	
Gas Cylinders						
26.	Are gas cylinders secured with a chain or strap above the middle of the cylinder?				NFPA 55, 6-4	
27.	Do gas cylinders without regulators have safety caps in place? Exempt-lecture bottle.				CGA 1.0	
28.	Are toxic, pyrophoric or corrosive gases in gas cabinets?				NFPA 55	
29.	Do flammable gases have flow restrictors – AND is lab either sprinkler equipped or monitored for flammable gas leaks?				NFPA 45, 55	
30.	Are reserve cylinders limited to one per operation/process?				NFPA	
Ignition sources						
31.	Are flammable liquid dispensing stations bonded and grounded?					



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32.	Are vacuum pumps and other ignition sources segregated from flammables/combustibles?					
Electrical Hazards						
33.	Are electrical panels unobstructed (3 feet?)				NFPA	
34.	Does permanent equipment have permanent wiring? (no extension cords; equipment in place more than 6 months is considered permanent)				OSHA	
35.	Are extension cords on temporary equipment adequate (3 prong?)				OSHA	
36.	Are electrical outlets near sink or wet area GFCI equipped?				NFPA	
37.	Are electrical cords in good condition (not frayed or damaged?)				MIOSHA	
38.	Is all equipment grounded via 3-prong plugs or polarized 2 prong plugs? (where possible to check)				NEC	
39.	Is high voltage equipment (> 600V) labeled, grounded, and insulated?				OSHA	
Emergency Equipment / Hygiene						
40.	Are eyewash stations hands-free?				OSHA	
41.	Is an eyewash station available within 10 second access? Unobstructed?				OSHA	
42.	Does the record tag indicate that the eyewash is checked weekly? (drained eyewash only)				OSHA	
43.	Is the safety shower hands-free?				OSHA	
44.	Is the shower available within 10 second access? Unobstructed?				ANSI	
45.	Does the record tag on the shower indicate that the shower has been checked within the last 12 months? Is the tag readable/available?				ANSI	
46.	Are fire extinguishers appropriate?					
47.	Are hand washing facilities/sinks available and working?				MSU BMB	
48.	Are hand towels and soap available and stocked?				MSU BMB	
49.	Do fire extinguishers have a current inspection tag? (within 1 year)				NFPA, OSHA	
50.	Are fire extinguishers visible and accessible?				NFPA, OSHA	
51.	Are spill kits available, accessible and appropriate? (Biological, when appropriate)				MSU CHP	
52.	All exit doors clear and unobstructed? (2 per lab whenever possible)				NFPA	
Personal Protective equipment / Appropriate attire						
53.	Is everyone wearing appropriate clothing (i.e. long pants and closed toed shoes, no shorts or sandals?) *				MSU CHP	
54.	Are safety glasses or goggles worn in all wet bench labs and/or labs with high-pressure equipment?				ANSI Z.81	
55.	Are gloves appropriate and being used? Latex is not appropriate with solvents.				MSU CHP	
56.	Are lab coats/aprons available as appropriate and being used?				MSU CHP	
Physical Hazards						
57.	Do belts, pulleys or other moving parts on equipment have shields or guards attached to prevent entanglement?				MIOSHA	
Ventilation						
58.	Have fume hoods been checked by EHS within the last 12 months per the current MSU protocol? Visible indicators that they are working (kim-wipe, controller, etc?)				OSHA	
59.	Are the baffles and airfoil clear of equipment that could impede airflow?				ASHRAE	
60.	Is the sash closed/lowered when not in use?				ASHRAE	
Chemical Waste						
61.	Is chemical waste sent for disposal within 90 days of first generation?				EPA	
62.	Is chemical waste properly labeled? (Labeled with description of contents and dated with fill start date)				EPA	
63.	Is waste in compatible containers? (e.g., no acids in metal containers)				EPA	
64.	Are waste containers kept closed except when waste is being added?				EPA	
65.	Are waste containers kept in secondary containment?				EPA	
Sharps – Biohazard						



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66.	Are sharps containers available as appropriate?				OSHA	
67.	Are needles and razor blades capped or covered?				MMWA	
Laser Safety/ Other EHS Issues						
68.	Are there class 3 or 4 lasers, embedded or not embedded, present?				ANSI,	
69.	Were there any other items that need to be referred to other EHS specialties? Bio, Rad, Fire, Waste, General Safety? (See description in notes section, below					
Training Documentation						
70.	Was training documentation for all group members present in the lab? All lab personnel must have Chemical Hygiene (once), Hazardous Waste (annual)				RTK, OSHA,	
71.	Was training documented for Compressed Gases, Cryogenes or other specific training as recommended by EHS?					
72.	Was site-specific training documentation for all group members present in the lab as appropriate? Bio Safety/ Bloodborne Pathogens, Radiation Safety, Laser Safety, Shipping (on line and hands-on)				OSHA, DOE	

Follow Up by EHS Required	Imminent Hazard- Immediate Action by Lab Personnel Required
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Plan for correcting any above safety violations:

Inspected by: _____ Date: _____

Corrective actions completed on: _____

PI signature: _____