

**Appendix G  
California State University, Sacramento  
General Lab Self-Inspection Checklist**

Building: _____	Room: _____	Date: _____
Completed By: _____		
Y=Satisfactory Situation      N= Needs Improvement      N/A=Not Applicable		

**1.0 HAZARDOUS MATERIALS**

Y N N/A

**1.1 Hazard Communication**

- All containers are legibly labeled with full chemical names and the hazard of the material. Containers of non-hazardous substances (e.g., water) are labeled explicitly to avoid confusion and stock solutions are properly identified (e.g. buffers labeled and marked with the words "buffer").
- A written chemical inventory is maintained and MSDSs are readily available to employees for all chemicals used or stored in the lab.

**1.2 Control**

- Hazardous substances are separated according to chemical compatibility.
- Containers of peroxide-forming chemicals are dated upon receipt and disposed of or tested within manufacturer's suggested expiration dates.
- All chemical containers are capped and sealed, except when actively adding or removing materials from them.
- Chemical storage areas are routinely inspected for leaks and evidence of container deterioration.
- Chemical waste is contained and labeled according to the campus hazardous waste guidelines. Containers are labeled with the initial date of accumulation, with the words "Hazardous Waste," with the waste's physical state, hazardous properties (e.g. flammable), full product names, and appropriate percentages.
- Biohazardous waste is contained in red bags that are labeled as Biohazardous. Sharps are stored in rigid, red, biohazard containers.
- Animal carcasses and/or infectious tissues are properly contained and disposed of in a timely manner.
- Incidental spills are cleaned up in a timely manner and benches and equipment are cleaned/decontaminated as often as necessary to prevent unnecessary exposure to chemical or biological agents.
- Access to safety equipment (e.g., safety shower, eyewash), aisles and exits remain free of obstructions.
- Safety equipment is present and inspected regularly.

**1.3 Storage of Flammable/Combustible Liquids**

- Flammable liquids in quantities in excess of 10 gallons are stored in an NFPA- approved flammable liquid storage cabinet.
- All flammable liquid cabinets are free of combustible materials (cardboard, paper, etc.).

**2.0 HEALTH AND SAFETY TRAINING**

**Employees have documented training on:**

- Campus Chemical Hygiene Plan and how to access MSDSs.
- Laboratory specific hazards and locations, emergency equipment and emergency procedures.

Comments: \_\_\_\_\_  
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