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 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 ______
Laboratory Safety Self-Survey Form

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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


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

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
       __
Laboratory Safety Self-Survey Form

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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"
Laboratory Safety Self-Survey Form

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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             ____
## Laboratory Safety Self-Survey Form

### AUTHORIZED PERSONNEL WORKING IN LAB:

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>W#</th>
<th>Type of hazard staff will be exposed to (Y/N)</th>
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<tbody>
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<td>Chemical</td>
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