



Steps to Prepare for the EHS Safety Inspection

1. Review, verify, and update your spaces in SciShield (under “Spaces” tab)
2. Confirm that all current lab members are added to SciShield, and that past members have been removed (under the “Members” tab).
3. Check for training delinquencies (under the “Training” tab).
4. Check that all current lab members who work after hours/on weekends/evenings have filled out the Work alone form (under the “Documents” tab).
 - Link to the Work Alone Form: <https://www.cmu.edu/ehs/ehs-guideline---working-alone-in-research-laboratories-shops-studios-and-work-areas.pdf>
5. Verify that your chemical inventory includes all hazardous materials, compressed gases and soldering material and confirm it is up to date and (under the “ChemTracker” tab).
6. Verify that Particularly Hazardous Substances (PHS) forms have been completed for any PHS that are in use, and that all lab members who use them have signed the approval page (last page in the form).
 - Link to the PHS form: <https://www.cmu.edu/ehs/Laboratory-Safety/chemical-safety/documents/ehs---particularly-hazardous-substances-procedure-protocol-form.pdf>.
 - Link to the PHS table: <https://www.cmu.edu/ehs/Laboratory-Safety/chemical-safety/documents/ehs---particularly-hazardous-substances-table.pdf>.
7. Confirm that eye washes and fire extinguishers are tested on a monthly basis.
 - Use the laminated Emergency Eye Wash Monthly Inspection Form provided by EHS to record monthly eyewash tests. If your laboratory hasn’t received the Eye wash forms, they will be provided during the inspection.
 - Use the following checklist for fire extinguisher inspections:
<https://www.cmu.edu/ehs/Guidelines/monthly-fire-extinguisher-inspection-checklist.pdf>.

8. Check your first aid kits and verify that it is properly stocked, and items are not expired. Here is an example of items that should be in first aid kits: antibiotic ointment, burn gel, roller bandage, scissors, sterile pad, cold pack, hand sanitizer, and eye covering (with means of attachment).
9. Look for cluttered/dirty work areas and declutter/clean them.
 - Pay particular attention to sinks; are there soap and paper towels provided? Are the sinks clean and empty of glassware and other debris?
 - Broken glass boxes are used for broken glass and for small, empty, and clean bottles and vials. They are not used for trash, dirty gloves, or hazardous materials.
10. Check that the lab is storing hazardous materials properly, segregated based on compatibility. Confirm that all chemical containers are labeled, closed, and not damaged or expired.
11. Check your hazardous waste: it should be stored in a designated Satellite Accumulation Area (SAA), in secondary containment, labeled with name of hazards and date, and less than 6 months old.
 - For more information, use the following link:
<https://www.cmu.edu/ehs/Hazardous-Waste-Management/index.html>.
12. Verify that fume hoods/biological cabinets have been tested/certified within the last year.
13. Verify that “daisy chaining” (use of multiple extension cords and power strips in series) is **not** practiced in the lab.
14. Verify that necessary safety practices are followed for soldering, 3D printing, laser cutter, welding, and other processes. For more info, please reach out to EHS or search our website for guidelines: <https://www.cmu.edu/ehs/>

Questions?
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