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<th>PI</th>
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1. **Laboratory Security**
   - Visitors to lab are approached and identified.
   - Lock equipment that contains hazardous materials in areas outside the laboratory.
   - Lock laboratory doors when no one is present.

2. **Electrical Safety (NFPA Code):**
   - Do not provide power to laboratory equipment with extension cords, install permanent wiring.
   - Repair electrical cords/outlet/plugs not in good condition.
   - Discontinue use of 3-way plugs, replace with fuse protected power strip.
   - Remove extension cord(s) above ceiling tiles.
   - Install ground fault circuit interrupters on outlets within 6' of wet areas.
   - No unsafe conditions observed.

3. **Fire/Life Safety (NFPA Code):**
   - Keep lab door closed.
   - Remove obstruction blocking fire extinguisher.
   - Keep evacuation/exit routes cleared.
   - Replace missing/damaged ceiling tiles.
   - EHSD will replace/monitor service fire extinguisher.
   - Replace brittle Bunsen burner tubing.
   - Remove items that are within 18 inches of ceiling because the room has fire sprinkler system.
   - No unsafe conditions observed.

4. **Fume Hood/Biological Safety Cabinet:**
   - EHSD will inspect fume hood.
   - Remove clutter from fume hood biological safety cabinet.
   - Pull down sash on fume hood.
   - Remove electrical strips in fume hood.
   - Place cap on open containers in fume hood.
   - Remove chemicals stored in fume hood.
   - Clean dirty fume hood.
   - Remove items stored in the back part of hood, which are blocking the airflow.
   - Contact EHSD to arrange certification of biological safety cabinet.
   - Remove loose paper items from fume hood biological safety cabinet.
   - Remove lab coat from fume hood controls.
   - Remove items on front grill of biological safety cabinet.
   - Do not use a Bunsen burner in a biological safety cabinet.
   - No unsafe conditions observed.

5. **Waste Disposal (EPA/ TNRCC Regulations):**
   - Place cap on open waste container.
   - Dispose of old chemicals/samples/waste/lecture bottles.
   - Encapsulate sharps before disposal.
   - Dispose of broken glass in a sturdy box marked "BROKEN GLASS".
   - Label waste container: "HAZARDOUS WASTE" and list chemical contents.
   - No unsafe conditions observed.

6. **Autoclave (TNRCC Regulations):**
   - Remove bags of waste that have been autoclaved.
   - Put a strip of tape that produces the word AUTOCLAVED across all Biohazard symbols on bags. Do not throw away a Biohazard bag without covering all Biohazard symbols.
   - Keep a log noting description and quantity of waste, waste treatment method and parameters, date of treatment, printed name and initials of person performing treatment for each autoclave load of hazardous waste.
   - Replace chart paper or printer paper to record operating parameters of each autoclave load.
   - Use a secondary container of sufficient size to hold Biohazard bags to be autoclaved.
   - No unsafe conditions observed.
7. **Personal Protective Equipment/Eyewash/Showers (ANSI Standards, TDH HazCom Act):**

- Remove obstruction blocking shower/eyewash.
- Flush eyewash on a regular basis.
- Provide a continuous flow eyewash (a squeeze bottle eyewash is not adequate).
- EHSD will test the emergency shower/eyewash.
- Provide necessary PPE for personnel (safety glasses, lab coat, gloves, etc.).
- Lab personnel should wear PPE.

No unsafe conditions observed.

8. **Safe Lab Practices:**

- Limit eating or drinking to areas away from lab work areas.
- Provide adequate facilities for hand washing (e.g. soap, paper towels).
- Pour water into floor drains.
- Do not recap used needles.
- Do not store food and chemicals in the same refrigerator or freezer.
- Do not wash or store food/drink cups, plates or silverware in the same sink used for lab purposes.
- Deface all empty bottles before reuse to prevent confusion over contents.

No unsafe conditions observed.

9. **Chemical Storage (NFPA Code, TDH HazCom Act):**

- Do not store hazardous liquid chemicals above eye level of the shortest person using lab.
- Do not store food and chemicals in same refrigerator.
- Remove flammables stored in household refrigerator.
- Do not store chemicals on floor.
- Segregate chemicals by hazard class (flammable, corrosive, oxidizer, reactive, toxic).
- Repackage or dispose of chemicals in deteriorated containers.
- Perchloric acid **must** be stored away from organic materials and other acids.
- Date chemicals when received and again when opened.
- Do not store chemicals on workbench.
- Store flammable liquids in flammable storage cabinet.

No unsafe conditions observed.

10. **Warning Signs/Labels (TDH HazCom Act):**

- Ensure that all containers are labeled to indicate contents, even those that contain water or are a part of equipment or experiments.
- Replace missing or deteriorating labels.
- Post emergency contacts and off-hour phone numbers on all outer doors.
- Post specific warning signs (biohazard, radioactive, LAZER, etc.) on lab door.
- Label microwave "Lab Use Only" or "Food Only".
- Label freezer "Not Safe for Flammable Storage" or "Food Only".
- Label refrigerator "Not Safe for Flammable Storage" or "Food Only".

No unsafe conditions observed.

11. **Physical Hazards:**

- Do not store glass items on the floor.
- Relocate or tape down electrical cords, computer cables and/or hoses that present tripping hazards.
- Secure compressed gas cylinders.
- Apply safety cap to cylinders when not in use.
- Vacuum pumps: _____ Belt guard, _____ Exhaust, _____ Oil leaks, _____ Running unattended

No unsafe conditions observed.

12. **Other:**

- General housekeeping needed.
- Bicycles are prohibited in buildings.
- Discard all unnecessary boxes, old equipment, etc.

No unsafe conditions observed.