

MSU Laboratory Inspection Form

Administration

		Yes	No	CTI	N/A
1	Closed doors when wet procedures are in progress/when no one is present				
2	Pest control program is in place				
3	Warning signs and emergency contact information				
4	Personnel can demonstrate how to access SDS				
5	Personnel can demonstrate how to access EHS Manuals				
6	Laboratory SOPs are Available-Huron CLICK (BBP, BSL-2, Radiation, Lasers, IRB, IACUC)				
7	Exposure Incident Response posted				

Facility

		Yes	No	CTI	N/A
8	Benchtops and furniture impervious				
9	Disinfection of benchtops and equipment done daily or after equipment use				
10	Inventory logs are use (biological and chemical)				
11	Eyewash is present, flushed weekly (documented), unobstructed, operational				
12	An emergency shower is present				

Personal Protective Equipment

		Yes	No	CTI	N/A
13	Disposable gloves available, used, disposed of properly				
14	Specialized protective gloves are available and in good condition				
15	Lab coats are available and worn				
16	Safety glasses/goggles and face protection available and worn as appropriate				
17	Dress code for working in laboratories is followed				

Laboratory Housekeeping

		Yes	No	CTI	N/A
18	No food, drink, cosmetics, lotions, non-work-related plants, or animals				
19	Broken glass procedures in place (including blood tubes)				
20	Soap and paper towel readily available and used				
21	Good housekeeping practices are being conducted				

Chemical Storage and Handling

		Yes	No	CTI	N/A
22	All chemicals are labeled properly				
23	Chemicals are stored properly and according to compatibility				
24	Containers show integrity				
25	Storage areas are labeled				

Compressed Gases

		Yes	No	CTI	N/A
26	Cylinders are secured properly				
27	Flammable and Oxidizing gases are separated				
28	There are SOPs for toxic gases				

Peroxide Forming Chemicals

		Yes	No	CTI	N/A
29	Peroxide formers are dated (received and opened, if opened)				
30	Peroxide formers are tested regularly and documented (opened & tested 18 months)				
31	SOPs present for high hazardous chemicals				

Flammables

		Yes	No	CTI	N/A
32	Flammables away from heat, ignition, flames/stored in appropriate fridges or cabinets				

Biological Storage and Handling

		Yes	No	CTI	N/A
33	Biohazard signage on equipment and materials as appropriate (BSL-2)				
34	Export controlled agents and toxins are locked				
35	Biological materials are labeled properly				

Waste Management

		Yes	No	CTI	N/A
36	Chemical waste containers are labeled "Hazardous Waste"				
37	Chemical waste containers have closed lids				
38	Biological waste containers are labeled "Biohazardous Waste" on the lid and side				
39	Biological waste containers have closed lids				
40	Regulated wastes are not stored beyond 90 days				
41	Hazardous waste tags are complete with no abbreviations				
42	Sharps containers are labeled, no non-sharp waste, not overfilled, not overdue				
43	Biohazardous waste policies are followed, chemical treatment or autoclaving				

Safety Equipment and Containment

		Yes	No	CTI	N/A
44	Biosafety cabinet properly used, disinfected, and located				
45	Biosafety cabinet certified annually (BSL-2)				
46	Mechanical devices used, no mouth pipetting				
47	The vacuum system is set up and waste handled appropriately.				
48	Spill kits (biological and chemical) available				
49	Safer sharps or needle locking syringe devices are used for rDNA/Bloodborne pathogens unless written justification is in place				