

## Science Lab Checklist

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Person(s) Conducting the Survey: \_\_\_\_\_

<b>Science Lab Procedures</b>		
Condition		Recommendation
Does the District have written laboratory safety policies/procedures/programs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are written procedures in place for: <ul style="list-style-type: none"> <li>• Waste minimization/management</li> <li>• Chemical spills</li> <li>• Emergencies (power outage, gas leak, fire, earthquake, severe weather)</li> <li>• Planned shutdown of gas, water or electricity</li> <li>• PPE</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are emergency phone numbers posted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are emergency instructions addressing fire, medical, chemical, and biohazard emergencies posted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is documented training for staff/students conducted on safety procedures and chemical hazards?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is an IH Professional used to determine that chemicals are stored by class, chemical quantity is appropriate, and what chemicals need to be disposed of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are chemical inventory inspections that include chemical amount, container type, pressure, and temperature performed at least annually? This will help to keep track of the amount of chemicals on hand and how often they are used.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
When new chemicals are ordered and received are they added to the chemical inventory list?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are inspections of safety and first aid equipment conducted quarterly and records of the results kept? (Safety Committee's inspections)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there contact numbers for the Sanitary Sewer department above sinks in case of an accidental discharge down the drain?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Laboratory</b>		
Condition		Recommendation
Are chemicals stored in a locked room with limited access?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a binder of all MSDS's for the chemicals available? Who is this assigned to?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the lab have a chemical spill kit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the lab have an eyewash station or deluge shower?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is proper housekeeping followed in the lab, (i.e. removal of residues off bench tops, uncluttered bench tops, clear pathways to eyewash, safety showers, exits, electrical panels and fire extinguishers, etc)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are food and drink prohibited in the lab/classroom?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Laboratory (continued)		
Condition		Recommendation
Is all equipment/apparatus in the lab inspected prior to use? Are inspection records kept?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a fume hood in use? Does it have a 100 feet-per-minute air flow? Are electrical receptacles outside the hood?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a well-stocked first aid kit available and it is appropriate for the size of the lab and located in an easily accessible spot?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the lab has sprinklers, is the 18 inch clearance below and to the sides of the sprinkler maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the general room ventilation adequate (i.e., temperature and odors controlled, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are chemical storage shelves protected with a lip/barrier and a device to protect the containers from falling in the event of an earthquake?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are refrigerators used for chemical or food use only and labeled appropriately?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If flammable liquids are present are they kept locked away? If more than 10 gallons are present, are they in a storage cabinet designed for storing flammables?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a current inventory of chemicals and approximate quantities available?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are chemical containers inspected annually for clear labeling, date received, and adequate storage container? Are deteriorating containers properly disposed of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are peroxide forming compounds allowed in the lab? If so, are allowable storage dates visibly posted and test strips available?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are compressed gas cylinders capped, stored away from heat, and secured to a permanent location? If tall cylinders, are they secured both at the top and bottom?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are chemicals stored by organic/inorganic groups and then by compatible families?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are storage shelves labeled appropriately so that chemicals are returned to the correct storage area?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the chemical clean-up kits available for acid/base, organic liquids, and mercury spill materials? Are they labeled for easy access in the event of an emergency?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are gas emergency shut-off valves clearly labeled so that they are easily accessible in the event of an emergency?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are hazardous chemicals present? Are hazardous waste chemicals being produced from experiments? If so, is there a system for collecting hazardous waste streams, identifying the contents and storing until disposal?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are safety goggles, splash aprons and gloves available for all class participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a fire extinguisher located near the chemical storage as well as in the classroom area? What class? Is a fire blanket also available?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are evacuation routes posted? Do they include shut off information: gas, water, electricity	Yes <input type="checkbox"/> No <input type="checkbox"/>	