

Inspection Checklist For Rooms with Hazardous Materials¹

Department: _____

Responsible Person(s) _____

Building _____ Room _____

As a condition of the campus hazardous materials permit, SFSU must comply with Hazardous Materials Ordinance, Article 21, Section 1161, which requires quarterly self-inspections of all areas containing hazardous materials or hazardous waste. Please submit the completed audit form(s) to Campus Environment, Health & Safety (ADM 260) by the due date.

Check whether this room is in compliance with each item listed below.

- OK** The required item or situation is in compliance.
- NO** The required item or situation is NOT in compliance during this audit.
- N/A** This item does not apply to this room at all OR is not applicable during this particular quarter

In Compliance?

OK NO N/A

Notes/

Date Corrected

1. Emergency Provisions

- | | | | | |
|--------------------------|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. All exit routes, aisles, and emergency doors are free from obstruction. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Fire extinguishers are wall-mounted and accessible with visible signage. Inspection tag is current. Extinguisher is fully charged. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Emergency eyewash works and access is free from obstructions. Monthly inspection test tag is current. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Emergency and contact information is posted on the door. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Hazard information and required PPE is posted on the door. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. No heavy items or chemicals are stored above shoulder height. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Bookshelves and cabinets > 5 ft high are secured to the wall. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. Electrical panel doors are accessible and free from obstructions. (3 ft clearance) | _____ |

2. Required Recordkeeping

- | | | | | |
|--------------------------|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. A current inventory of chemicals used or stored in the lab is available. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Safety Data Sheets (SDS) for every chemical on the inventory are available on file or on-line during working hours. (Website bookmarked) | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. All new staff & student employees in this lab/room have had safety training. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Safety training is documented and available for inspection or review. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Chemical Hygiene Plan and/or written safety procedures are available. | _____ |

3. General Safety and Housekeeping

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Refrigerators, microwaves, or freezers in hazmat areas are labeled "NO Food or Beverages". No sodas, snacks or other foods are stored inside. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Open food and beverage containers are not present in the room. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Fume hoods, counters, and secondary containers are free of spilled material. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Incompatible chemicals on counters/shelves are segregated to prevent mixing. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Chemical and waste containers are wiped clean to avoid cross-contamination. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Gloves, goggles, face shields & masks stored in a clean area or bag when not in use. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Trash and waste containers are not overflowing. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | H. Ceiling tiles are in place, not bulging or hanging. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | I. Occupants are wearing lab coats, protective eye wear, and closed toe shoes, as required. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | J. Room looks reasonably clean and organized. | _____ |

¹Note: Additional checklists for laser & radiation labs are available.

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OK NO N/A

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4. Electrical Safety, Moving Parts, and Energy Sources

- A. Extension cords are not used as permanent wiring. _____
- B. Extension cords are not "daisy-chained" to reach a distant outlet. _____
- C. Outlets, wiring, and electrical cords are in good condition - no exposed wires. _____
- D. All power strips and outlets near sources of water are protected by a GFCI. _____
- E. Electrical outlets are not overloaded. No splitters used to allow more plugs into an outlet. _____
- F. Heavy duty power cords (no cheap household types) are used for lab equipment. _____
- G. Machines with moving parts or accessible energy sources (e.g UV) have guards or interlocks. _____
- H. Equipment with broken doors, interlocks, frayed wires, etc. is labeled as "out of service". _____

5. Compressed Gas Cylinders

N/A No gas cylinders in room

- A. Gas cylinders are clearly labeled identifying their contents. _____
- B. Cylinders are secured to a fixed counter or wall with two non-combustible straps or chains. _____
- C. When gases are not 'in use', regulators are removed and replaced with cylinder caps. _____
- D. Flammable gases are stored ≥ 20 ft from oxygen gas/spark sources (or 1 hr fire wall). _____
- E. When in use, flammable gas cylinders are grounded with wires securely attached. _____

6. Fume Hoods and Biosafety Cabinets

N/A No hoods/glove boxes

- A. Fume hoods are functioning and the air flow monitors are working properly. _____
- B. Fume hoods are not excessively cluttered and there is room to work. _____
- C. Good fume hood use: Chemicals/Equipment don't block the baffles (the slits in the back). _____
- D. Good fume hood use: Chemicals used 6" behind sash face, air foil in front is not blocked. _____
- E. Good fume hood use: Large equipment elevated to allow air flow. _____
- F. Biosafety cabinets and fume hoods have been tested within the last 12 months. _____

7. Chemical Storage

N/A $\leq 1L$ Stored in room

- A. Chemical containers are stored by hazard class* using separate cabinets or tray to catch leaks and prevent incompatible liquids from causing unwanted reactions. _____
- B. All chemical containers such as bottles, cans, beakers, flasks, and vials have a legible label or tag stating the contents and appropriate warnings. _____
- C. Cabinets containing hazardous materials are labeled with the chemical hazard class(es)*. _____
- D. Unstable chemicals are dated when received and opened and discarded when expired. _____
- E. All containers are stored upright and secure. Containers not at edge of counter. _____
- F. Shelves have earthquake bracing to prevent chemicals from toppling over. _____
- G. Containers are capped or closed when material is not being added or removed. _____
- H. Solvents and other hazardous liquids are stored off the floor and not in aisles. _____
- I. 5 gal cans are stored inside flammable storage cabinets or solvent storage rooms. _____
- J. Cabinets containing hazardous materials are labeled with the chemical hazard type. _____
- K. Bulging, damaged containers and those with obvious chemical reactions removed. _____

*HAZARD CLASSES: inorganic acids, organic acids, flammable solvents, flammable solids, air reactives, oxidizers, inorganic bases, etc.

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 OK NO NA

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8. Flammable Materials N/A ≤ 1L Stored in room

- A. Class IA Flammable liquids are stored in NFPA compliant flammable storage cabinets—w/self-closing doors. (i.e, *ethyl ether, tetrahydrofuran, pentane*) **
- B. Ethyl ether and tetrahydrofuran are not stored past their expiration dates.
- C. Flammable liquids and gases are stored away from open flames, spark sources, strong oxidizers, hydrogen or oxygen cylinders, and not under distillation units.
- D. Flammable solids are stored in metal or ceramic containers away from liquids.***
- E. Combustible scrap (not daily trash) & oily rags are in metal “safety” disposal cans.
- F. Flammables that require refrigeration are only stored in refrigerators marked as “**Explosion-Proof.**”
- G. Halogenated solvents (that are not flammable i.e., *chloroform*) are *not* stored in cabinets labeled “**Flammables Storage.**” They are stored with other organics.

9. Hazardous Waste (Chemical) N/A

- A. Every container, with even a drop of waste in it, has a **dated**, and completed waste ID tag. (“*Hazardous*” waste tags are for chemical waste only.)
- B. Waste ID tags correctly identify the contents.
- C. Liquid hazardous waste is stored in secondary containment to collect spills.
- D. Different waste types are separated by secondary containers or space: (i.e., *sharps & biological wastes, chemical waste & hazardous lab trash*) and labeled.
- E. Used batteries, UV, halogen, and fluorescent lamps are stored in containers labeled “Universal Waste” or promptly taken to the stockrooms for collection.
- F. Posted signs identify designated Satellite Accumulation Areas (SAA’s).
- G. Hazardous waste is clearly segregated from in use or stored chemicals.
- H. Hazardous chemical waste is within **120 days** of the accumulation start date written on the tag. (*Contact your stockroom if full or expired.*)
- I. Waste accumulation bottles are not left open or stored with standard funnels left in them.
- J. Waste containers are closed, except when waste is being added. (*Funnels are not caps*). *Closed top funnels, and drilled caps for tubing are okay.*

** CLASS IA FLAMMABLE LIQUIDS: pentane, ethyl ether, petroleum ether, acetaldehyde, etc.
 *** FLAMMABLE SOLIDS: magnesium or sodium metal, metallic hydrides, sulfur, etc.

Other Issues or Notes:

Name of person performing self-inspection

_____ *print name*

_____ **Date**

Signature of Person Responsible for Room

_____ *signature*

_____ **Date**