

# MSU Laboratory Inspection Form

<b>Administration</b>		YES	NO	N/A	CTI
1	Closed doors when work is in place when no one is present				
2	Pest control program is in place				
3	Warning signs and emergency contact information up to date and posted on doors				
4	Site specific training is documented annually				
5	Personnel can demonstrate how to access SDS				
6	Personnel can demonstrate how to access EHS manuals (Chem, Bio, Waste)				
7	Laboratory SOPs are available				
8	Exposure incident response posted				

<b>Facility</b>		YES	NO	N/A	CTI
9	Benchtops and furniture impervious				
10	Disinfection of benchtops and equipment done daily or after equipment use				
11	Inventory logs are used (biological and chemical)				
12	Eyewash is present, flushed weekly (documented), unobstructed, operational				
13	An emergency shower is present				

<b>Personal Protective Equipment</b>		YES	NO	N/A	CTI
14	Disposable gloves available, used, disposed of properly				
15	Specialized protective gloves are available and in good condition				
16	Lab coats are available and worn				
17	Safety glasses/goggles and face protection available and worn as appropriate				
18	Dress code for working in laboratories is followed				

<b>Laboratory Housekeeping</b>		YES	NO	N/A	CTI
19	No food, drink, cosmetics, lotions, non-work-related plants or animals				
20	Broken glass procedures in place (including blood tubes)				
21	Soap and paper towel readily available and used				
22	Good housekeeping practices are being conducted				

<b>Chemical Storage and Handling</b>		YES	NO	N/A	CTI
23	All chemicals are labeled properly				
24	Chemicals are stored properly and according to compatibility				
25	Containers show integrity				
26	Storage areas are labeled				

<b>Compressed Gases</b>		YES	NO	N/A	CTI
27	Cylinders are secured properly				
28	Flammable and Oxidizing gases separated				
29	There are SOPs for toxic gases				

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<b>Peroxide Forming Chemicals</b>		YES	NO	N/A	CTI
30	Peroxide formers dated				
31	Peroxides tested regularly and documented				
32	SOPs present for high hazardous chemicals				

<b>Flammables</b>		YES	NO	N/A	CTI
33	Flammables away from heat, ignition, flames/stored in appropriate fridges or cabinets				

<b>Biological Storage and Handling</b>		YES	NO	N/A	CTI
34	Biohazard signage on equipment and materials as appropriate				
35	Export controlled agents and toxins are locked				
36	Biological materials are labeled properly				

<b>Waste Management</b>		YES	NO	N/A	CTI
37	Chemical waste containers are labeled				
38	Chemical waste containers have closed lids				
39	Biological waste containers are labeled				
40	Biological waste containers have closed lids				
41	Regulated wastes are not stored beyond 90 days				
42	Hazardous waste tags are complete with no abbreviations				
43	Sharps containers labeled, no non-sharp waste, not overfilled, not overdue				
44	Biohazardous waste policies are followed, chemical treatment or autoclaving				

<b>Safety Equipment and Containment</b>		YES	NO	N/A	CTI
45	Biosafety cabinet properly used, disinfected and located				
46	Biosafety cabinet certified annually (BSL-2)				
47	Mechanical devices used, no mouth pipetting				
48	Vacuum system is set-up and waste handled appropriately				
49	Spill kits (biological and chemical) available				
50	Safer sharps or needle locking syringe devices are used for DNA for bloodborne pathogens unless written justification is in place				