



UNIVERSITY OF
SOUTH DAKOTA

USD Laboratory Safety Inspection Form

Building & Room #: _____ Department: _____
Supervisor: _____ Inspector: _____

Date:

	YES	NO	N/A
Emergency Equipment			
Means of egress / exits clear and unobstructed			
Fire extinguishers in designated locations, accessible and unobstructed			
Safety Showers / Eyewashes labeled, accessible, free from obstructions, tested			
First aid kit available, maintained (i.e., no oral drugs)			
Personal protective equipment (PPE) available, appropriate to hazard and used			
Shoes, long pants, lab coats, glasses (i.e., protective clothing) worn when working in labs			
Spill kit available			
Emergency procedures posted			
Signs / Labels			
Emergency Contact List posted			
Refrigerators / freezers labeled "No Food & Drink" "No Flammables" or "Food & Drink Only"			
Biohazard / Radioactive Materials signs posted			
Other signs required (e.g., laser, magnets, bright light, etc.)			
Electrical Equipment			
Electric cords in good condition, no exposed wiring			
Ground Fault Circuit Interrupters (GFCI) in wet or high humidity areas			
Equipment properly grounded (e.g., ground plugs), 2-prong appliances not near sinks			
Extension cords for temporary use and cords / power strips not daisy chained			
Electrical panels free of obstructions			
Fume Hoods / Biological Safety Cabinets (BSC) / Laminar Flow Hoods			
Fume hoods, BSC, laminar flow hoods certified (dates: _____)			
Hood sashes open / close properly and glass is intact			
Sash kept at 18" height while working and closed when not in use			
Hood kept running at all times			
Equipment used inside hood properly positioned / free of excess equipment			
Hood not used to store equipment, chemicals , nor waste			
Special purpose hoods (e.g., perchloric)			
Hazardous Material			
Chemical inventory available and up-to-date / updated annually			
Chemicals dated & initialed on receipt			
Chemical containers labeled with name of contents, capped and in good condition			
Corrosive chemicals stored below eye level			
Chemicals segregated by hazard (e.g., organics away from oxidizers, flammables from acids)			
Highly reactive chemicals stored in chemical-safe refrigerator			
Flammable solvents stored in approved safety cans or solvent storage cabinets			
No combustibles stored within 3 feet of the ceiling			
Secondary containers used to transport chemicals outside the lab			
Hazardous materials near sinks / drains inside secondary containers			
Compressed Gas Storage			
Gas cylinders properly marked, stored / secured in upright position			

Stored cylinders tightly capped & kept to minimum			
Regulators, connections and tubing in good condition, valves closed with not in use			
Complies with NFPA (i.e., max of 3 flammable, oxygen / health hazard cylinders per 500 sq ft)			
For toxic gases, leak sensors / alarms in place, regularly checked and calibrated			
Training / Documentation / Publications	YES	NO	N/A
Laboratory workers trained / instructed in potential hazards and lab safety practices			
Lab specific training (SOPs, chemical segregation, equipment handling, etc.) documented			
Copy of all safety manuals (Radiation, Chemical, biological) available			
MSDSs available, updated, accessible (CD or hard copy)			
Laboratory workers received chemical / waste training			
All personnel in lab completed annual refresher training			
Hazardous Waste Management			
Waste containers labeled and chemical compositions identified			
Broken glassware, sharps, pipette tips segregated and properly disposed			
Waste stored in secondary containment			
Chemical waste stored in a "designated" area			
Biohazard containers properly used where needed (e.g., autoclave bags, sharps containers)			
Biological Safety Issues			
Biological and/or infectious agents in use (RG)			
Biological use authorizations on file and current			
Laboratory furniture appropriate and easily decontaminated			
Biological waste bags with biohazard symbol in hard-sided, closed container			
Autoclave use log available / current and autoclaves tested after 40 hours of combined use			
Bloodborne pathogen program (workers trained & offered vaccinations - documented)			
Radiation Safety Issues			
NRC form 3 posted and Caution Radioactive Materials signs / labels used			
Absorbent paper used on work surfaces			
Radiation survey meter available and calibrated (date:)			
Radioisotope inventories available and current			
Radiation survey performed monthly and contamination cleaned			
Radiation dosimeters used, if appropriate			
Radioactive waste segregated by isotope, labeled, activity recorded			
Radiation survey of work area performed at conclusion of procedure			
Lasers, UV, RF sources (Laser Class)			
Vacuum Equipment			
Glass Dewars wrapped / shielded			
Vacuum pump belt guards in place			
Protective shatterproof shields used when vacuum equipment used.			
Comments:			
Discussed results with lab PI / supervisor			
Date deficiencies corrected / resurvey			