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|  |  |  |  |  |  |
|  | **Principal Investigator:** |  | | | |
|  | **Campus Location:** |  | | | |
|  | **Department:** |  | | | |
|  | **Building:** |  | | | |
|  | **Room(s):** |  | | | |
|  | **Surveyor:** |  | | | |
|  | **Lab/Space type: Academic Research** | **Mix** | | | |
|  | **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 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? |  |  |  |  |
|  | **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?** |  |  |  |  |
| **10** | Is there additional signage for other hazards (lasers, magnetic fields, high voltage)? |  |  |  |  |
| **11** | Is there a lab floor plan available documenting location of safety-related equipment? |  |  |  |  |
| **12** | 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** |
| **13** | Has the lab's chemical inventory been reviewed and updated in Chimera within the last year? |  |  |  |  |
| **14** | Can lab staff readily access specific safety data sheets (SDS) virtually through Chimera or via hardcopy? |  |  |  |  |
| **15** | Are all containers (including secondary and transfer containers) clearly labeled with their contents and primary hazard(s)? |  |  |  |  |
| **#** | **Lab Training** | **Yes** | **No** | **n/a** | **Notes** |
| **16** | Has a safety training assessment been completed for lab personnel? |  |  |  |  |
| **17** | Have all lab personnel completed the Annual EHS Lab Safety Training course on Canvas? |  |  |  | Currently a one-time training. Will make annual for 2022. |
| **18** | Has lab specific training been completed and documented? |  |  |  |  |
| **19** | Are regulated trainings documented with EHS? Respirator fit testing? Formaldehyde use? Shipping HazMats? BBP? |  |  |  |  |
| **#** | **Personal Protective Equipment** | **Yes** | **No** | **n/a** | **Notes** |
| **20** | Has a PPE Lab Hazard Assessment Guide been completed for all lab activities? |  |  |  |  |
| **21** | Have lab personnel completed PPE training? |  |  |  |  |
| **22** | Are supplies of minimum PPE required available to all lab personnel? |  |  |  |  |
| **23** | Are long pants and close toed shoes worn by all lab personnel? |  |  |  |  |
| **#** | **Emergency Kits and Washes** | **Yes** | **No** | **n/a** | **Notes** |
| **24** | Are eyewashes and showers accessible within ~10 seconds (50ft)? |  |  |  |  |
| **25** | Are eyewashes and showers free of obstructions? |  |  |  |  |
| **26** | Does the lab have access to chemical/biological spill kits? |  |  |  |  |
| **27** | Do lab personnel have access to a fully stocked Class A (or better) first-aid kit? |  |  |  |  |
| **28** | Are eyewashes flushed on a weekly basis and is flushing documented? |  |  |  |  |
| **#** | **Food, Beverage, Cosmetics** | **Yes** | **No** | **n/a** | **Notes** |
| **29** | 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? |  |  |  |  |
| **30** | Are food items for lab use clearly labelled 'not for consumption'? |  |  |  |  |
| **31** | Are fridges, microwaves, etc. labelled 'only for food use' or 'only for chemical use'? |  |  |  |  |
| **#** | **Ventilation** | **Yes** | **No** | **n/a** | **Notes** |
| **32** | Is the lab negatively pressurized compared to the hallway/exterior? (unless purposefully using positive pressure for adequate reason i.e. sterile room) |  |  |  |  |
| **33** | Are engineering controls (snorkles, hoods) used for processes that emit or produce gasses, vapors, fumes, and dusts? |  |  |  |  |
| **34** | Are fume hoods uncluttered? Are rear ventilation slots not blocked or covered? |  |  |  |  |
| **#** | **Hazardous Waste and Disposal** | **Yes** | **No** | **n/a** | **Notes** |
| **35** | Are incompatible chemical wastes segregated by hazard class? |  |  |  |  |
| **36** | Are containers in good condition and compatible with their contents? |  |  |  |  |
| **36** | Are chemical waste containers labeled with a completed WWU hazardous waste label? |  |  |  |  |
| **37** | Are wastes dated and scheduled for pickup when ~3/4 full? |  |  |  |  |
| **38** | Are all waste containers stored with lids closed when not in active use? |  |  |  |  |
| **39** | Are liquid waste containers stored in secondary containment? |  |  |  |  |
| **40** | Is biohazardous waste packaged as regulated medical waste or autoclaved in a timely manner? |  |  |  |  |
| **41** | Are 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? |  |  |  |  |
| **42** | Are non-biohazardous puncturable items collected in a sturdy container that has no biohazard label? Is it clearly indicated that no biohazardous sharps should be placed in these containers? Are they scheduled for pickup and not overfilled? |  |  |  |  |
| **43** | Is lab glass waste placed in sturdy cardboard boxes? |  |  |  |  |
| **#** | **Chemical Use and Storage** | **Yes** | **No** | **n/a** | **Notes** |
| **44** | Are hazardous material quantities within limits allowed by the fire code? |  |  |  |  |
| **45** | Are corrosive chemicals stored below eye-level? |  |  |  |  |
| **46** | Are flammable liquids stored in a refrigerator in an approved flammable/explosion-proof fridge? |  |  |  |  |
| **47** | Are chemicals stored away from sinks, or in suitable secondary containment to prevent a spill into the sink? |  |  |  |  |
| **48** | Are incompatible chemicals segregated when stored? |  |  |  |  |
| **49** | Are hazardous material storage cabinets utilized properly, labeled, and in good condition? |  |  |  |  |
| **50** | Are all chemical containers in good condition (not corroded, leaking)? |  |  |  |  |
| **51** | Are all chemical containers closed? |  |  |  |  |
| **52** | Are corrosives stored away from metals, particularly pipes? |  |  |  |  |
| **53** | Are chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers with secondary containment? |  |  |  |  |
| **54** | Are opened peroxide forming chemicals labeled with the date they were opened and an expiration date? |  |  |  |  |
| **55** | Is the lab free of deteriorated, old, and unwanted chemicals? |  |  |  |  |
| **#** | **Compressed Gas, Cryogens** | **Yes** | **No** | **n/a** | **Notes** |
| **56** | Are highly toxic gases stored in a gas cabinet, ventilated enclosure, or fume hood? |  |  |  |  |
| **57** | Are incompatible gas cylinders stored at least 20 feet apart? |  |  |  |  |
| **58** | Are gas cylinder valve protection caps in place when cylinders not in use? |  |  |  |  |
| **59** | Are compressed gas cylinders secured to prevent falling and tipping? |  |  |  |  |
| **60** | For flammable gases in use, are flashback arrestors used? Recommended for oxy-acetylene/oxy-LPG cutting, welding, brazing, heating. |  |  |  |  |
| **#** | **Biological Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **61** | Does the lab have IBC approval for any work involving recombinant DNA, pathogenic agents, and human or non-human primate material? |  |  |  |  |
| **#** | **Radiation Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **62** | Does the lab have Radiation Use Authorization for work involving alpha, beta, gamma, and x-ray radiation? |  |  |  |  |
| **63** | Are all Class 3B and Class 4 lasers inventoried with EHS? |  |  |  |  |
| **#** | **Pressure Vessels** | **Yes** | **No** | **n/a** | **Notes** |
| **64** | Are pressure vessels approved for their operating pressure? |  |  |  |  |
| **65** | 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** |
| **66** | Is a sink with soap available for handwashing and not overcrowded with glassware and other labware? Are paper towels available? |  |  |  |  |
| **67** | Is the lab free of slip and trip hazards? |  |  |  |  |
| **68** | Is the lab clean and organized providing sufficient work space in order to prevent spills, accidents, and other preventable incidents? |  |  |  |  |
| **69** | Are lab coats and other washable materials regularly laundered by Aramark? |  |  |  |  |
| **70** | Are lab windows kept closed? |  |  |  |  |
| **71** | Is PPE not worn outside of labs? |  |  |  |  |
| **72** | If hazardous materials are being transported within or between campus buildings, are they transported in secure and suitable secondary containment? |  |  |  |  |
| **73** | In areas where dusts and fine particles are present, are floors and work surfaces wet mopped daily? |  |  |  |  |
| **#** | **Electrical Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **73** | Are electrical panels accessible? |  |  |  |  |
| **74** | Are extension cords only used for temporary wiring and not run under carpets, doors, and through walls? |  |  |  |  |
| **75** | Extension cords and power strips are not chained together? |  |  |  |  |
| **76** | Exposed wiring and electrical cords in poor condition are not in use? |  |  |  |  |
| **77** | Ground fault circuit interrupters (GFCIs) in use in potentially wet locations? |  |  |  |  |
| **78** | 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** |
| **79** | Is there at least 18" clearance between stored items and fire sprinkler systems? |  |  |  |  |
| **80** | Do suspended ceilings have all tiles in place? |  |  |  |  |
| **81** | Are lab doors kept closed when unoccupied? |  |  |  |  |
| **82** | Are fire doors controlled by electromagnetic holder or constantly kept closed? |  |  |  |  |
| **83** | Are fire extinguishers available and free from obstructions? |  |  |  |  |
| **84** | Are aisles and exits within the lab space free of clutter and obstructions? |  |  |  |  |
| **#** | **Seismic Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **85** | 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** |
| **86** | Is hazardous machinery mounted or secured to prevent moving and tipping? |  |  |  |  |
| **87** | Are moving parts of equipment guarded when feasible in order to minimize risk of injury? |  |  |  |  |
| **88** | Is equipment with potential hazards routinely inspected and maintained? |  |  |  |  |
| **89** | Is long hair, loose clothing, jewelry removed/secured/tied back? |  |  |  |  |
| **90** | Does hazardous equipment have unobstructed emergency shutoff buttons/switches? |  |  |  |  |
| **91** | Are lockout tagout procedures in place and followed for maintenance operations? |  |  |  |  |
| **92** | Is hearing protection available to those using loud equipment? Is it required if indicated by noise survey? |  |  |  |  |
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| **#** | **Add-on Questions, Specific (Uncommon) Hazards, Other** | **Yes** | **No** | **n/a** | **Notes** |
| **33a** | Is the fume hood sash closed when not in use? |  |  |  |  |
| **33b** | Is the fume hood sash no more than 18” open when in use? |  |  |  |  |
| **33c** | Is work conducted at least 6" into the hood? |  |  |  |  |
| **33d** | If perchloric acid (>70% or heated at any concentration) is in use, is the fume hood properly rated? |  |  |  |  |
| **35a** | Are virgin chemicals stored separately from waste? |  |  |  |  |
| **36a** | Does the waste label list full chemical names? No abbreviations? |  |  |  |  |
| **48a** | Are oxidizers stored away from flammables? |  |  |  |  |
| **48b** | Are acids and bases stored separately? Are organics and inorganics stored separately? |  |  |  |  |
| **48c** | Is nitric acid stored on its own? |  |  |  |  |
| **54a** | 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? |  |  |  |  |
| **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?** |  |  |  |  |
| **S11** | Are forklift operators trained and certified? |  |  |  |  |
| **S12** | Is charging of electric batteries performed in designated areas? |  |  |  |  |
| **S13** | Is a spray booth used for all airbrush, spray cans, and spray guns? |  |  |  |  |

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| **Additional Surveyor Notes** |
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**Lab Survey Rating:**

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