



Preliminary Laboratory Safety Audit Form

Date: _____ Principal Investigator/Director: _____ PhD MD DDS DMD OD DVM
 Building _____ Room(s) Inspected: _____
 Department: _____ Contact Person: _____ Ext: _____
 Campus Mailing Address _____ E-mail Address _____
 Auditor: _____ Time in: _____ Time out: _____ Total Time: _____
 Lab Type: Clinical/Teaching/Research Discipline: Chemistry/Chemical synthesis/Biology/Physics/Other: _____

A. Laboratory Demographics					Yes	No	NA	Comments
1. Are microbial agents used in this lab? Agent (genus, species, and strain) _____ Bldg _____ Rooms Used _____ Rooms Stored _____ _____								
2. Is r-DNA/RNA used in this lab? List the Host/Vector systems used Host: _____ Vector: _____ <input type="checkbox"/> In house <input type="checkbox"/> Commercial Source: _____ Host: _____ Vector: _____ <input type="checkbox"/> In house <input type="checkbox"/> Commercial Source: _____								
3. Is human/primate blood, body fluids, cells or unfixed tissue used in this lab?								
4. Is animal blood, body fluids, cells or unfixed tissue used in this lab?								
5. Are animals used in this lab? <input type="checkbox"/> Mouse, <input type="checkbox"/> Rat, <input type="checkbox"/> Rabbit, <input type="checkbox"/> Dog, <input type="checkbox"/> Cat, <input type="checkbox"/> Pig, <input type="checkbox"/> Goat, <input type="checkbox"/> Primate Other: _____								
6. Are animals housed in the animal facility? If no, where? _____ <input type="checkbox"/> Mouse, <input type="checkbox"/> Rat, <input type="checkbox"/> Rabbit, <input type="checkbox"/> Dog, <input type="checkbox"/> Cat, <input type="checkbox"/> Pig, <input type="checkbox"/> Goat, <input type="checkbox"/> Primate Other: _____								
7. Are the following agents administered to animals? Identify agents below. r-DNA/RNA material _____ Human/non-human primate products _____ Infectious agents/Select Agents _____ Drugs (exclude analgesics, sedatives, anesthetics etc) _____ Chemicals _____ Inhalational anesthetics _____								
8. Is tissue/cell culture used in this lab? <input type="checkbox"/> Primary <input type="checkbox"/> human <input type="checkbox"/> animal? Vendor: _____ Source: _____ <input type="checkbox"/> Continuous <input type="checkbox"/> human <input type="checkbox"/> animal? Vendor: _____ Source: _____								
9. What animal biosafety level of containment is used in the ARP facility? 1 2 3								
10. What biosafety level of containment is used in this lab? 1 2 3								
11. Are any of the following classes of chemicals used or stored in the laboratory: <input type="checkbox"/> carcinogens, <input type="checkbox"/> teratogens, <input type="checkbox"/> mutagens, <input type="checkbox"/> corrosives, <input type="checkbox"/> explosives, <input type="checkbox"/> flammables, <input type="checkbox"/> oxidizers, <input type="checkbox"/> reducers, <input type="checkbox"/> reactives, <input type="checkbox"/> heavy metals, <input type="checkbox"/> powdered metals, <input type="checkbox"/> hazardous substances, <input type="checkbox"/> hazardous drugs, <input type="checkbox"/> extremely hazardous substances, <input type="checkbox"/> toxic agents.								
12. Are regulated agents (i.e. select agents, 200 proof ethanol) or controlled substances used in your lab? Agent _____ Bldg Used _____ Room Used _____ Bldg Stored _____ Room Stored _____ _____ _____								

B. Safety Programs and Plans	Y	N	NA
1. Is there documentation of required general safety, chemical safety, and biosafety training? Has the lab subscribed to the safety shorts listserve? Yes <input type="checkbox"/> No <input type="checkbox"/>			
2. Is there documented hazardous waste handling training?			
3. Is there documented participation in the Occupational Health Program?			
4. Has training for shipping and receiving infectious agents, select agents or infectious specimens/samples been provided if required?			
5. Has a laboratory specific safety plan been written? Reviewed annually?			
C. General and Life Safety	Y	N	NA
1. Do personnel wear appropriate shoes and clothing for the work being performed?			
2. Are the following PPE available, in good condition and used by employees as needed: <input type="checkbox"/> lab coats, <input type="checkbox"/> gloves, <input type="checkbox"/> eye protection, <input type="checkbox"/> face shields, <input type="checkbox"/> respirators, and <input type="checkbox"/> hearing protection? Lab coats laundered at: <input type="checkbox"/> UAB <input type="checkbox"/> other: _____			
3. Are chemical or biological spill kits: <input type="checkbox"/> properly stocked, <input type="checkbox"/> available, <input type="checkbox"/> accessible, <input type="checkbox"/> marked and <input type="checkbox"/> employees trained where appropriate?			
4. Are instructions for cleaning up biological and chemical spills posted in the lab?			
5. Are first aid kits: <input type="checkbox"/> properly stocked, <input type="checkbox"/> contain no expired items, <input type="checkbox"/> available, <input type="checkbox"/> accessible <input type="checkbox"/> marked where appropriate?			
6. <input type="checkbox"/> Are electrical circuits properly loaded? <input type="checkbox"/> No cords across aisles? <input type="checkbox"/> Electrical cords free of breaks or exposed wires?			
7. Are fire extinguishers: <input type="checkbox"/> available? Which type is present? <input type="checkbox"/> ABC, <input type="checkbox"/> BC, <input type="checkbox"/> D. Is it /are they <input type="checkbox"/> tested, <input type="checkbox"/> charged, <input type="checkbox"/> unobstructed, <input type="checkbox"/> mounted? Corridor <input type="checkbox"/> Lab <input type="checkbox"/>			
8. Are aisles, passageways and exits within the lab clear from <input type="checkbox"/> obstructions and <input type="checkbox"/> trip hazards?			
9. Are all gas cylinders securely and properly restrained?			
10. Are the valve covers on cylinders which are not being used?			
11. Are cylinders stored properly if the contents are hazardous?			
12. Are foods and beverages restricted from where laboratory work is being performed?			
13. Are lab refrigerators labeled as unsuitable for the storage of food and drink?			
14. Are eyewashes: <input type="checkbox"/> UAB approved, <input type="checkbox"/> tested, <input type="checkbox"/> easily accessible, <input type="checkbox"/> marked, <input type="checkbox"/> available			
15. Are safety showers: <input type="checkbox"/> UAB approved, <input checked="" type="checkbox"/> tested, <input type="checkbox"/> easily accessible, <input type="checkbox"/> marked, <input type="checkbox"/> available			
16. Are chemical fume hoods functioning properly and certified?			
17. Are laboratory work spaces free of: <input type="checkbox"/> Clutter or litter? <input type="checkbox"/> Chemical or water spills? <input type="checkbox"/> Broken glass?			
18. Are sprinkler heads unobstructed?			
19. Are laboratory fire doors kept closed in accordance with general and fire safety guidelines?			
20. Do laboratory fire doors have the required self closing hardware in place?			
21. Are after hour's contacts phone numbers posted on exterior laboratory doors and near laboratory telephones?			
22. Are emergency response phone numbers posted near lab telephones?			
23. Are approved sharps containers available for used syringes, needles, scalpels, etc.?			
24. Are emergency evacuation routes and assembly points posted in each lab?			
25. Are space heaters prohibited in the laboratory areas where flammable gases chemicals are present?			

D. Chemical Safety	Y	N	NA
1. Is a current complete chemical inventory maintained in the lab?			
2. Are 3E MSDS On-Demand stickers posted on or at telephones and readily visible?			
3. Is chemical waste disposal documented and records maintained by the laboratory for three years?			
4. Are chemicals properly and legibly labeled?			
5. Are hazardous chemicals properly segregated and stored by hazard class?			
6. Are chemical storage areas properly posted with signage indicating hazard classes (i.e. acids, bases, flammables, toxics, oxidizers, reducers, reactive, explosive)?			
7. Are corrosive liquids stored below eye-level?			
8. Is the fume hood restricted from being used for the storage of chemicals?			
9. Is secondary containment present for chemicals stored in containers of 5 gallons (20L) or larger?			
10. Is there less than 10 gallons (40L) of flammable material currently outside of the flammable storage cabinets?			
11. Are conventional refrigerators labeled as unsuitable for storage of flammable materials?			
12. When flammable materials are stored in a refrigerator, is it a spark/explosion-proof refrigerator?			
13. Are chemicals within the manufacturer's expiration date?			
14. Are chemical containers undamaged and in good condition?			
15. Are chemicals free of signs of physical or chemical change (i.e., crystals, discoloration)?			
16. Is the laboratory free of chemical damage to the facility or equipment?			
17. Are containers of ethers, aldehydes, benzylic hydrogen compounds, allylic compounds, vinyl compounds and other peroxide forming chemicals dated when received <u>and</u> when opened?			
18. Are containers of ethers, aldehydes, benzylic hydrogen compounds, allylic compounds, vinyl compounds and other peroxide forming chemicals tested for peroxide formation as required and if positive for peroxides disposed of properly? Testing method: <input type="checkbox"/> dipstick <input type="checkbox"/> other: _____			
19. Are work areas for carcinogens, or agents of high or unknown toxicity posted with a sign denoting a high hazard area?			
20. Are proper waste containers used for high-risk chemicals (i.e. yellow barrels for carcinogen contaminated material, etc.)?			
21. Are chemical waste containers kept closed except when actively adding waste?			
22. Are chemical waste containers properly labeled and stored?			
23. Are satellite waste-accumulation areas properly marked and maintained?			
E. Laboratory Security	Y	N	NA
1. Is the laboratory kept locked when workers are not present?			
2. Are biologicals, chemicals, controlled substances, equipment, select agents and supplies properly accounted for and losses reported to the UAB police and OH&S?			
3. Is UAB property accounted for when workers leave or change laboratories?			
4. Are keys accounted for and are passwords and access codes deleted or changed when workers leave or change research groups?			
5. Is UAB police notified if suspicious individuals are observed in the buildings?			

