

Appendix C

LABORATORY SAFETY EVALUATION

Department: _____ Building: _____
Principal Investigator: _____ Room(s): _____
Date: _____ Contact: _____ PH#: _____

S = Satisfactory N = Needs Improvement N/A = Not Applicable

The items in this section are required to ensure regulatory compliance.

S N N/A

Chemical Waste

Containment and Storage

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | 1. All containers are closed unless actively receiving waste. |
| ___ | ___ | ___ | 2. No containers are leaking. |
| ___ | ___ | ___ | 3. All containers are compatible with their contents. |
| ___ | ___ | ___ | 4. No hazardous waste is poured down the drain without prior approval by EHS. |
| ___ | ___ | ___ | 5. The location of waste pick-up is in the immediate vicinity of point of generation and under supervision of person who generated it. |
| ___ | ___ | ___ | 6. Waste containers are not overfilled. |
| ___ | ___ | ___ | 7. Wastes are properly segregated. |

Labeling

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Original container labels are removed or defaced. |
| ___ | ___ | ___ | 2. All containers are labeled "waste" or "spent" and their contents are identified. |

Disposal

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. Each waste container that is ready for disposal has a properly filled out waste tag attached to it. |
| ___ | ___ | ___ | 2. For containers ready for disposal a properly filled out pick-up request form has been forwarded to EHS. Both the tags and pick-up request forms are available through EHS. |

Special Waste

Sharps

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. All metal sharps are deposited into appropriate containers. |
| ___ | ___ | ___ | 2. All glass sharps and other non-metallic piercing objects are properly segregated into appropriate broken glass containers. |

Animals

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | 1. All animals and animal parts are kept frozen and double-bagged until pickup and delivery to Odessa Animal Control. |
|-----|-----|-----|---|

S N N/A

___ ___ ___
___ ___ ___

Microbiological Waste

1. All microbiological waste is properly segregated and labeled.
2. All microbiological waste must either be treated by the lab staff, e.g., autoclaved, prior to disposal.

___ ___ ___
___ ___ ___

Disposal of Microbiological Waste In the Lab

1. A log is kept of all microbiological waste treated in the lab.
2. Treated bags or containers of microbiological waste have "treated" labels attached before disposal in an opaque trash bag.
3. The treatment methods used to treat microbiological waste in the lab are in accordance with the Management and Disposal of Biological Waste plan for UTPB.

___ ___ ___

Controlled Substances

Security

___ ___ ___
___ ___ ___

1. Security is adequate to prevent unauthorized use, access, and diversion of controlled substances.
2. Controlled substances are stored in a locked cabinet.

Records

___ ___ ___

1. Records of purchases, acquisition, dispensations, and disposal of controlled substances are kept.

Disposal

___ ___ ___

1. Outdated and unused controlled substances are disposed of in accordance with the US Drug Enforcement Agency (DEA) procedures.

Hazard Communication Act

MSDS

___ ___ ___
___ ___ ___

1. MSDS are available and readily accessible for every hazardous chemical present.
2. Lab personnel know where and how to obtain MSDS.

Labels

___ ___ ___

1. The labels on incoming chemical containers are not removed or defaced and are maintained as required.

S N N/A

___ ___ ___

2. Secondary containers, other than ones for immediate use, are labeled with the

identity of their contents.

Training

- ___ ___ ___ 1. All lab personnel have had Hazard Communication training.

The items in this section represent well-established safety and health guidelines that should be followed in all laboratories.

Personal Protective Clothing

- ___ ___ ___ 1. The appropriate personal protective clothing for work being performed is present and in good condition.
___ ___ ___ 2. Lab personnel wear appropriate personal protective clothing while in the lab.

Personal Protective Equipment

- ___ ___ ___ 1. Fume hoods are working properly and only essential items are stored in them.
___ ___ ___ 2. Fume hoods have been tested by EHS within the past year.
___ ___ ___ 3. The fume hood sash is pulled down as far as is practical.
___ ___ ___ 4. Biological safety cabinets are used properly and are certified on an annual basis.

Emergency Equipment

- ___ ___ ___ 1. Emergency showers are available and are unobstructed.
___ ___ ___ 2. Emergency showers have been tested by EHS within the past year.
___ ___ ___ 3. Eyewashes are available, are unobstructed, and has been tested within the last three months by EHS personnel.
___ ___ ___ 4. Lab personnel are trained in the use of fire extinguishers.
___ ___ ___ 5. *Whenever* a fire extinguisher has been used, EHS is contacted.

Fire/Life Safety

- ___ ___ ___ 1. All exits and walkways in the lab are clear and unobstructed (must have a minimum of 44 inches of clearance).
___ ___ ___ 2. Lab doors are kept closed as much as possible to provide a fire and smoke barrier.
___ ___ ___ 3. The storage of combustibles, e.g., cardboard boxes and paper towels, is minimized.
___ ___ ___ 4. Bunsen burner tubing is checked regularly and any found cracked or brittle is replaced.
___ ___ ___ 5. Electrical equipment is properly maintained and stored away from flammable chemicals and combustible material.
___ ___ ___ 6. Fire extinguishers are close by, properly mounted on the wall bracket, and unobstructed.
___ ___ ___ 7. Hallways are not used for storage.

S N N/A

Electrical Safety

- ___ ___ ___ 1. All electrical cords are in good condition. None have cracked, brittle, or

frayed insulation.

- — — 2. All electrical equipment is properly grounded.
- — — 3. No electrical/extension cords are run above the ceiling or behind walls.
- — — 4. The use of extension cords in the lab is minimized.
- — — 5. No electrical cords are run across the floor where they could be a tripping hazard.

Chemical Storage

- — — 1. All chemicals are stored by hazard class, e.g., flammables, oxidizers, acids, bases, reactives, and toxins.
- — — 2. No breakable chemical containers are stored on the floor.
- — — 3. All chemical containers are kept closed.
- — — 4. No hazardous chemicals are stored above eye level.
- — — 5. Flammables stored in the lab are minimized and are kept in flammable storage cabinets.
- — — 6. Flammables are never stored in standard household refrigerators.
- — — 7. Chemicals are dated when received and opened.
- — — 8. The integrity of chemical containers and labels are checked regularly.
- — — 9. Compressed gas cylinders are secured and the safety cap is in place.

Physical Hazards

- — — 1. All belt driven vacuum pumps are protected with belt guards.
- — — 2. All fans are guarded.
- — — 3. Pressurized systems are properly shielded.

Spill Control

- — — 1. Spill control materials are available.
- — — 2. Lab personnel are trained in spill clean up procedures.