



Laboratory Safety Self-Survey Form

The following form is to be utilized regularly by Principal Investigators and other laboratory staff. Upon request by the Chemical Safety Specialist, (at least annually) PI's are to complete the survey form and submit completed document to Risk Management and Safety, 102 Wyoming Hall. Please contact the University Chemical safety Specialist at 6-3277 with any questions.

Principal Investigator: _____

Department: _____

Building: _____ Room Number: _____

Person completing form: _____ Phone Number: _____

Date: _____

Y = Satisfactory Condition N = Needs Improvement N/A = Not Applicable

HAZARDOUS MATERIALS:

1. Labeling and Signage:

- a. Original product names **(full chemical names, no abbreviations)** and hazards are clearly identified on labels _____
- b. All secondary containers of hazardous and non-hazardous substances are labeled explicitly to avoid confusion **(Full chemical name, no abbreviations)**. _____
- c. Emergency contact information Sign: Office Phone, After Hours Phone _____
- d. Notice sign: No Food, No Drink, No Smoking and Eye Protection Required _____
- e. Notice Sign: Safety Data Sheets and Spill Kits located _____

2. Control:

- a. Designated sign area established for the use of regulated carcinogens _____
- b. Incompatible chemicals are segregated. _____

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- c. Containers of peroxide-forming chemicals are dated upon receipt and tested for peroxides upon opening every 6 months _____
- d. Flammable liquids are stored away from sources of ignition _____
- e. All chemical containers are capped and sealed, except when Adding or removing materials from. _____
- f. No intentional disposal of chemicals by evaporation in fume hood _____
- g. Chemicals stocks are rotated _____

3. Storage of Flammable/Combustible Liquids: (NFPA Guidelines)

- a. Flammable liquid storage cabinet(s) used and adequate for needs. 25 gal maximum of total solvents _____
- b. Flammable liquids are not stored outside of storage cabinets in Excess of 10 gallons: unless secondary containment is provided for containers over 5 gal _____

HAZARDOUS WASTE:

1. Containment and Storage:

- a. Waste is contained according to UW guidelines _____
- b. Waste containers are sturdy, plastic coated, routinely inspected for leaks Compatible with the waste and kept closed when waste is not being added or removed _____
- c. Stored for not more than 90 days from initial date of addition _____
- d. Waste pick-up forms are available online. _____
- e. All waste must have secondary containment. _____

1. Labeling of Waste Containers:

Containers are labeled with the initial date of accumulation, with the words "Hazardous Waste", and with full names and percentages **(Full chemical names, no abbreviations)** _____

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HEALTH AND SAFETY EQUIPMENT:

1. Eyewashes and Safety Showers:

- a. Eyewashes are provided within the work area for immediate use and/or access to them is not obstructed. _____
- b. Eyewash units are to be inspected weekly for proper functioning and tag initialed by the principal investigator (PI) or assigned staff/student _____
- c. Safety Showers are provided within the work area for immediate use and/or access to them is not obstructed _____
- d. Safety Showers units are to be inspected quarterly for proper functioning and tag initialed by the RMSO personnel _____

2. Laboratory Fume Hoods:

- a. Fume Hoods are to be inspected yearly for proper functioning at 100 ft/min flow and tag initialed by the RMSO personnel _____
- b. Air flow indicator is present _____
- c. Storage within hood is minimized and containers are kept sealed _____
- d. Front sash is lowered to appropriate level when hood is used. _____

3. Compressed Gas Cylinder Safety:

- a. Cylinders are protected from external heat sources in dry locations away from highly combustible materials _____
- b. Secured to a structural component of the building _____
- c. Protective caps are in place while cylinder is not in use or connected for use _____

4. Housekeeping and Miscellaneous Laboratory Safety:

- a. Bench tops clean and uncluttered; environments maintained to eliminate harmful exposures or unsafe conditions _____

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- b. Ignition sources are kept out of fume hoods _____
- c. Equipment electrical cords are not to be frayed or taped up _____
- d. Extension cords are to be used as temporary service only _____
- e. No daisy chaining of power strips and extension cords. _____
- f. Safety glasses, goggles or face shields available _____
- g. Lab coats and aprons available _____
- h. Appropriate gloves available _____
- i. First Aid Kits and supplies are available in labs. _____

PERSONAL HEALTH AND SAFETY:

1. Training:

- a. Safety training documentation is complete and current. _____
- b. Supervisor/PI has a specialized written training plan for lab _____

2. Food and Drink:

- a. Stored and consumed where they may not be contaminated by toxic chemicals _____
- b. Edibles not stored in refrigerator or freezer unless dedicated for food and is labeled such _____
- c. Refrigerators/freezers/microwaves clearly signed for the type of material stored in them and with the words: _____

"CHEMICALS AND SAMPLES ONLY NO FOOD OR DRINK ITEMS"

"MICROWAVE – CHEMICALS AND SAMPLES ONLY"

"FOOD AND DRINK ITEMS ONLY NO CHEMICALS OR SAMPLES"

"MICROWAVE – FOOD ITEMS ONLY"

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EMERGENCY PREPAREDNESS:

1. Emergency Procedures:

- a. Chemical spill/cleanup materials provided _____
- b. Training in spill cleanup procedures provided and documented _____

2. Fire Prevention:

- a. Appropriate fire extinguisher available within 75 feet and
Inspected within last year **(see tag)** _____
- b. Access to fire extinguisher is unobstructed _____

3. Exits:

- a. Exits and aisles are clear and free of potential obstructions _____
- b. Exit signs are readily visible _____

LABORATORY EQUIPMENT:

- 1 Moving mechanical parts and vacuum pump belts are adequately
protected by a guard _____
- 2. Equipment supports are strong, stable and un-corroded _____
- 3. Equipment wiring, cords and switches are not frayed,
disconnected or in poor condition _____
- 4. Equipment is grounded _____
- 5. Glassware is not cracked or splintered _____