

## Laboratory Safety Self-Survey Form

The following form is to be utilized regularly by Principal Investigator, PI and other laboratory staff. PI's are to complete the survey form and submit completed document to University of Wyoming Safety, 262 Wyoming Hall. Please contact the University Chemical Safety Specialist at 6-2649 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 containers **(full chemical names)** 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 with abbreviations on list with full chemical name located near door)** \_\_\_\_\_
- 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 by category \_\_\_\_\_

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	<b>University of Wyoming Safety</b>
	<b>Wyoming Hall Room 262</b> Phone: (307) 766-3277 Fax: (307)766-6116
	<b>Regulated Materials Management Center</b> Phone: (307)766-3698 Fax: (307)766-3699
	Web: <a href="http://www.uwyo.edu/safety">www.uwyo.edu/safety</a> Email: <a href="mailto:uwehs@uwyo.edu">uwehs@uwyo.edu</a>

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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: (International Fire Code, IFC 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 UW Safety personnel \_\_\_\_\_

### 2. Laboratory Fume Hoods:

- a. Fume Hoods are to be inspected yearly for proper functioning at 60 to 100 ft/min flow and tag initialed by the UW Safety 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 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: \_\_\_\_\_

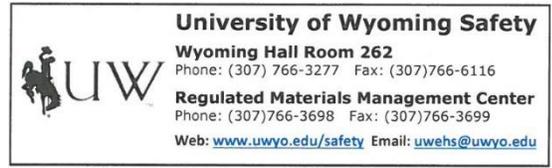
**"CHEMICALS AND SAMPLES ONLY NO FOOD OR DRINK ITEMS"**

**"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 \_\_\_\_\_

