

Security	Lab doors are never left open when the lab is unoccupied.				
	Lab doors are locked when no lab members are present.				
	Lab and corresponding department has a policy on security of shared resource spaces.				
	Lab members are instructed to question unidentified persons in the lab.				
Administrative	Emergency	Lab has emergency information posted near the exits or phones.			
		Emergency shower is present.			
		Emergency shower is not obstructed			
	Emergency shower has been tested annually.				
	Emergency eyewash/drench hose is present.				
	Emergency eyewash/drench hose is not obstructed.				
	Emergency eyewash/drench hose has been tested annually.				
	Emergency eyewash/drench hose has been flushed weekly.				
	Fire extinguishers present are suitable for anticipated fire hazards.				
	Fire extinguishers have been inspected annually.				
	Fire extinguishers are not obstructed.				
	Basic first aid supplies/equipment are available.				
	Lab has chemicals requiring a specialized first aid kit that is present.				
Lab has a plan/supplies for cleaning chemical/biological spills.					
General	Lab area is generally tidy.				
	There is no evidence of spills in the lab that were not cleaned appropriately.				
	Walkways and aisles are kept free of obstructions that could cause a slip, trip, or fall.				
	Food/drink safe areas and equipment have been designated.				
	There is no evidence of food/drink consumption in the lab.				
	Lab has minimal risk of ergonomic injuries to lab members.				
	Furniture is made of a material that can be decontaminated.				
	Samples are properly packaged and labeled for transport between laboratories/on-campus facilities.				
	Mechanical pipetting/pressure devices are used when transferring biological samples and chemicals.				
	Lab has a policy in place for working alone in the lab.				

Personal Protective Equipment	Personal Protective Equipment	Skin	Eye/Face	Hand	Special PPE
		<i>Lab Coat</i>	<i>Safety Glasses</i>	<i>Nitrile Gloves</i>	<i>Respirator</i>
		<i>CR Lab Coat</i>	<i>Safety Goggles</i>	<i>Latex Gloves</i>	<i>Resp. Type</i>
		<i>FR Lab Coat</i>	<i>Splash Goggles</i>	<i>Neoprene Gloves</i>	<i>Hearing Prot.</i>
		<i>CR & FR Lab Coat</i>	<i>Face Shield</i>	<i>Other Disp. Glove</i>	<i>Hear. Prot. Type</i>
		<i>Rubber Apron</i>	<i>Laser/Rad Goggles</i>	<i>Cryogen Gloves</i>	<i>Silvershield</i>
		<i>Arm Protectors</i>	<i>Other Protection</i>	<i>Autoclave Gloves</i>	<i>Coveralls</i>
		<i>None Required</i>	<i>None Required</i>	<i>None Required</i>	<i>Other</i>
		The lab work requires a lab coat and sufficient coats are available.			
Lab members are wearing lab coats appropriately.					
Lab coats are disposable or the lab has a method for cleaning lab coats.					
Lab coats are never taken home for cleaning.					
Lab coats available are sufficient for the present hazards.					
Eye/Face	Eye/face protection is required.				
Eye/face protection being used is adequate to protect from present hazards.					

PPE Cont.	Gloves	Glove types available are compatible with chemicals.			
		Glove types available are compatible with temperatures.			
		Disposable gloves are not being reused.			
	Respirators	Respirators are used in the lab and a formal determination of risk has been performed by EHS&EM.			
		Respirators are required in the lab and users are compliant in the respiratory protection program.			
		Respirators are used in the lab voluntarily AND voluntary respiratory protection forms have been completed by users.			
		Respirators are required for lab work and used appropriately.			
		Respirators are changed out according to manufacturer instructions.			
	Special	Respirators are maintained adequately.			
		Specialized PPE is required, and available.			
	Specialized PPE is recommended, and available.				

Biological Safety	<u>Biological material(s) used:</u>			
	Select Agents	Select agents are properly registered.		
		Select agents are properly stored and secured.		
		Select agents are handled within a BSC.		
		Select agents are properly inactivated prior to disposal.		
	Storage	Biological materials are labeled correctly.		
		-80 freezers are set to -70 to conserve energy.		
	Use	Biological materials are stored in equipment that is labeled correctly.		
		Lab works with rDNA with IBC protocol/IBC exemption.		
		Lab works with human subjects with IRB protocol.		
		Lab uses plastic instead of glassware whenever possible.		
		Lab has appropriate methods for decontaminating equipment/surfaces.		
		All lab surfaces can be decontaminated effectively.		
		BSC is not cluttered.		
		BSC is well-maintained.		
		BSC has been certified in the past year.		
		Vacuum lines are protected with an in-line filter.		
		Vacuum line containers are shatter-proof and are in secondary containment.		
		Aerosol-generating procedures are adequately contained.		
		Lab works with human materials or BBP and has been enrolled in the BBP Program.		
		BSL2 SOP is required and approved by EHS&EM.		
		Safety-engineered sharps are utilized with BSL-2 listed material.		
		BSC is not used for manipulating toxic/volatile chemicals.		
	Bioshipping training is required and has been completed.			
	Waste	Biohazard sharps are disposed of in puncture-resistant containers.		
Contaminated PPE is disposed of appropriately.				
Lab generates biological waste and disposes of it correctly.				

Chemical Safety	Storage	Chemicals are being stored together according to compatibility groups.				
		Storage cabinets are in good condition.				
		Chemicals stock is in good condition.				
		Lab has peroxide-forming chemicals dated and tested for peroxides regularly.				
		Glass containers of liquids are stored in secondary containment.				
		Chemicals are not stored on the floor.				
		Corrosive and/or irritant chemicals are not stored at or above eye level.				
		Chemicals transferred to secondary containers are labeled appropriately.				
		Chemical container labels are in good condition.				
		The chemical fume hood is not cluttered.				
		The chemical fume hood sash is shut when not in use to conserve energy.				
		Chemical inventory is available and up-to-date.				
Chemical Safety	Use	Chemical SOP's are being followed.				
		Chemicals are well characterized by existing SOP's.				
		Proper PPE is being used.				
		Anesthetic or toxic gases are used with appropriate ventilation methods.				
		Toxic chemicals are not being weighed in the chemical fume hood or using the tared container method.				
		Chemical fume hood is functioning properly.				
		Work with corrosive chemicals is performed within a reasonable distance of an emergency shower and eyewash/drench hose.				
		Chemical-specific first aid materials are not expired.				
Chemical Safety	Waste	Waste containers are kept closed.				
		Waste containers are in good condition.				
		Waste containers are in secondary containment.				
		Waste containers are separated by compatibility (list types)				
		App State waste labels are being used.				
		Waste labels contain the right information.				
		Drain disposal guidelines are being followed.				
		Contaminated containers and other materials are being disposed of properly.				
Fire Safety	Fire Safety	Ceiling clearance is adequate. (18" in sprinklered areas, and 24" in non-sprinklered areas).				
		Large volumes of flammable chemicals are stored outside of a flammables cabinet.				
		Flammable chemicals are never stored in an unapproved refrigerator.				
		Refrigerators are labeled as approved or not approved for the storage of flammable chemicals.				
		Open flames are not being used in a chemical fume hood or BSC.				
Physical Safety	Electrical	Extension cords are only used as temporary.				
		Extension cords are never daisy chained, even temporarily.				
		Electrical cords are in good condition				
		Electrical panels have the required 36" clearance on all sides.				
		Electrical panels are closed or covered appropriately.				
		GFCI outlets are present near sinks or in wet conditions.				
		High-current equipment is plugged directly into the wall.				
		Hotplates, water baths, or heat blocks are unplugged when not in use.				
				Equipment is marked as continuously on or unplug when not in use/at the end of the day.		
				Electronics are UL-listed		

Physical Safety	Cold Room	Appropriate signage is affixed to the door.			
		Environmental rooms are equipped with an emergency release.			
		Only appropriate materials are stored in environmental rooms.			
		Storage area is labeled.			
		Storage area is suitable. (Never in a cold room)			
	Compressed Gas	Area of use is well-ventilated or the compressed gas is used in a chemical fume hood.			
		Incompatible gases are not stored together.			
		Lab stores only the number of cylinders necessary for their work.			
		Each cylinder is secured using a separate chain.			
		Cylinder(s) is/are secured.			
		Cylinder(s) is/are secured between the midpoint and shoulder.			
		Cylinder(s) is/are labeled with contents.			
		Empty cylinders are promptly returned to the vendor.			
		Cryogen (Types and volumes of cryogens used)			
	Cryogen	Storage/use area is well ventilated and has been evaluated by EHS&EM.			
		Proper PPE is present near the cryogen.			
		Approved materials are used as containers for the cryogen.			
		Cryogen is never transported in an elevator.			
	Shop	Machining equipment is present in the lab or in a lab shop and has proper guarding from rotating, moving, or extreme temperature parts.			
Sharps	Used disposable needles are never bent, sheared, broken, recapped, or removed.				
	Sharps used to manipulate hazardous chemicals are treated as chemical waste.				
	Uncontaminated sharps are placed in puncture-resistant containers.				