Office of Environmental Health & Safety
UMass Dartmouth

508-999-8811 | x8811 | ehs.info@umassd.edu

EH&S Laboratory Audit Checklist

Building _____ Room _____ PI _____ Date _____

Audit Performed by _____

	Y	N	NA	Comments
A. General Work Environment				
1. Is the lab neat and orderly?				
2. Is the handwashing station readily accessible (free of clutter) and equipped with soap and paper towels?				
3. Are there food or drinks present inside the lab?				
4. Microwave, fridge and freezers used/labeled for chemicals only? Proper UMD signage posted where applicable.				
5. Is there minimal clutter or glassware in the fume hood, sink, benches etc.?				
B. Emergency Planning				
Fire/Life Safety				
1. Fire extinguishers properly mounted, unobstructed, and inspected?				
2. Fire alarm pull station unobstructed?				
3. EW and SS available close proximity, unobstructed & inspected?				
4. Storage of combustible materials? Boxes etc.				
5. Aisles and passageways kept clear?				
6. Storage at least 18 inches below sprinkler head?				
7. Storage at least 24 inches below ceiling?				

8. Exits unobstructed (labeled where applicable)?				
9. Alarm systems are operating properly and in place for gas(s)?				

C. Procedures				
1.. SDS available? How to access?				
2. Spill control plan available?				
3 Lab specific safety plans?				
	Y	**N**	**NA**	**Comments**
D. Required Information/Postings				
Postings				
1. NFPA door sign w/ Emergency contact Information?				
2. Building Evacuation Routes posted or available?				
3. Ice making machines posted “Not for Human Consumption”?				
4. Is the laboratory emergency contact door sign posted?				
	Y	**N**	**NA**	**Comments**
E. Personal Protective Equipment				
1. Eye and face protection available where needed?				
2. Lab coats available & clean?				
3. Adequate gloves for handling hazardous materials?				
	Y	**N**	**NA**	**Comments**

F. Electrical Hazards				
1. Circuit breaker panels unobstructed?				
2. Multiplug adapters have overload protection?				
3. Are plugs, cords and outlets in good condition?				
4. Ground fault circuit interrupters (GFCI) in use?				
5. Electrical equipment is properly stored when not in use?				

	Y	N	NA	Comments
G. Chemical Storage				
1. Shelving adequate for loads & types of materials imposed?				
2. Chemical storage cabinets properly labeled (flammable, acids)?				
3. Containers clearly labeled with chemical name(s) no abv.?				
4. Containers kept closed while in storage?				
5. Storage strictly limited in actively used fume hoods?				
6. Containers and secondary containment compatible with the chemical?				
7. Are peroxide formers dated upon receipt and when opened?				
8. Chemicals segregated to avoid incompatibilities?				
9. Large/heavy containers stored on lower shelves?				

10. Corrosives not stored above eye level?				
	Y	**N**	**NA**	**Comments**
H. Flammable Liquids				
1. Stored in flammable liquid storage cabinet, not on floor or counters?				
2. Refrigeration units approved for flammables storage?				
3. Flammables separated from strong oxidizers?				
4. Flammable liquids not stored near hot plates or other ignition sources?				
	Y	**N**	**NA**	**Comments**

I. Laboratory Biological Safety				
1. Are biohazard warning signs properly posted?				
2. Is the biohazard waste box properly taped and lined?				
3. Has the annual calibration been performed on each biological safety cabinet?				
4. Is the Biological Sharps Container properly identified?				
5. Are there adequate amount of Bio sharps containers for the work being performed?				
	Y	**N**	**NA**	**Comments**
J. Compressed Gases				
1. Used and stored in a well-ventilated area?				

2. Toxic, flammable, corrosive gases used in fume hood ?				
3. Storage quantities minimized				
4. Secured on wall with strap or chain to avoid falling over				
5. Regulators compatible with gas cylinder				
6. Cylinder carts used for transport				
7. Protective valve caps in place at all times				
8. Empty or unused gas cylinders promptly returned to supplier				
9. Flammable gasses and oxidizers separated w/ gas cabinets?				
	Y	**N**	**NA**	**Comments**
K. Cryogenics				
1. Proper PPE used to avoid skin contact				
2. Used/dispensed with good ventilation				
3. Containers vented or pressure relief devices provided				
4. Properly stored when not in use				
	Y	**N**	**NA**	**Comments**

L. Waste Disposal/SAA				
1. Is the most up to date SAA sign denoting the waste storage in the lab?				
2. Containers labeled properly with UMD Haz Waste Labels				
3. Are waste containers stored in compatible secondary containment?				

4. Containers compatible with waste?				
5. Are waste containers kept close when not in use?				
6. If dated, are they within 72 hours of date?				
7. Are storage quantities within the authorized limits of an SAA?				
8. Is there only one container per waste stream per SAA?				
	Y	**N**	**NA**	**Comments**
M. Ventilation/Fume Hoods/ Biological Safety Cabinets				
1. Fume hoods used with sash in appropriate position				
2. Chemical storage and clutter strictly limited in actively used hoods?				
3. Has the annual calibration been performed on each fume hood?				
4. Does the fume hood lighting work properly?				
5. Do fume hoods have an audible/visual alarm?				
6. Are audible/visual alarms functional?				
7. Are functional fume hoods not being used for long term storage?				
8. Are experiments at least 6” inside the hood?				
9. Are laboratory fume hoods closed when not in use?				
	Y	**N**	**NA**	**Comments**
N. Security				
1. Doors to the lab operate, close and lock properly.				

2. Windows operate, close and lock properly.				
3. Proper restricted access signs where applicable.				
	Y	**N**	**NA**	**Comments**
O. Training/Awareness-				
Training				
1. ALL laboratory personnel have lab safety training records up to date? Waste, lab, bio etc.				
2. PI has assigned a CHO? Do they know what their duties entail?				
3. Chemical inventory compliance? (will be spot checking during the lab audit)				
4. Other comments or important things to know about lab?				