Department of Safety and Risk Services (SRS)
1 University of New Mexico
Albuquerque, NM 87131
http://srs.unm.edu

Self Audit for Laboratories

This self-audit form has been developed to integrate laboratory chemical hygiene into UNM's research culture, improve the level of regulatory compliance, and promote individual accountability. This audit should be performed at least on an annual basis by the CSO or Principal Investigator. One checklist should be completed for each laboratory. Once the form is complete, a copy should be sent to Safety and Risk Services (SRS), MSC07 4100, Attention: Chemical Hygiene.

Department:_____ Date of Audit:_____

Building:_____ Room:_____

Chemical Safety Officer (CSO):_____

Person Completing Audit Form (if not CSO):_____

Information and Training	Y/N	Comments
Are Material Safety Data Sheets available for all chemicals in the lab? • Readily accessible?		
Is an Inventory of all Chemicals in Lab available? (Last updated:) • Readily Accessible?		
Is a written OSHA HazCom Program available? (date:) • Readily Accessible?		
• Is a written lab-specific Chemical Hygiene Plan available? (date:)		
Are Standard Operating Procedures that address specific hazards in the lab available?		
Are all employees and students trained regarding the SRS Chemical Labeling Guidelines?		
Have all lab employees been provided with OSHA HazCom and other chemical safety training (SRS Manual Section 4.09)?		
Have employees been trained to understand and follow UNM's Chemical Spill Response Program (SRS Manual Section 4.02)?		
Have all personnel been trained as to the location(s) of emergency exits, fire alarm pull stations, fire extinguishers, safety showers, and eyewash stations?		
Have employees been trained on correct use, care, donning, doffing, and limitations of Personal Protective Equipment (PPE)?		
Are training records available for each employee, e.g., HazCom, PPE, etc.?		
Do lab employees know what ACGIH TLV's and OSHA Peels are (SRS Manual Section 4.09)?		
Do any employees in this area ship off-site any hazardous materials, chemicals, biological materials, dry ice, dangerous goods, research samples, or diagnostic specimens?		
If yes, have you contacted SRS at 277-8664 for a determination if the employees in this area are required to take D.O.T. hazardous materials shipping training?		

Storage		
Are all containers clearly labeled with the name of the chemical(s) in addition to an appropriate hazard warning, such as hazard class identification?		
Are solids stored on shelves above eye level, with liquids stored at a lower level, preferably in cabinets below eye level?		
Are liquid chemicals segregated in an orderly fashion and stored according to hazard class and/or chemical compatibility? (do the employees know the reasons why?)		
Are flammable liquids in excess of 4 liters stored in an approved cabinet?		
Are peroxidizable and/or shock sensitive compounds labeled with date opened?		
Are concentrated acids stored in compatible secondary containment within cabinets?		
Are chemicals stored off the floor and away from traffic areas?		
Are heavy items stored on lower and middle shelves of storage rooms and cabinets?		
Are chemical containers stored in areas that protect the containers from accidental breakage or spillage?		
Are water and air reactive compounds, carcinogens, mutagens and other high hazard chemicals properly stored in secure, labeled areas or cabinets?		
Are chemical containers in good condition, and securely closed to prevent spillage or evaporation?		
Are all chemicals stored in compatible secondary containment, free of spilled material?		
Are food, personal items, medicines, cosmetics and drinks stored in separate refrigerators/freezers than the ones used to store chemicals?		
Are lab refrigerators labeled as to storage use (radioactive items, explosion proof, etc.)?		
Are flammable liquids stored in refrigerators/freezers, specifically designed for that purpose? Are all flammable chemicals stored in NFPA-approved cabinets?		
Are chemicals stored in the chemical fume hood?		
Are cryogenic liquids stored and used in accordance with SRS guidelines? (SRS Manual Section 4.04)		
Waste Generation and Disposal		
Do lab employees understand and follow UNM's Hazardous Chemical Waste Program (SRS Manual Section 4.07)?		
Do lab employees understand and follow UNM's Wastewater Program (SRS Manual Section 5.09) for all sewer (sinks, floor drain, etc.) disposal?		
Do lab employees know whom to contact if they have questions regarding proper waste handling and disposal procedures? (Please list contact)		
For sewer disposal, do lab employees know:		
• if it is acceptable to intentionally dilute a waste to be able to sewer it?		
• the acceptable pH range? (list)		
• the maximum acceptable temperature? (list)		
Is a trash container specifically designated for glass available?		
Have the old unwanted obsolete chemicals been properly disposed?		
Are chemicals awaiting SRS designation for disposal properly labeled?		
Does this location have or use mercury containing devices such as thermometers?		
Does this laboratory practice waste minimization?		
For non-sewer disposal, do lab employees know:		
• the four characteristics of hazardous chemical waste?		
• some chemicals are specifically listed as hazardous chemical waste by name?		
• the labeling requirements for waste?		
• what the SRS HMDR form is and how it is used?		
Are all waste containers tightly capped or closed?		
Are waste containers in good condition, leak-proof, clean and safe for transportation?		
Are all waste containers compatible with the waste that they are holding?		

Are waste containers labeled “HAZARDOUS WASTE” and is each chemical constituent name (UIPAC) listed along with its quantity or percentage of the total amount?		
If the waste has been returned to its container of origin, has the manufacturer’s label been clearly marked with the words “Hazardous Waste”?		
Are incompatible waste chemicals segregated by distance or secondary containment?		
Is the volume of hazardous waste stored less than 55 gallons?		
Is the volume of acutely toxic hazardous waste stored less than 1 quart?		
Are universal waste, radioactive waste, biological/medical waste and used pump oil properly managed (labeled, segregated)?		
Hoods and HVAC		
Do you use any of the following engineering controls?		
• chemical fume hoods		
• other local exhaust ventilation or other types of engineering controls		
Do you know who certifies your hood(s) and how often each hood is to be certified (SRS Manual Section 6.04)?		
Are all laboratory fume hoods and biosafety cabinets registered with SRS?		
Are all filters in the hoods maintained and changed regularly (HEPA, charcoal, etc.)?		
Are fume hood sashes kept closed when not in use?		
Has your hood(s) been tested in the last year?		
Do lab employees keep supplies and equipment 6 inches away from the hood face and the back baffles so that the airflow is not disrupted?		
Do lab employees maintain the sash height as low as possible when using the hood (to increase face velocity and protect their eyes and face)?		
Personal Protective Equipment (PPE)		
Do any of the procedures in the lab require the use of respiratory protection?		
Have all employees that wear NIOSH-approved respirators been trained and fit tested by SRS?		
Are employees wearing the proper respirators, cartridges, etc.?		
Are gloves provided to laboratory personnel who handle chemicals, and was a glove compatibility-permeability chart used to select the most appropriate glove material to wear?		
Do lab employees remove gloves and wash their hands before touching “clean areas”, or when leaving the lab?		
Are all other required PPE (i.e. goggles, face shield, respirator) available and used?		
Are safety glasses (at a minimum) worn at all times in the laboratory?		
Medical Consultation		
Do lab employees know that they are entitled to a medical exam:		
• if they experience signs or symptoms of exposure to chemicals?		
• if they are present during a chemical spill or other accidental release?		
• if they are exposed to a chemical above the OSHA permissible exposure limit?		
• if they have concerns about their reproductive health?		
Do lab employees know that Safety and Risk Services staff is able to assess work practices and conduct air monitoring for potential exposure to hazardous chemicals?		
Chemical Spill Response		
Have employees been trained in the proper procedures for cleaning up chemical spills?		
Have employees participated in drills designed to prepare for the worst potential spills in this lab? Date of last drill:		
Are written spill response guidelines (e.g. acids, etc.) available for employee study and use?		
Do employees have ready access to a chemical spill kit that is properly stocked, and have employees been trained in their use, and know where the kits are stored?		
Do employees know when to call 911, following a major spill, and the procedures to follow thereafter?		

General		
Is there ready and unobstructed access to safety showers from all work areas, and have the showers been tested within the last 12 months?		
Are the eyewash stations readily accessible, and flushed weekly by lab personnel and maintained in a sanitary condition?		
Do aisles have a minimum of 24 inches clearance, free of clutter?		
Are emergency notification procedures, contacts, and phone numbers posted?		
Are exit doors and adjacent hallways unobstructed?		
Is a first aid kit readily accessible and adequately stocked?		
Are gas cylinders properly secured in an upright position in a well ventilated area?		
Are bench tops reasonably organized and clean?		
Are all electrical cords in good condition, free of frayed ends, splices and tears?		
Is the ground pin securely in place on three-pin wire plugs?		
Are ground-fault circuit-interrupter outlets used within 5 feet of sinks, or other wet locations?		
Are all permanent lab equipment plugged directly into a grounded electrical outlet?		
Are food and drink stored and consumed only outside of the laboratory, at some safe location/distance away from toxic and infectious materials?		
Are there any trip or slip hazards (e.g., cords, equipment, etc.)?		
Are the areas around fire extinguishers, pull alarms, and emergency shower kept clear?		
Are all fire extinguishers accessible, properly mounted, and fully charged?		
Are sprinkler heads unobstructed in all directions 18 inches below the head?		
Is food stored properly (i.e., not in refrigerators or cabinets used to store chemicals)?		
Is the outside of the laboratory door posted with emergency contact information?		