

**TEXAS WOMAN'S UNIVERSITY
LABORATORY INSPECTION FORM**

LABORATORY INSPECTION GUIDANCE DOCUMENT
(See [Safety Manual](#) for reference)

Department: _____ Room No. _____

Building: _____ Date: _____

Inspector(s): _____

Area	S	UNS	NA	Comments
A. ADMINISTRATIVE:				
Lab secured/Emergency posting?				
After hours work?				
Windows covered?				
Unauthorized occupants?				
Chemical inventory available?				
Biological material inventory available?				
MSDSs in lab?				
Laboratory Safety training?				
Job Hazard Analysis?				
PPE available?				
No Smoking, Eating, Drinking				
Emergency training?				
Lab doors closed?				
B. ELECTRICAL:				
General condition?				
Use of extension cords?				
Breaker/Circuit identification?				
Ground fault protection?				
C. GENERAL SAFETY:				
Housekeeping/egress?				
Tripping/slipping hazards?				
Surplus equipment?				
Hot surfaces/equipment?				

Area	S	UNS	NA	Comments
Refrigerator/Freezers				
Safety shower/eye wash?				
Potable water protection?				
First Aid Kits?				
Needles/syringes secured?				
Emergency lights?				
Ice machines/microwave ovens?				
D. FIRE SAFETY CONCERNS:				
Fire extinguishers?				
Detectors/Sprinklers?				
Combustible storage?				
Extinguishing systems?				
Special concerns?				
E. CHEMICAL CONCERNS:				
Spill kits?				
Storage by hazard?				
Flammables/combustibles?				
Container labels?				
Excessive quantities?				
Any materials which are highly toxic or carcinogenic require a Standard Operating Procedure developed. See CHP on web for more details.				
F. WASTE MANAGEMENT:				
Quantity of waste accumulated?				
Segregated in proper containers?				
Labels available?				
Properly labeled?				
Properly stored/secured?				
Solid and liquid waste disp. Available?				
Evidence of improper waste disposal?				

Area	S	UNS	NA	Comments
G. PHYSICAL/ENVIRONMENTAL CONCERNS				
Equipment clean and operable?				
Laboratory lighting?				
Moving parts guarded?				
Noise levels?				
Sharp edges, points?				
Shields used?				
Temperature?				
Wet floors?				
H. PERSONAL PROTECTIVE EQUIPMENT (PPE)				
Proper lab attire?				
PPE made available?				
Safety glasses being worn?				
Contaminated PPE?				
I. VENTILATION				
Fume hood in use?				
Fume hood certified?				
Proper use of fume hood?				
Fume hood cluttered?				
Biosafety cabinets?				
J. COMPRESSED GASES				
Unnecessary storage?				
Capped/restrained/labeled cylinders?				
Proper lines and regulators?				
Regulators inspected?				
Proper labeling?				
K. SPECIAL CONSIDERATIONS: 1) If any of the following are being used in the lab, notify safety office at #2924. 1. Radioactive Materials				

Area	S	UNS	NA	Comments
2. Bloodborne pathogens 3. Infectious materials, Recombinant DNA, or Select Agents 4. Lasers 5. PCBs 6. Heavy Metals 7. Pesticides 8. Animals 9. Acutely toxic chemicals 10. Reproductive hazards 11. Carcinogens 12. Hydrofluoric Acid 13. Controlled substances 2) Do lab personnel ship any Biological, Chemical or Radiological materials off campus?				

Return form to Safety Office

Revised 8/06