

Date: \_\_\_\_\_

Audited By: \_\_\_\_\_

## Laboratory Audit Form

Department: \_\_\_\_\_ Principal Investigator: \_\_\_\_\_

Building &amp; Room: \_\_\_\_\_

Status during Inspection: ☐ Occupied ☐ Unoccupied☐ Lab ☐ Equipment ☐ Other \_\_\_\_\_**Signs & Labels** ☐ N/A**Yes No NA**

|                                                                           |  |  |  |
|---------------------------------------------------------------------------|--|--|--|
| Laser signage where needed                                                |  |  |  |
| Radioactive signage where needed                                          |  |  |  |
| Current NYCFD permit posted                                               |  |  |  |
| Laboratory/No Smoking signs posted                                        |  |  |  |
| All chemical containers labeled (primary and secondary)                   |  |  |  |
| Peroxidizable chemicals labeled with opening date                         |  |  |  |
| Peroxidizable chemicals disposed of by expiration date                    |  |  |  |
| Appropriate signage on chemical storage areas (flammable, acids, etc)     |  |  |  |
| Additional signage posted (flammable gas, water-reactive materials, etc.) |  |  |  |

**Engineering Controls** ☐ N/A

|                                                                      |  |  |  |
|----------------------------------------------------------------------|--|--|--|
| Fume hoods clear of excess storage                                   |  |  |  |
| Visual indicator of air flow (face velocity monitor, gauge, Kimwipe) |  |  |  |
| Total number fume hood and certification dates                       |  |  |  |
| Inspection tag with date                                             |  |  |  |
| Procedures conducted at least 6" inside hood                         |  |  |  |
| Large pieces of equipment raised to allow air flow                   |  |  |  |
| Baffles and slots properly adjusted and clear                        |  |  |  |
| Hood interior has not been "modified" by lab personnel               |  |  |  |
| Sash at lowest practicable height, intact and slides easily          |  |  |  |
| Biological safety cabinet (BSC) certified within last 12 ( Type )    |  |  |  |
| Hazardous chemicals not used in non-ducted BSC                       |  |  |  |

**General Safety and Housekeeping** ☐ N/A ☐ generally acceptable

|                                                                              |  |  |  |
|------------------------------------------------------------------------------|--|--|--|
| Means of egress unobstructed ( <i>free of slipping/tripping hazards</i> )    |  |  |  |
| Bench tops free of chemicals/equipment not currently in use                  |  |  |  |
| Sharps disposal in puncture-proof containers ( <i>emptied when ¾ full?</i> ) |  |  |  |
| Hand washing facilities available (soap, paper towels, working sink)         |  |  |  |
| Food/drink not stored/consumed in lab                                        |  |  |  |
| CU Policy for Safe Use of Chemicals in Labs available                        |  |  |  |
| Fire extinguisher present, inspected, posted and accessible                  |  |  |  |
| Total number of fire extinguishers and Date of expiration                    |  |  |  |
| Proper attire in lab ( no shorts, sandals, exposed skin)                     |  |  |  |
| Suitable eye wash station present and accessible                             |  |  |  |
| Safety shower accessible/labeled                                             |  |  |  |

☐ **N/A**

**YES NO NA**

|                                                                  |  |  |  |
|------------------------------------------------------------------|--|--|--|
| Compressed gas cylinders secured/upright                         |  |  |  |
| Compressed gas connections leak free                             |  |  |  |
| Correct regulators used for different gases and properly labeled |  |  |  |
| Cylinder hydrostatically tested within last 10 years             |  |  |  |

☐ **N/A**

|                                                                                   |  |  |  |                             |  |  |  |
|-----------------------------------------------------------------------------------|--|--|--|-----------------------------|--|--|--|
| Electrical cords in good condition                                                |  |  |  | Electrical Circuit grounded |  |  |  |
| No more than one plug per outlet                                                  |  |  |  | Grounded plug unaltered     |  |  |  |
| No extension cord as permanent wiring                                             |  |  |  |                             |  |  |  |
| Intrinsically safe electrical equipment used in potentially explosive atmospheres |  |  |  |                             |  |  |  |

☐ **N/A**

|                                                                                        |  |  |  |
|----------------------------------------------------------------------------------------|--|--|--|
| Chemical storage areas neat and clean                                                  |  |  |  |
| Flammable storage within allowable limits (NYCFD)                                      |  |  |  |
| Segregation of incompatible hazard classes                                             |  |  |  |
| Oxidizing acids segregated from contact with all other chemicals, metal surfaces, wood |  |  |  |
| Water reactive materials protected from contact with water                             |  |  |  |
| Metal shelves protected from contact with acids and other corrosive materials          |  |  |  |
| Cold rooms free of flammables                                                          |  |  |  |
| Non explosion proof, non flammable storage refrigerators free of flammables            |  |  |  |
| Glass bottles stored in cabinets or on shelves                                         |  |  |  |
| Chemical containers intact and free of signs of deterioration                          |  |  |  |
| Decomposing, expired, unknown chemicals promptly disposed of                           |  |  |  |
| Chemical containers immediately recapped after use                                     |  |  |  |
| Flammable gases present only where ongoing procedure require their use                 |  |  |  |
| Flammable gases segregated from oxidizing gases by at least 25 ft                      |  |  |  |

## Training Requirements

|                                                                                                                                          |                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level A:</b> EMS Orientation (EMS)<br>Hazardous Waste Management (HWM)<br>Laboratory Safety (LbS)<br>Universal Waste Management (UWM) | <b>Level B:</b> Bloodborne Pathogens (BbP)<br>HCOH/xylene (XyL)<br>Laser (LaS)<br>Radiation Safety (RaS)<br>Shipping/Handling (ShH) |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

### Personnel in Lab and Training Required

[illegible]

**General Comments** (make note of general safety issues. Unique hazards may require specific precautions.)