|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | **Principal Investigator:** |  | | | |
|  | **Campus Location:** |  | | | |
|  | **Department:** |  | | | |
|  | **Building:** |  | | | |
|  | **Room(s):** |  | | | |
|  | **Lab/Space type: Academic Research** | **Mix** | | | |
|  | **Surveyor:** |  | | | |
|  | **Date Surveyed:** |  | | | |
| **#** | **Administrative Plans/Materials** | **Yes** | **No** | **n/a** | **Notes** |
| **1** | Do lab personnel have access to the current version of the WWU Chemical Hygiene Plan (CHP)? |  |  |  |  |
| **2** | Has lab-specific information been added to the CHP? |  |  |  |  |
| **3** | Do lab personnel have access to written Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs) that document safety procedures? |  |  |  |  |
| **4** | Do all lab staff know how and when to report incidents, spills, and near misses? |  |  |  |  |
| **5** | Was a safety self-inspection or peer-inspection completed within the last year? |  |  |  | Implement for 2022 |
| **6** | Are hazard assessments documented and reviewed for new work and updated annually? |  |  |  |  |
| **#** | **Signage** | **Yes** | **No** | **n/a** | **Notes** |
| **7** | Are emergency contact numbers of lab staff and PIs, including after-hours numbers posted within the lab? |  |  |  |  |
| **8** | Is the lab hazard sign posted outside the entrance to the lab and current? |  |  |  |  |
| **9** | Is a biosafety sign present when agents are in use? |  |  |  |  |
| **10** | Is there a sign posted outside the door that identifies the lab PI, contact information for the lab PI and the baseline PPE required to enter the lab? |  |  |  |  |
| **11** | Is there additional signage for other hazards (lasers, magnetic fields, high voltage, loud noise)? |  |  |  |  |
| **12** | Is there a lab floor plan available documenting location of safety-related equipment? |  |  |  |  |
| **13** | Are the Spill and Exposure Response Posters, emergency flip book, and building evacuation routes placed in prominent, accessible locations? |  |  |  |  |
| **#** | ***Hazard Communication*** | **Yes** | **No** | **n/a** | **Notes** |
| **14** | Has the lab's chemical inventory been reviewed and updated in Chimera within the last year? |  |  |  |  |
| **15** | Can lab staff readily access specific safety data sheets (SDS) virtually through Chimera or via hardcopy? |  |  |  |  |
| **16** | Are all containers (including secondary and transfer containers) clearly labeled with their contents and primary hazard(s)? |  |  |  |  |
| **#** | **Lab Training** | **Yes** | **No** | **n/a** | **Notes** |
| **17** | Has a safety training assessment been completed for lab personnel? |  |  |  |  |
| **18** | Have all lab personnel completed the Annual EHS Lab Safety Training course on Canvas? |  |  |  | Currently a one-time training. Will make annual for 2022. |
| **19** | Has lab specific training been completed and documented? |  |  |  |  |
| **20** | Are regulated trainings documented with EHS? Respirator fit testing? Formaldehyde use? Shipping HazMats? BBP? |  |  |  |  |
| **#** | **Personal Protective Equipment** | **Yes** | **No** | **n/a** | **Notes** |
| **21** | Has a PPE Lab Hazard Assessment Guide been completed for all lab activities? |  |  |  |  |
| **22** | Have lab personnel completed PPE training? |  |  |  |  |
| **23** | Are supplies of minimum PPE required available to all lab personnel within the lab? |  |  |  |  |
| **24** | Are long pants and close toed shoes worn by all lab personnel? |  |  |  |  |
| **#** | **Emergency Kits and Washes** | **Yes** | **No** | **n/a** | **Notes** |
| **25** | Are eyewashes and showers accessible within ~10 seconds (50ft)? If shower or eyewash is not in the lab, are doors leading to them equipped with ‘crash bars’? |  |  |  |  |
| **26** | Are eyewashes and showers free of obstructions? |  |  |  |  |
| **27** | Does the lab have access to chemical/biological spill kits? |  |  |  |  |
| **28** | Do lab personnel have access to a fully stocked Class A (or better) first-aid kit? |  |  |  |  |
| **29** | Are eyewashes flushed on a weekly basis and is flushing documented? |  |  |  |  |
| **#** | **Food, Beverage, Cosmetics** | **Yes** | **No** | **n/a** | **Notes** |
| **30** | Are food, drinks, and cosmetics application prohibited from the lab? For offices within lab spaces, are there clearly designated food/drink areas by sign and/or tape? |  |  |  |  |
| **31** | Are food items for lab use clearly labelled 'not for consumption'? |  |  |  |  |
| **32** | Are fridges, microwaves, etc. labelled 'only for food use' or 'only for chemical use'? |  |  |  |  |
| **#** | **Ventilation** | **Yes** | **No** | **n/a** | **Notes** |
| **33** | Is the lab negatively pressurized compared to the hallway/exterior? (unless purposefully using positive pressure for adequate reason i.e. sterile room) |  |  |  |  |
| **34** | Are engineering controls (snorkles, hoods) used for processes that emit or produce gasses, vapors, fumes, and dusts? |  |  |  |  |
| **35** | Are fume hoods uncluttered? Are rear ventilation slots not blocked or covered? |  |  |  |  |
| **36** | Are hood sashes in good working order? |  |  |  |  |
| **#** | **Hazardous Waste and Disposal** | **Yes** | **No** | **n/a** | **Notes** |
| **37** | Are incompatible chemical wastes segregated by hazard class? |  |  |  |  |
| **38** | Are containers in good condition and compatible with their contents? |  |  |  |  |
| **39** | Are chemical waste containers labeled with a completed WWU hazardous waste label? |  |  |  |  |
| **40** | Are wastes dated and scheduled for pickup when ~3/4 full? |  |  |  |  |
| **41** | Are all waste containers stored with lids closed when not in active use? |  |  |  |  |
| **42** | Are liquid waste containers stored in secondary containment? |  |  |  |  |
| **43** | Is biohazardous waste packaged as regulated medical waste or autoclaved in a timely manner? |  |  |  |  |
| **44** | Are regulated sharps collected in a red sharps container with a biohazard label? Are containers not overfilled? Does the generator or department autoclave these before scheduling for pickup? |  |  |  |  |
| **45** | Are non-biohazardous puncturable items collected in a sturdy container that has no biohazard label or the biohazard label defaced? Is it clearly indicated that no biohazardous sharps should be placed in these containers? Are they scheduled for pickup and not overfilled? |  |  |  |  |
| **46** | Is lab glass waste placed in sturdy cardboard boxes? |  |  |  |  |
| **#** | **Chemical Use and Storage** | **Yes** | **No** | **n/a** | **Notes** |
| **47** | Are hazardous material quantities within limits allowed by the fire code? |  |  |  |  |
| **48** | Are corrosive chemicals stored below eye-level? |  |  |  |  |
| **49** | Are flammable liquids needing refrigeration stored in an approved flammable/explosion-proof fridge? |  |  |  |  |
| **50** | Are chemicals stored away from sinks, or in suitable secondary containment to prevent a spill into the sink? |  |  |  |  |
| **51** | Are incompatible chemicals segregated when stored? |  |  |  |  |
| **52** | Are hazardous material storage cabinets utilized properly, labeled, and in good condition? |  |  |  |  |
| **53** | Are all chemical containers in good condition (not corroded, leaking)? |  |  |  |  |
| **54** | Are all chemical containers closed? |  |  |  |  |
| **55** | Are corrosives stored away from metals, particularly pipes? |  |  |  |  |
| **56** | Are chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers with secondary containment? |  |  |  |  |
| **57** | Are opened peroxide forming chemicals labeled with the date they were opened and an expiration date? |  |  |  |  |
| **58** | Is the lab free of deteriorated, old, and unwanted chemicals? |  |  |  |  |
| **#** | **Compressed Gas, Cryogens** | **Yes** | **No** | **n/a** | **Notes** |
| **59** | Are highly toxic gases stored in a gas cabinet, ventilated enclosure, or fume hood? |  |  |  |  |
| **60** | Are incompatible gas cylinders stored at least 20 feet apart? |  |  |  |  |
| **61** | Are gas cylinder valve protection caps in place when cylinders not in use? |  |  |  |  |
| **62** | Are compressed gas cylinders secured to prevent falling and tipping? |  |  |  |  |
| **63** | For flammable gases in use, are flashback arrestors used? Required for oxy-acetylene/oxy-LPG cutting, welding, brazing, heating. |  |  |  |  |
| **#** | **Biological Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **64** | Does the lab have IBC approval for any work involving recombinant DNA, pathogenic agents, and human or non-human primate material? |  |  |  |  |
| **65** | Has a BSL-1 or BSL-2 inspection been completed by EHS and the IBC (if necessary) within the previous year? |  |  |  |  |
| **#** | **Radiation Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **66** | Does the lab have Radiation Use Authorization for work involving alpha, beta, gamma, and x-ray radiation? |  |  |  |  |
| **67** | Are all Class 3B and Class 4 lasers inventoried with EHS? |  |  |  |  |
| **#** | **Pressure Vessels** | **Yes** | **No** | **n/a** | **Notes** |
| **68** | Are pressure vessels approved for their operating pressure? |  |  |  |  |
| **69** | Are pressure vessels ≥5ft^3 and operating at ≥15psi authorized and inspected by a licensed professional every 2 years? |  |  |  |  |
| **#** | **House Keeping and General Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **70** | Is a sink with soap available for handwashing and not overcrowded with glassware and other labware? Are paper towels available? |  |  |  |  |
| **71** | Is the lab free of slip and trip hazards? |  |  |  |  |
| **72** | Is the lab clean and organized providing sufficient work space in order to prevent spills, accidents, and other preventable incidents? |  |  |  |  |
| **73** | Are lab coats and other washable materials regularly laundered by Aramark? |  |  |  |  |
| **74** | Are lab windows kept closed? |  |  |  |  |
| **75** | Is PPE not worn outside of labs? |  |  |  |  |
| **76** | If hazardous materials are being transported within or between campus buildings, are they transported in secure and suitable secondary containment? |  |  |  |  |
| **#** | **Electrical Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **77** | Are electrical panels accessible? |  |  |  |  |
| **78** | Are extension cords only used for temporary wiring and not run under carpets, doors, and through walls? |  |  |  |  |
| **79** | Extension cords and power strips are not chained together? |  |  |  |  |
| **80** | Exposed wiring and electrical cords in poor condition are not in use? |  |  |  |  |
| **81** | Ground fault circuit interrupters (GFCIs) in use in potentially wet locations? |  |  |  |  |
| **82** | Equipment with high amperage needs such as motors and ovens are plugged directly into wall receptacle? |  |  |  |  |
| **#** | **Fire Safety and Prevention** | **Yes** | **No** | **n/a** | **Notes** |
| **83** | Is there at least 18" clearance between stored items and fire sprinkler systems? |  |  |  |  |
| **84** | Do suspended ceilings have all tiles in place? |  |  |  |  |
| **85** | Are lab doors kept closed when unoccupied? |  |  |  |  |
| **86** | Are fire doors controlled by electromagnetic holder or constantly kept closed? |  |  |  |  |
| **87** | Are fire extinguishers available and free from obstructions? |  |  |  |  |
| **88** | Are aisles and exits within the lab space free of clutter and obstructions? |  |  |  |  |
| **#** | **Seismic Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **89** | Are chemical containers, glassware, and potentially hazardous items stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake |  |  |  |  |
| **#** | **Machinery Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **90** | Is hazardous machinery mounted or secured to prevent moving and tipping? |  |  |  |  |
| **91** | Are moving parts of equipment guarded in order to minimize risk of injury? |  |  |  |  |
| **92** | Is equipment with potential hazards routinely inspected and maintained? |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **#** | **Add-on Questions, Specific (Uncommon) Hazards, Other** | **Yes** | **No** | **n/a** | **Notes** |
| **36a** | Is the fume hood sash closed when not in use? |  |  |  |  |
| **36b** | Is the fume hood sash no more than 18” open when in use? |  |  |  |  |
| **35a** | Is work conducted at least 6" into the hood? |  |  |  |  |
| **35b** | If perchloric acid (>70% or heated at any concentration) is in use, is the fume hood properly rated? |  |  |  |  |
| **37a** | Are virgin chemicals stored separately from waste? |  |  |  |  |
| **38a** | Does the waste label list full chemical names? No abbreviations? |  |  |  |  |
| **51a** | Are oxidizers stored away from flammables? |  |  |  |  |
| **51b** | Are acids and bases stored separately? Are organics and inorganics stored separately? |  |  |  |  |
| **51c** | Is nitric acid stored on its own? |  |  |  |  |
| **57a** | Are peroxide-forming chemicals tested/used/properly disposed of based on their peroxide forming hazard classification (high, medium, low)? |  |  |  |  |
| **S1** | Have mercury thermometers been replaced? |  |  |  |  |
| **S2** | If hydrofluoric acid is used, documentation of specific training? Calcium gluconate available and unexpired? |  |  |  |  |
| **S3** | If picric acid is used, is it stable and stored properly? |  |  |  |  |
| **S4** | If any select agents and toxins are in use, are they registered and approved by the CDC and/or USDA? If Dual Use Research of Concern, similarly registered with NIH, other bodies? |  |  |  |  |
| **S5** | If asphyxiant gases are used in enclosed spaces with little to no ventilation, are O2 sensors with alarms present? |  |  |  |  |
| **S7** | Flammable gases are limited to one-month supply of acetylene and hydrogen, one spare cylinder of propane per room, and two-week supply of ethylene oxide? |  |  |  |  |
| **S8** | Are open flames (bunsen burners), hot plates, and other heating equipment attended to while in use? |  |  |  |  |
| **S9** | Vacuum lines/pumps protected by filters that are periodically changed out? |  |  |  |  |
| **S10** | If pyrophorics are in use, have all personnel received specialized training? Is a Class ABC or C fire extinguisher available? Class D only for solid metals? Is powdered lime kept within arm’s length? Is work with pyrophorics never done alone? Are FR lab coats and gloves available for use with pyrophorics? |  |  |  |  |

|  |
| --- |
| **Additional Surveyor Notes** |
|  |

**Lab Survey Rating:**

|  |  |
| --- | --- |
| **Surveyor Signature** | **Report Date** |
|  |  |