The Inspection Checklist is the primary resource. This document is to help you read through the material within the checklist. Take a look at the sections, some sections like “Biological Safety,” might not be applicable to your lab and can be ignored. If you have any questions, feel free to email GST at graduatesafetyteam@uci.edu or EH&S at safety@uci.edu

**Documents, Training, Hazard Communication (lab members includes all current graduate students, undergraduate students, and post-docs)**

- All lab members must review and sign:
  - Chemical Hygiene Plan
  - SOPs
  - Laboratory Site Specific Safety Training Checklist
  - LHAT (see: [How to Access and Check LHAT and UCLC as an SR](#))
- Everyone has taken the Safety Training Self-Assessment and has completed their Assigned Training. Assigned training will include the trainings listed below, along with anything else that is related to your work: Laboratory Safety Fundamentals, Hazardous Materials Incidents Emergency Procedures Training, Hazardous Waste, Return to On-Site Work
- All door must have signs (including chemical hazards, PI and SR contact, and minimum clothing for entry)
- All refrigerators, freezers, microwaves, etc must have proper signage (can be found [here](#))
- Check that a Self-Inspection form has been completed, printed, and placed in safety binder

**General and Physical Safety**

- Compressed gas cylinders are double-chained to the wall
- Nothing heavy or large on the high shelves
- Safety showers and eyewashes have had their monthly inspection
- Nothing blocking the walkway or doorways (stools, equipment)

**Housekeeping**

- No food or drink in designated work areas.
- Lab areas are clean (i.e.; benches and fume hoods are relatively well kept, no chemicals bottles are open, no chemical powders / spills, no needles / razor blades laying around)
- Check for damage to ceiling, floors, walls, inside fume hoods (if anything is damaged, here’s [How to Access Facilities Management Portal](#))
- Chemical cabinets properly close and chemicals are properly stored

**Electrical Safety**

- Check that electrical equipment and cords do not pose a tripping hazard.
- Check that electrical equipment is not overcrowded in one socket
☐ Check that equipment with rotating parts (i.e.; vacuum pump belts) are properly guarded.

**Fire Safety**

☐ Check that there are NO combustible materials close to the ceiling (needs to be approx. 18 inches away) and no combustible materials are next to flammable chemicals.

☐ Fire extinguisher is accessible (nothing blocking pathway) and inspection is up to date

**Biological Safety**

☐ Check that biological safety cabinets (BSC) for BSL2 experiments are certified annually

**Chemical Safety**

☐ Chemical spill kit is present has appropriate supplies

☐ All chemicals must be labeled with name and appropriate hazards. Make sure chemicals bottles are in good condition and not damaged (if so, please request [Hazardous Waste Pick-Up Request](#))

☐ Chemicals must be segregated appropriately by hazards (Check SOPs for handling info)

☐ Check peroxide formers are labeled with date received and date opened, and have been tested if expired. If peroxide formers bottles have any solids - DO NOT MOVE but request [Hazardous Waste Pick-Up](#) and notify EHS.

**Equipment Containment**

☐ Fume hoods have had their yearly inspection.

☐ If applicable, clear gloveboxes of any waste (glass, chemical, etc)

☐ If applicable, check vacuum pumps for any oil spills (Clean if necessary).

☐ If applicable, make sure toxic gases are stored in properly ventilated cabinet or fume hood. Make sure flammable gases and oxidizers are separated appropriately.

**PPE**

☐ Everyone is wearing proper PPE (long pants, closed-toed shoes, goggles, and lab coats when appropriate)

☐ PPE is available and in good condition

**Hazardous Waste**

☐ Liquid waste gallons are kept in secondary containers

☐ Waste containers are properly labeled and are disposed of within 6 months of start of accumulation

☐ Sharps are in a separate container from solid waste

☐ [Hazardous Waste Pick-Up Request](#) if you have any waste that need to be picked up