



Environmental Health & Safety Laboratory Self-Inspection Checklist

The Environmental Health & Safety (EHS) department encourages laboratories to conduct safety surveys of their spaces on a regular basis. For guidance purposes, we have created a checklist of general laboratory safety items relevant to most research and teaching areas at TCU. It is encouraged to perform this self-inspection **at least twice per year** and discuss the results with your group. This does not replace the comprehensive laboratory safety inspection conducted by EHS.

Please contact EHS at Safety@tcu.edu, or ext. -5395, if you have questions, concerns, or need assistance with this self-assessment.

Chemical Storage and Handling

1.	Primary and secondary chemical containers are labeled with identity of contents (e.g., the full chemical name; no abbreviations or chemical formulas).	
2.	Chemicals are stored properly (i.e., away from bench edges, not on the floor, flammables in cabinet / refrigerator, etc.).	
3.	Corrosive / flammable / toxic chemicals are stored below eye level.	
4.	Liquid corrosives are stored in secondary containment.	
5.	Chemicals are segregated according to compatibility (i.e., acids separate from bases, oxidizers separate from flammables, etc.).	
6.	All chemical containers are in good condition (no rust, label readable, etc.).	
7.	Chemical fume hoods are free of clutter, functioning properly, and annual inspection current.	
8.	Fume hood sashes closed when not in use and air flow is not blocked by equipment or materials.	

Biosafety

9.	Biological safety cabinets (BSC) are free of clutter, functioning properly, and annual inspection current.	
10.	Work surfaces are decontaminated with the appropriate disinfectant after working with infectious materials (e.g., 10% bleach, 70% ethanol, etc.).	

General Laboratory Safety

11.	All appropriate warning signs (biohazard, radioactive, flammable, etc.) and emergency contact information is posted on the door and up to date.	
12.	Lab equipment is labeled properly (i.e., microwave, refrigerators, and/or freezers labeled "Lab Use Only").	
13.	Spill kit available and spills (e.g., chemical, biological materials, etc.) are cleaned up immediately.	
14.	Compressed gas cylinders are properly secured (i.e., stored upright and chained/strapped to a sturdy, stationary surface, and cylinders have the cap in place when not in use).	



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15.	All eyewash stations and/or showers are clear of obstructions, tested, and annual inspection current.	
16.	Fire extinguishers are accessible, clear of obstructions, and annual inspection current.	
Hazardous Waste		
17.	All waste containers are labeled and with their contents (e.g., chemical name(s) with concentrations; biological hazard and/or name(s); human cell culture waste, etc.).	
18.	All waste containers are closed unless actively adding waste.	
19.	All waste containers are inside secondary containment and appropriate containers used for the collection of hazardous waste. Waste containers are in good condition (i.e., no old containers, defaced, etc.).	
20.	Sharps are collected in a proper collection box (i.e., hard-walled sharps container) before being offered for disposal.	
21.	All broken glass is placed in an appropriate container before being offered for disposal.	
22.	All biohazard waste is disposed of properly (i.e., via hazardous waste vendor, autoclaved, or chemically treated before being offered for disposal).	
Housekeeping		
23.	No food and/or drinks are consumed, handled, or stored (i.e., free of empty containers) inside the lab.	
24.	Soap and paper towels are available inside the lab.	
25.	All empty chemical bottles are disposed of properly (triple rinsed, defaced, etc.).	
26.	Walkways are clear (48 inches unobstructed for main egress pathway).	
27.	All tripping hazards are taped to the floor (electrical cords, hoses, computer cables, etc.).	
28.	The lab is free of excess clutter (e.g., empty boxes, empty chemical containers, broken equipment, etc.).	
29.	All electrical cords/outlets/plugs are in good condition (i.e., not pinched, cracked, frayed, cut, or burned).	
Personal Protective Equipment (PPE)		
30.	Lab personnel wear appropriate PPE when working in the lab (e.g., gloves, goggles, lab coats, etc.).	
31.	Lab personnel wear appropriate attire to the lab (e.g., long pants/skirts, shoes that cover the whole foot, etc.).	

Date of Inspection: _____

Location: _____

Principal Investigator: _____

Email: _____