

EH&S Laboratory Audit Form

Audited by: _____	Audit Date: _____
Principal Investigator: _____	Bldg / Rm #: _____
<input type="checkbox"/> Audit Complete <i>(No further action required. Please file this form for your records.)</i>	
<input type="checkbox"/> Corrective Action Required and Due By: _____	
*** All items marked in the 'No' column must be corrected. All corrections must be explained in the Comments or Additional Comments section. *** When you have made corrections, please place a checkmark in the 'C' column *** Please attach copies of any work orders filed as corrective action to the completed audit form.	
CERTIFICATION: <i>(To be signed by the Principal Investigator or designated representative if corrective action is required.)</i> I certify that I have corrected all of the items indicated to the best of my knowledge.	
Signature: _____	
If "CORRECTIVE ACTION REQUIRED" is marked with a checkmark, a copy of the SIGNED and COMPLETED audit form must be mailed or faxed (7-4444) to EH&S (Health Services Bldg.) within 14 days of the audit date.	

This form may also be used to conduct self-audits. Assistance in completing this form may be obtained by contacting EH&S at 7-2211.

NA = Not Applicable C = Corrected

General Safety	Yes	No	NA	C	Comments
1) Completed Emergency Information form posted by laboratory door near light switch?					
2) Aisles and exits clear of obstacles and tripping hazards?					
3) Good Housekeeping? (benches, floors, sinks, hoods and storage cabinets)					
4) All spills have been cleaned up? (benches, floors, sinks, hoods and storage cabinets)					
5) Proper lab attire and personal protective equipment being worn and used?					
6) No food or drink stored in chemical refrigerators?					
7) No food or drink in laboratory work areas (only in designated food areas)?					
8) Fire extinguishers present, in working order, unobstructed and inspected every month?					
9) Approved emergency eyewash/showers in working order, unobstructed and tested weekly?					
10) No excess storage of combustibles (boxes, cardboard, papers, etc.)?					
11) Fire doors, smoke doors and lab doors not blocked or wedged open?					
12) All sharps disposed of properly in labeled sharps containers?					
13) Broken glassware disposed of properly?					
14) Biohazardous waste stored in appropriate containers?					
15) Animal waste disposed of properly?					
16) Backflow preventer (vacuum breaker) in use?					
Mechanical / Electrical	Yes	No	NA	C	Comments
1) Hoods working properly and not being used as a storage cabinet? (suggest vent "flag" in place)					
2) All pulleys, belts, gears and pinch points properly guarded and in good condition?					
3) Electrical equipment, cords and plugs in good condition and not frayed?					
4) No extension cords used as permanent wiring?					
5) Extension cords/powerstrips not daisy-chained?					
6) Electrical outlets in good condition and not overloaded?					

Mechanical / Electrical	Yes	No	NA	C	Comments
7) Electrical panel covers present, closed and accessible?					
8) Space Heaters in use have a tipover switch and are UL approved?					
Chemical Handling and Storage	Yes	No	Na	C	Comments
1) All containers properly labeled, including wash bottles and reagent bottles?					
2) Container labels in good condition and legible?					
3) Container integrity in good condition (caps or containers not degraded / rusted or leaking)?					
4) All hazardous waste containers labeled with the words "HAZARDOUS WASTE" and contents?					
5) All waste containers not in use are securely closed?					
6) Full waste containers not being accumulated?					
7) All waste is being disposed of properly (no evaporation, drain or trash disposal)?					
8) No hazardous chemicals being stored in, next to or above sinks.					
9) No hazardous or corrosive liquids stored above eye level.					
10) Strong acids stored separately from strong bases?					
11) Nitric acid stored separately from organic chemicals (including acetic acid)?					
12) Oxidizers stored separately from flammables?					
13) Perchloric acid only used in approved perchloric acid hood?					
14) All peroxide forming chemicals labeled with Date Received/Date Opened?					
15) Only flammables stored in flammable liquid cabinets (no acids, bases or oxidizers)?					
16) Flammable cabinet, including shelves, in good condition, bungs in place or properly vented?					
17) Only explosion proof refrigerator used for storage of flammables?					
18) Flammables and gas cylinders stored away from ignition sources?					
19) Gas cylinders properly secured in an upright position, capped when not in use and tagged with the "Empty, Full, In Use" tag?					
20) Spill kit available and stocked?					

Additional Comments: