Laboratory Inspection Criteria

Accidents & Chemical Exposures

☐ Accidents or chemical exposures need to be reported
☐ Non-Injury Incidents and Near-Misses need to be reported
☐ Toxic Substances Control Act (TSCA) documentation is required

Administrative Controls & Training

☐ Particularly Hazardous Substance (PHS) protocol is missing
☐ Permission to Work Alone documentation needs to be completed
☐ Personnel listing or job activities need to be updated in BioRAFT
☐ Safety Data Sheets (SDS) are not accessible or complete
☐ Safety documentation of foreign-purchased chemicals covered by the Toxic Substances Control Act (TSCA) is not completed
☐ Safety training is required
☐ Standard Operating Procedures (SOPs) or other process / equipment protocols are needed
☐ Unattended operations need to be reported to EH&S

Chemical Use and Storage

☐ ChemTracker Inventory has not been updated in past 12 months
☐ ChemTracker Inventory is present, but does not accurately represent chemical inventory
☐ Chemical containers are not labeled correctly
☐ Chemical containers are not properly capped
☐ Chemical storage - secondary containment needed
☐ Chemicals are not transported safely
☐ Expired chemicals need to be disposed of promptly
☐ Flammable liquids are stored incorrectly
☐ Incompatible chemicals are not separated
☐ Mercury containing devices are un-used or mercury cleanup kit needed
☐ Nitric acid and flammable solvent use is incorrect or unsafe.
☐ Perchloric acid use is incorrect or unsafe
☐ Pyrophoric materials use is incorrect or unsafe
☐ Undated, expired, or old peroxide forming chemicals identified
☐ Unused or surplus chemicals are present

Compressed Gases

☐ Compressed gas cylinder needs a cap or regulator
☐ Compressed gas cylinder needs to be secured
☐ Flammable and oxidizing gases are not stored properly
☐ Gas alarms not functioning
☐ Gas cabinet or fume hood is required
☐ Gas cylinders are transported incorrectly
☐ Welding gases are not stored properly

Emergency Equipment

☐ Appropriate fire extinguisher needs to be installed
☐ Calcium gluconate gel, a hydrofluoric acid antidote, is expired or missing
☐ Emergency eyewash is obstructed
☐ Emergency eyewash needs to be installed
☐ Emergency eyewash needs to be tested and/or repaired
☐ Fire extinguisher is obstructed and needs to be accessible
☐ Fire extinguisher needs to be mounted
☐ Fire extinguisher needs to be tested
☐ Safety shower is obstructed
☐ Safety shower needs to be installed
☐ Safety shower needs to be tested and/or repaired
☐ Spill response kit is not present
☐ Spill response kit needs additional supplies

Hazardous Waste
☐ Broken glass waste box is needed
☐ Contaminated waste in regular trash or glass recycling box
☐ Electronic or computer waste needs to be disposed properly
☐ Hazardous waste containers are not closed
☐ Hazardous waste containers are not properly labeled
☐ Hazardous waste containers do not have an accumulation start date
☐ Hazardous waste is greater than 6 months old
☐ Hazardous waste is not handled properly
☐ Hazardous waste is not in secondary containment
☐ Proper chemical disposal practices not followed
☐ Sharps container is needed
☐ Universal waste is not handled properly

Housekeeping
☐ Electrical safety issues identified
☐ Evidence of eating and drinking in unauthorized areas
☐ Exception to No Food and Drink in Work Area Rule is needed
☐ Facilities repairs needed
☐ Food and drink is stored in an unauthorized area
☐ Sink is dirty or cluttered with debris
☐ Trip hazards identified
☐ Walkways and exits are unclear or obstructed
☐ Work areas are not clean or clear

Lab Postings
☐ Emergency Response Guidebook needed
☐ Emergency contact information needed
☐ Hazard warning information needed

Personal Protective Equipment
☐ Appropriate clothing needs to be worn
☐ Appropriate eye protection is needed
☐ Appropriate gloves are needed
☐ Hearing protection needs to be worn
☐ Lab coats are not worn
☐ Respirator use is incorrect or not through CMU's Respirator Program

Process Safety
☐ 3D printers are not being used safely
☐ Cryogenic gases are not dispensed properly
☐ Laser cutters are not being used safely
☐ Lead soldering is not done safely
☐ Nanomaterials are not being used safely
☐ Top three hazardous processes need to be documented

Ventilation
☐ Failed fume hood in use
☐ Fume hood air flow is obstructed
☐ Fume hood needs to be equipped with a low-flow alarm
☐ Fume hood needs to be labeled and tested
☐ Fume hood sash is opened beyond safe limit
☐ Ventilation unit required
Lab Inspection Summary Message based on score:

[100%]
On behalf of EH&S, I would like to thank you for your continued diligence towards the health and safety of your laboratory personnel and the CMU community.

CONGRATULATIONS! No issues or problems were found during the latest safety inspection!

We appreciate your efforts in maintaining safe laboratory practices and would like to acknowledge your conscientiousness. Thanks again for being proactive when it comes to safety.

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[86-99%]
On behalf of EH&S, I would like to thank you for your continued diligence towards the health and safety of your personnel and the CMU community.

If you wish to comment on or dispute any of the findings, please respond below with those comments in writing within a week of this notification.

The EH&S Office conducts annual hazardous chemical safety inspections as a service to our university community. As part of our service, we offer suggestions to assist work groups with compliance to federal, state, and local guidelines.

Based on this inspection, the following Corrective Actions must be completed:

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[>85%]
Your laboratory was inspected and was found not to comply with hazardous chemical practices and procedures required under state and federal laws. Serious issues have been identified and increased diligence towards the health and safety of your personnel and the CMU community is greatly needed.

If you wish to comment on or dispute any of the findings, please respond below with those comments in writing within a week of this notification.

The EH&S Office conducts annual hazardous chemical safety inspections as a service to our university community. As part of our service, we offer suggestions to assist work groups with compliance to federal, state, and local guidelines.

Based on this inspection, the following Corrective Actions MUST be completed:

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