

2022-2023 Laboratory Self-Inspection Questions

Administrative and Training

1. Is the roster in [Labs @ Berkeley \(L@B\)](#) current?
2. Has the principal investigator (PI) certified the [Lab Hazard Assessment Tool \(LHAT\)](#) within the last year?
3. Is a current, chemical inventory door sign printed in color and posted at the laboratory entrance? This requires that the inventory has been updated within the last 12 months.
4. Has the chemical hygiene plan (CHP) in the laboratory been completed or updated within the last 12 months? Have all laboratory personnel reviewed the CHP and signed the last page?
5. Are written standard operating procedures (SOPs) available for activities involving hazardous chemicals or physical hazards, and has training on them been documented?
6. Have all lab members (including the PI) completed the required trainings listed in the lab roster ([L@B](#))? This includes EHS 101 Lab Safety Fundamentals (or its refresher course), EHS 207 COVID-19, EHS 106 Spill Response and EHS 502 Workplace Safety.

Chemical Safety and Hazardous Materials Storage

7. Are all chemical containers (including squirt bottles and hazardous waste containers) clearly labeled with contents and primary hazard(s), and are they in good condition (not corroded or leaking)?
8. Are less than 10 gallons of flammable liquids stored in the laboratory outside of flammable storage cabinets (all other flammable liquids should be stored in flammable storage cabinets)?
9. Are containers of hazardous materials [one-gallon (4-liters) or larger] stored in secondary containment to contain a spill?
10. Are containers of hazardous materials stored on the floor in a secondary containment and not impeding walkways?
11. Are incompatible chemicals stored appropriately (e.g. acids separate from bases, oxidizers separate from flammables)?

Laboratory Safety Equipment & Personal Protective Equipment

12. Is access to the emergency eyewash and/or safety shower free of obstructions?
13. Are emergency eyewashes tested (flushed) monthly and tests documented on the provided tag? EH&S can provide tags if the tag is full.
14. Is proper personal protective equipment (PPE) worn in the laboratory?
15. Is cryogen PPE inspected for wear and tear, and replaced as necessary?

Hazardous Waste

16. Are all hazardous waste containers labeled with current [Hazardous Waste Program \(HWP\)](#) labels? Are containers of waste emptied on a regular basis and not overflowing?
17. Are approved sharps waste containers available for disposal of needles, blades and other sharps?
18. Are all hazardous waste containers kept closed except when adding waste?

Fire Safety

19. Are all compressed gas cylinders adequately secured with non-combustible restraints to keep the cylinders from falling?
20. Are incompatible gases adequately separated (e.g., oxygen and flammables)?
21. Are fire extinguishers easily accessible?

22. Does the group document (on the attached tag) monthly visual inspections for all fire extinguishers located in their laboratory spaces?
23. Are aisles, exits and hallways clear of obstructions and slipping or tripping hazards?
24. Is there clearance of 18 inches between stored materials and the ceiling in laboratories with fire sprinklers (24 inches if no sprinklers are present)? This does not include when the storage is along a wall.

Electrical Safety

25. Is access to an electrical panel (if present) unobstructed (at least 36 inches of clearance in front)?
26. Are extension cords used only as temporary wiring (<30 days) and not connected in a series (daisy chained) with other extension cords or power strips?
27. Are electrical cords run in such a way as to minimize tripping hazards and chances of abrasion to the insulation?

Housekeeping

28. Are objects such as chemical containers, supplies and equipment stored away from the edges of benches and shelves unless shelf lips or other restraints are in place? Limit overhead storage to lightweight, non-hazardous items.
29. Are sharp objects stored safely (to prevent accidental cuts or punctures)?
30. Are personal desk spaces and other "clean areas" in or near the laboratory kept free of all hazardous materials?