# Department of Chemistry Quarterly Lab Inspection Report

<table>
<thead>
<tr>
<th>Lab Supervisor: ____________________</th>
<th>Room: ____________________</th>
<th>Date: ____________________</th>
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- Satisfactory (S)
- Unsatisfactory (U)
- Not Applicable (NA)

## Hazardous Materials

### Chemicals / Reagents
- Proper labels on all containers: ______
- Inventory in lab: ______
- Safety & compatibility stored: ______
- Acceptable quantity in lab: ______
- And solvent / flammable cabinet: ______
- Fridge safe for solvents or sign: ______
- Prohibiting solvent storage: ______
- Chemical transport or handling: ______

## Lab Conditions

### Lab Benches
- Clean: ______
- Good Condition: ______

### Fume Hoods
- Clean and unobstructed: ______
- Proper use known by users: ______
- Airflow alarm tested: ______

### Floors, Aisles and Exits
- Dry: ______
- Aisles, doorways, emergency exits: ______
- Unobstructed: ______

### Sinks and Drains
- Clean: ______
- Water run to all drains regularly: ______
- Soap available: ______
- Paper towels available: ______
- Signs prohibiting chemical disposal: ______

### Electrical Apparatus
- Wiring & cords in good condition: ______
- Equipment pulleys guarded: ______
- Equipment properly grounded: ______

### General Storage
- Stored items easily accessible: ______
- Reasonable quantities of non-Hazardous materials: ______

## Compressed & Liquefied Gases

- Proper labels: ______
- Cylinders secured: ______
- Protective caps used: ______
- Regulators appropriate: ______

## Waste / Surplus Chemical Disposal

- Identified: ______
- Containers adequate: ______
- Properly segregated: ______
- (halogenated / non-halogenated): ______

## Syringes & Sharps

- Sharps containers available: ______
- Identified: ______
- Decontamination Procedures: ______

## Biohazard Materials

- Identified: ______
- Containment level posted: ______
- Laminar flow cabinets: ______
- Waste containers available: ______
- Decontamination procedures: ______

## Radioactive Materials

- Identified: ______
- Inventory up-to-date: ______
- Weekly contamination monitoring: ______
- Waste containment: ______

## Emergency Preparedness

### Spill Control
- Bucket / gloves / bags available: ______
- Absorbent available: ______
- Neutralizing agent available:
  - Oxidizers: ______
  - Flammable solvents: ______
  - Water-reactives: ______
  - Air-reactives: ______
- Signs appropriate (lasers, storage, etc): ______

### Safety Awareness & Information

- Material Safety Data sheets available: ______
- Special procedure documented: ______
- Unattended experiments identified: ______
- Signs appropriate (lasers, storage, etc): ______
Personal Protective Equipment
Eye and Face protection
  Available and worn
  Good condition
  Suitable for hazard present

Gloves, Lab Coats and Footwear
  Available
  Good Condition
  Suitable for hazard present
  Proper footwear worn

Emergency Procedures
  Emergency 82222 posted
  Fire alarm pull-station accessible
  First aid kit available and stocked
  Evacuation plan
  Qualified first aider's posted

Emergency Showers
  Location known and identified
  Accessible
  Tested recently

Eyewash Stations
  Accessible and identified
  Good condition and tested

Fire Extinguishers
  Seal intact
  Use instructions reviewed
  Appropriately located
  Tested recently

General Lab Practices
  No food in lab, etc.

Any safety item deemed unsatisfactory will be dealt with by the safety co-ordinator within 30 days.

Any building maintenance items such as power loss or mechanical problems requiring immediate attention contact Facilities and Services at 83000.

Maintenance Items and General Comments:

Inspected By: __________________________