



Laboratory Audit

Date: _____ Inspected By: _____ Department: _____ Contact Person: _____

| Status during Inspection: <input type="checkbox"/> Occupied <input type="checkbox"/> Unoccupied | | | | | | <input type="checkbox"/> Lab <input type="checkbox"/> Equipment <input type="checkbox"/> Other |
|---|------|---|-----|----|-----|--|
| General Work Area | | | | | | |
| | | Signs | Yes | No | N/A | Signs Comments |
| OSHA | FDNY | Signs: Exit, No Smoking, | | | | |
| OSHA | FDNY | Signs: "Laboratory Potentially Hazardous Substances" | | | | |
| OSHA | FDNY | Sign: "Emergency Electrical Shut-off valve" | | | | |
| OSHA | | Sign: "Emergency Gas Shut-off Valve" | | | | |
| | FDNY | Do all workers have a COF from the NYFD | | | | |
| Physical Hazards | | | | | | Physical Hazards Comment |
| OSHA | | Work and storage area & hoods free of clutter | | | | |
| OSHA | | Fire aisles, access to stairways and fire equip clear | | | | |
| OSHA | | No floor storage of materials / tripping hazard & emergency egress obstructions | | | | |
| OSHA | | Broken glass and/or sharps container available | | | | |
| OSHA | | Bench tops free of excess storage | | | | |
| OSHA | | At least one clear aisle with 3 feet wide to exit door | | | | |
| OSHA | | Glassware at pressures other than ambient wrapped or shielded | | | | |
| OSHA | | Where needed pulleys, belts, blades and other moving parts guarded | | | | |
| Electrical Hazards | | | | | | Electrical Hazards Comments |
| OSHA | | Electrical wires not frayed or creating trip hazard | | | | |
| OSHA | FNDY | All equipment grounded, GFI circuits near water sources | | | | |
| OSHA | | No Excessive use of extension cords | | | | |
| OSHA | | No Covers missing exposing live components | | | | |
| Hoods & Ventilation | | | | | | Hood & Ventilation Comments |
| OSHA | | Fume hood working properly and date and velocity labeled | | | | |
| OSHA | | Total number fume hood and certification dates | | | | |
| | | Biological safety cabinet (BSC) certified within last 12 (Type) | | | | |
| OSHA | | Hoods free of clutter and excessive chemicals | | | | |
| OSHA | | Large pieces of equipment raised to allow air flow | | | | |
| OSHA | | Hood marked for 18"opening | | | | |
| PPE / Respiratory Protection | | | | | | PPE / Respiratory Protection Comments |
| OSHA | | Goggles gloves safety shields and protective clothing available | | | | |
| OSHA | | No unauthorized respiratory protection | | | | |
| Emergency Preparedness | | | | | | Emergency Preparedness Comments |
| OSHA | | Access to eyewashes, showers, fire extinguishers unrestricted and unblocked | | | | |
| OSHA | | Safety Shower, working, labeled and "dates checked" tag | | | | |
| OSHA | | Eye wash, working, labeled and flushed weekly | | | | |
| OSHA | | Eye wash station | | | | |
| OSHA | | Fire extinguisher ABC Fire Rating readily available within 50' | | | | |
| OSHA | | Fire extinguisher inspected & charged | | | | |
| OSHA | EPA | Spill kit available | | | | |
| OSHA | | If available, First Aid Kit is wall mounted and stocked | | | | |
| | EPA | Emergency contact numbers posted & phone available | | | | |
| OSHA | | Emergency Electrical and Gas Shut-offs | | | | |
| Hazard Communication Signs, Labels, MSDS | | | | | | Haz Comm Signs, Labels, MSDS comments |
| OSHA | | Special Hazards Signs (biohaz or radiation) where needed | | | | |
| OSHA | | Chemical containers marked with name and specific hazards | | | | |
| OSHA | | MSDSs available in work areas or nearby | | | | |
| OSHA | | Room chemical inventory available | | | | |



| Chemical Storage | | | Yes | No | N/A | Chemical Storage Comments |
|-------------------------------|------|--|-----|----|-----|---------------------------------------|
| OSHA | FDNY | Flammable materials stored on open shelving | | | | |
| OSHA | FDNY | Flammables do not exceed limits for laboratory (15 gallon max including waste solvents) | | | | |
| OSHA | | Flammable liquids kept in closed containers when not in use | | | | |
| OSHA | | Flammable liquid cabinets labeled: "Flammable- Keep fire away" | | | | |
| OSHA | | Shelves in good condition | | | | |
| OSHA | | No storage near heat source, floor or above eye level | | | | |
| OSHA | | Metal shelves protected from acids | | | | |
| OSHA | | Where Nitric and Perchloric acids are stored, wooden and metallic shelves protected. | | | | |
| OSHA | | Secondary containment used with breakable containers stored on bench tops. | | | | |
| OSHA | | Containers intact and free of deterioration | | | | |
| OSHA | FDNY | Incompatible materials segregated (Oxidizers& flammables) | | | | |
| OSHA | FDNY | Stored nitric acid away from other acids | | | | |
| OSHA | | Severe poisons should have a dedicated cabinet | | | | |
| OSHA | FDNY | Non explosion proof, non flammable storage refrigerators free of flammables | | | | |
| OSHA | FDNY | Laboratory refrigerators with storage instructions posted on door (no flammables or food) | | | | |
| Hazardous Waste Management | | | | | | Hazardous Waste Management Comment |
| DEC | EPA | Waste containers closed and compatible with contents | | | | |
| DEC | EPA | Secondary containment for hazardous wastes | | | | |
| DEC | EPA | Waste container tight capped when not in use | | | | |
| DEC | EPA | Laboratory using Lehman College Hazardous Waste label | | | | |
| Labeling /Sign | | | | | | Labeling/Sign Comments |
| DEC | EPA | Waste accumulation area clearly marked (SAA) | | | | |
| DEC | EPA | Waste containers clearly marked (Hazardous Waste and Chemical Name) | | | | |
| Compressed Gas Cylinders | | | | | | Compressed Gas Cylinders Comments |
| OSHA | | Secured in upright position, cap in place main valve closed | | | | |
| OSHA | | Gas cylinders identified& stored protected from heat sources | | | | |
| OSHA | | Hydrostatic testing within 5 yr. (ten yr. w/5pointed star stamped next to test date)? | | | | |
| OSHA | | Flammable gases separated from oxidizing gases and grounded | | | | |
| OHS | | flammable gases not excessive | | | | |
| Radioactive Material Handling | | | | | | Radioactive Material Handling Comment |
| | DOH | License posted and PI listed on the license | | | | |
| | DOH | Has the materials user attended training in the last year | | | | |
| NRC | DOH | Is "decay in place" used for storage and disposal of radioactive waste | | | | |
| NRC | DOH | Is "non-decay in place" waste separated from "decay in place" waste | | | | |
| NRC | DOH | Are receipt, usage and waste disposal logs available? | | | | |
| | DOH | Is a copy of the "Radioactive Materials Management Plan" available | | | | |
| Regulated Medical Waste (RMW) | | | | | | Regulated Medical Waste Comments |
| DOH | | Are regulated medical wastes (RMW) generated? | | | | |
| DOH | | Is RMW separated from other solid wastes? | | | | |
| DOH | | Are sharps collected in red rigid leak-proof containers labeled "Regulated Medical Waste"? | | | | |
| DOH | | Door has proper signage | | | | |