

EH&S Laboratory Audit Form – Help Guide

GENERAL SAFETY

- 1) The Emergency Information form must be completely filled out and posted by laboratory door (near light switch). Additional forms can be obtained from EH&S.
- 2) Aisles must have a 3-foot minimum of clearance. Tripping hazards include bottles, equipment, cords, etc.
- 3) Good Housekeeping includes keeping work spaces and storage areas free of clutter including items not in use, broken glassware, spilled chemicals, trash, etc.
- 4) Includes solid and liquid chemicals, and other debris.
- 5) Open toe shoes and short skirts or shorts are not appropriate lab attire. Minimum PPE includes safety glasses and other recommended PPE appropriate for the chemicals/procedures in use. Information on PPE can be obtained from MSDS's or by calling EH&S at 7-2211.
- 6) Food/Drinks and chemicals must not be stored in the same refrigerator due to the potential for contamination and chemical exposure.
- 7) Designated food areas for food and drink (including coffee pots) are those in which no chemicals are being used in the immediate area.
- 8) If the fire extinguisher has been used, damaged, the seal is broken or missing, or the pin has been pulled, call EH&S at 7-2211 to have the fire extinguisher replaced.
- 9) ANSI approved eyewash/emergency showers are required for all labs using chemicals (eyewash bottles do not meet these requirements.)
- 10) The storage of excess materials that can add fuel to a fire including empty boxes, cardboard, paper products, etc is prohibited by fire safety standards.
- 11) Self explanatory.
- 12) Sharps include syringes, needles, razor blades, scalpel blades, etc. Sharps must be disposed of properly in labeled sharps container (available at Science Stores). Researchers are expected to bring full sharps containers to S3-B20 for disposal.
- 13) Uncontaminated glassware and items such as micropipets, pasteur pipets, and other items that are not considered sharps, but pose a potential puncture or cutting hazard must be placed in a puncture resistant container labeled 'Broken Glass' before disposal in the regular trash.
- 14) Biohazardous waste includes all items contaminated with any human blood/tissue or animal blood/tissue contaminated with infectious agents. These items must be accumulated in special biohazard bags ('Red bags') - contact Bob Snyder at 7-4905 for more information. Bags should not be accumulated for longer than two weeks. Researchers are expected to bring full biohazard bags to S3-B20 for disposal.
- 15) Preserved or unpreserved animal carcasses and animal tissue that have NOT been contaminated with infectious agents must be accumulated in plastic, leak-proof bags. Latex gloves, plastic, paper towels or other items should NOT be placed in bags. Bags should not be stored for longer than two weeks. Call Bob Snyder at 7-4905 in advance for disposal.
- 16) Experimental processes that use water drawn from a tap via a pipe or tubing without the use of a backflow preventer can lead to the possibility of potable water source contamination in the case of a back-pressure (or back-siphon) condition. Where such a setup exists, a vacuum breaker (or other appropriate backflow preventer) must be used.

MECHANICAL/ELECTRICAL

- 1) Hood velocities are checked annually by EH&S. Excess storage of equipment and chemical containers in hoods prevent the proper operation of the hood and do not provide the proper ventilation.
- 2) Self-explanatory.

- 3) Electrical equipment and cords in poor condition must be replaced due to electrical shock and fire hazards.
- 4) Extension cords are for temporary use only. Unplug when not in immediate use.
- 5) Extension cords/power-strips cannot be 'daisy-chained', 'piggybacked' or 'cascaded' with each other for longer connections.
- 6) Only one power strip is allowed per electrical outlet.
- 7) There must be a 30" clearance around electrical panels for easy access.
- 8) Self-explanatory.

CHEMICAL HANDLING AND STORAGE

- 1) All containers must be properly labeled with the chemical name written out, including the hazards. Abbreviations, structures, and formulas are not acceptable.
- 2) Container labels must be legible and in good condition. Any labels too degraded/faded to read or falling off must be replaced.
- 3) Chemical containers and caps that are degraded, cracked, rusted, or leaking must be disposed of in an overpack container, or the contents transferred to another container.
- 4) All containers of hazardous waste must be labeled with the words Hazardous Waste and the contents of the container even during accumulation.
- 5) It is illegal to have open waste containers. Chemical containers not in immediate use must remain securely closed at all times to prevent hazardous vapors from escaping and to minimize the potential for a spill.
- 6) Full waste containers must be disposed of in a timely manner and must not be accumulated in labs for longer than two (2) weeks. See the Hazardous Waste Management Guide for more information or contact EH&S at 7-2211.
- 7) Evaporation, drain, and trash disposal of hazardous waste is illegal. All chemical waste should be disposed of through the hazardous waste program.
- 8) Disposal of hazardous waste down the drain is illegal. Hazardous chemicals must not be stored in, next to, or above sinks to prevent hazardous chemicals from entering the sewer system. Any chemicals stored next to sinks must be in secondary containers.
- 9) Self-explanatory.
- 10) Containers can be stored in the same area if plastic trays with high sides are used to separate the containers.
- 11) Nitric acid cannot be stored with organic chemicals, including acetic acid.
- 12) Self-explanatory.
- 13) Perchloric acid must be stored in approved, non-ferrous cabinet or container, and used only in approved fume hoods.
- 14) See Hazardous Waste Management Guide for a listing of these chemicals and procedures that must be followed.
- 15) Flammable liquid cabinets are not designed to store corrosive chemicals. Oxidizers must not be stored with flammables due to the serious fire hazard.
- 16) Flammable liquid cabinets must have bungs in place or be independently vented (venting to a fume hood is unacceptable) in order to maintain flammability resistance rating.
- 17-19) Self-explanatory.
- 20) Spill bucket kits may be obtained from and restocked by contacting EH&S at 7-2211.