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 competed document to Environmental Health and Safety, uwehs@uwyo.edu. Please contact the University Chemical Safety Specialist at 6-6116 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, no abbreviations, date, and preparer) _____

   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 (Must be readily accessible in case of emergency) _____

2. Control:

   a. Designated sign area established for the use of regulated carcinogens _____

   b. Incompatible chemicals are segregated by category _____
Laboratory Safety Self-Survey Form

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


   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)
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. Eyewashes are clearly placarded
   c. Eyewash units are to be inspected weekly for proper functioning and tag initialed by the principal investigator (PI) or assigned staff/student
   d. Safety Showers are provided within the work area for immediate use and/or access to them is not obstructed
   e. Safety Showers units are to be inspected quarterly for proper functioning and tag initialed by the EHS 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 EHS 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
Laboratory Safety Self-Survey Form

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

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
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<th>Type of hazard staff will be exposed to (Y/N)</th>
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