



**California State University San Marcos
Safety, Health & Sustainability
LABORATORY SELF-INSPECTION CHECKLIST**

Department

Location(s)

Inspection Date

Performed by

Reviewed by PI, Manager, Director, Chair, or Dean

Name

Signature

Date

A. Chemical Storage		Y, N, n/a
1	All containers are labeled with contents and hazards	
2	Containers are in good condition; no signs of leaks or damage	
3	Incompatible materials are separated	
4	Storage cabinets (flammable/corrosive) are in good condition	
5	New chems were RFID-tagged and added in RSS upon receipt	
6	Empty/used chems were removed from inventory in RSS	

B. Hazardous Waste		Y, N, n/a
1	Chem. waste containers have a waste label properly filled out	
2	Chem. waste has an accumulation start date under 180 days	
3	Incompatible chemical waste is separated	
4	Biohaz. red bags and sharps containers have generator labels	
5	Biohaz. waste bins have biohazard symbols on them	
6	Biohaz. bins are closed, good condition, & nothing protruding	
7	Non-empty red bags not in active use are removed w/in 7 days	
8	Pathological waste is tied off with black tape around the knot	
9	Non-infectious solid wastes go in clear bags (Emerald Energy)	

C. Electrical, Machinery, and Equipment		Y, N, n/a
1	All electrical outlets have cover plates	
2	Electrical panels are covered/closed and have 36" clearance	
3	Power cords are in good condition; not damaged or frayed	
4	Power cords do not go under doors or create a tripping hazard	
5	Extension cords and power strips are not "daisy-chained"	
6	Extension cords are only used temporarily (less than 24 hrs)	
7	Portable power/hand tools are in good condition	
8	Machines with moving parts are properly guarded	
9	Machines with motors are labeled "May start at any time"	

D. Emergency, Fire, and Seismic		Y, N, n/a
1	First-Aid and Spill Kit supplies are available and fully stocked	
2	Safety shower/eye-wash & fire extinguishers are unobstructed	
3	Aisles have 24" clearance and egress routes are unobstructed	
4	Materials are stored below 18" of the ceiling	
5	Furniture/materials at risk of falling are anchored/braced	
6	Walls and ceiling are free of unnecessary punctures or holes	

E. Freezers, Fridges, and Food		Y, N, n/a
1	Microwaves have signs saying "Not for Food Use"	
2	Ice machines have signs saying "Not for Food Use"	
3	Freezers/Fridges have signs saying "Lab Use Only - No Food"	
4	Outside food and beverages are not present in the lab	

F. Fume Hoods & Bio Safety Cabinets (BSCs)		Y, N, n/a
1	Fume Hoods/BSCs have been tested & certified within 1 year	
2	Hoods are in good condition and sash is closed if not in use	
3	Contents not in use have been removed from the hood	
4	Vents and air flow are unobstructed by contents in the hood	

G. Gas & Cylinders		Y, N, n/a
1	Cylinders are clearly marked with the name of the contents	
2	An inventory with avg. volume (ft3) for each gas is available	
3	Oxidizing gas is separated from flammable gas cylinders	
4	Cylinders are stored away from excessive heat	
5	Cylinders are secured upright with non-combustible restraints	
6	Cylinders have protective valve caps in place when not in use	
7	Hoses, lines, and regulators are in good condition	

H. Training & Personal Protective Equipment (PPE)		Y, N, n/a
1	All people working in the lab have received safety training	
2	SOPs for work with hazardous materials are available	
3	Minimum PPE is worn by all lab workers/visitors at all times	
4	PPE required for specific hazards/tasks are posted and worn	
5	RSS Assessment is acknowledged by all lab staff & not expired	

I. General Safety, Housekeeping & Other		Y, N, n/a
1	There are no unresolved/overdue findings in RSS Inspect	
2	Lab is free of clutter, debris, and/or tripping hazards	
3		
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