



Environmental Health and Safety Department

Laboratory Fire/OSHA/EPA Compliance Checklist

Completed by: _____ Department: _____ Building: _____ Room: _____ PI: _____ Date: _____

FIRE SAFETY

	YES	NO
1. Is there a "No Smoking" sign posted on the door and conspicuously inside the lab?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a "Laboratory-Potentially Hazardous Substances" sign posted on doors leading from the hallway into the lab?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there FDNY Certificate of Fitness info posted conspicuously?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a FDNY Certificate of Fitness holder present in the room while lab work is in progress?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do all doors have functional self-closers?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are self-closers allowed to operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there an emergency eyewash station available and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there an emergency safety shower available and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
9. Emergency safety shower inspected at least annually?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do all pathways through the lab have at least 36 in of clear isle space for emergency egress? Are hallways exterior to the lab clear with 44 in for proper egress?	<input type="checkbox"/>	<input type="checkbox"/>
11. Flammable/Combustible materials do not exceed storage limits outlined on the laboratory's FDNY Lab Permit?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is 18" of clearance to the ceiling maintained above items stored on shelves in labs with sprinklers? (24" in non-sprinklered rooms?)	<input type="checkbox"/>	<input type="checkbox"/>
13. Fire extinguishers accessible and mounted off the floor or in dedicated, labeled cabinets?	<input type="checkbox"/>	<input type="checkbox"/>
14. Fire extinguishers inspected at least monthly?	<input type="checkbox"/>	<input type="checkbox"/>

15. Are all non explosion-proof refrigerator/freezers labeled with “Store no flammables flashing below 100 degrees F” ?		
16. If Liquid Nitrogen storage is > 60 gal, is there a functional O2 sensor installed?		
17. If the lab uses Liquid Nitrogen, is there a sign posted on the doors leading from the hallway into the lab stating “Liquid Nitrogen In Use – Potentially Oxygen Deficient Atmosphere” ?		

LAB SAFETY

	YES	NO
1. Is the fume hood free of clutter?		
2. Is there a telephone nearby with emergency phone numbers posted? Do lab personnel know who to call in the event of an emergency?		
3. Is everyone in the lab wearing proper Personal Protective Equipment? (Lab coat, safety glasses, gloves)		
4. Do all lab personnel know the location of the nearest safety equipment? (Spill kit, safety shower, eyewash) Is an emergency spill kit available?		
5. Do all lab personnel know how to access the Hunter College Chemical Hygiene Plan and CUNY Laboratory Safety Manual?		
6. Are safety shower and eyewash signs posted and visible?		
7. Are empty bottles labeled with “Triple Rinsed” or “Empty” sticker and stored as to prevent breakage? (Not directly on the floor)		
8. Are food and drink kept outside the lab at all times?		
9. Are biosafety cabinets certified at least annually?		
10. Are labs working with radioactive materials performing and keeping a record of monthly wipe samples?		
11. Are dosimeters supplied to personnel working with radioactive materials?		
12. Are Geiger counters calibrated at least annually?		
13. Are drain disposal stickers posted at each sink?		

14. Are chemical fume hoods posted with inspection information and face velocity test results?		
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CHEMICAL SAFETY AND STORAGE

	YES	NO
1. Are chemicals properly segregated, by distance or secondary containment, from incompatible materials and/or conditions?		
2. Are hazardous chemicals labeled clearly and legibly with the chemical name, CAS# and hazard?		
3. Are chemicals stored as to prevent breakage? (Not directly on the floor, not on un-walled carts, etc.)		
4. Are biological / sharps waste containers closed and not overflowing?		
5. Are water reactives stored in such a way to protect them from the sprinklers?		
6. Does the lab store flammables' requiring refrigeration in an approved explosion-proof refrigerator/freezer?		
7. Are peroxide formers clearly labeled and properly filled out with the "Warning-Peroxide Former" sticker?		
8. Do occupants in the lab know how to access chemical Safety Data Sheets (SDS) either hardcopy or electronically?		
9. Does the lab maintain a chemical inventory? (i.e. ChemTracker) Has an updated inventory been submitted to EHS?		
10. Are compressed gas cylinders secured in an upright position to a permanent building fixture (other than plumbing or electrical conduit) or fastened on a cart or holder designed to secure the cylinder?		
11. Are caps in place on cylinders not in frequent use (daily) when not hooked up to equipment?		
12. Is the latest hydrostatic test date, stamped on the cylinder, within 10 years of today's date?		
13. Does the lab remove all flammable cylinders (i.e. Acetylene, Hydrogen) from the space when not in use for an ongoing process?		

HAZARDOUS WASTE MANAGEMENT

	YES	NO
1. Are waste containers being used for the correct type of waste?		
2. Are all liquid hazardous waste containers stored in secondary containment?		

3. Are all waste containers labeled with the orange hazardous waste labels?		
4. Are orange hazardous waste labels completely filled out? (NO abbreviations, NO dates, NO chemical formulas allowed)		
5. Are incompatible wastes segregated by distance or secondary containment?		
6. Are the waste containers in good condition and compatible with the waste they contain?		
7. Are waste containers kept securely closed except when adding the waste?		
8. Are waste containers clean, with no waste residues on the outside?		
9. Are secondary containment bins used to store waste clean, with no waste residues present?		
10. Is the hazardous waste vendor contacted promptly when a container is filled?		
11. Is there a Satellite Accumulation Area sign posted to designate the area?		

TRAINING

	YES	NO
1. Have occupants in the lab received Laboratory Safety Training through EHS? Are training records available?		
2. Have occupants in the lab working with radioactive materials received Radiation Safety Training through EHS? Are training records available?		

For any "No" answers, please describe corrective actions in the section below:

Principal Investigator: _____ Signature: _____ Date: _____

By signing this inspection form, I certify that corrective actions will be completed.

Questions, comments, or supply requests can be directed to Environmental Health and Safety at 212-772-4462 or at cv594@hunter.cuny.edu or ghauschi@hunter.cuny.edu.