

Lab Inspection Guide

Laboratory audits serve as key elements of UTK's policy to ensure that a safe and healthy working environment is provided for students, faculty, staff, and visitors. Laboratory PIs or supervisors have the responsibility of maintaining their laboratory area in a manner that controls hazards and minimizes risk.

Door Placards

Are door placards posted, accurate, and up to date? This is essential for emergency response.

Training & Documentation

Documentation of general lab safety training is available?

Documentation of Hazard Communication (HazCom) with GHS training is available (this may have been accomplished via General Lab Safety training)? All personnel who generate or handle hazardous waste have had hazardous waste training? A hazard assessment has been conducted for the lab, and a certification of assessment is available for review? Personnel have been trained and PPE training has been completed are available for review?

Documentation of lab-specific training on SOPs is available? If applicable, the following are available: Records of initial Biosafety training, annual Biosafety refresher training, and lab-specific training for Biosafety.



Personnel Knowledge and Practices

Do lab personnel know what to do in the event of an emergency, such as fire or injury, including evacuation routes? Do lab personnel know the location of and how to use emergency equipment, such as safety showers and eyewash stations? Emergency eyewash stations are tested weekly to ensure operation by lab personnel? Do lab personnel know how to clean up chemical spills and biological spills (if applicable) and when to seek help? Do lab personnel know who the Chemical Hygiene Officer for the lab is? Do lab personnel know what an MSDS or SDS is and where to find them and other safety information? Do lab personnel know how to collect pipette tips and sharps for disposal? Do lab personnel have a routine for cleaning and disinfection of areas or equipment used for biological processes?

BioRAFT

Is chemical inventory up-to-date in ChemTracker? Has PI completed hazard assessment in BioRAFT?

Chemical Hygiene Plan

A written Chemical Hygiene Plan (CHP) is available in the laboratory? Is the CHP up to date? Standard Operating Procedures (SOPs) document that identifies the hazards and risks associated with a process, chemical, equipment, or practice available?



Personal Protective Equipment (PPE)

PPE assessments and training certifications have been completed for each lab member and are present in the CHP. Special PPE needed for biological procedures are included in the PPE assessments. Appropriate equipment (such as gloves, safety glasses, goggles) is available and in functional condition? PPE is being worn correctly in the laboratory? PPE is being stored properly to guard against contamination or damage? Are respirators used as part of a respiratory protection program? Is hearing protection used as part of a hearing conservation program?

Chemical and Biological Labeling, Storage and Transport

Are containers clearly labeled? Chemicals of different hazard classes segregated? Containers compatible with the chemical? Corrosives stored below eye level? Refrigerators containing flammables approved for flammable storage? Materials with short shelf life dated and disposed of per supplier's recommendations? Are the appropriate containment and packaging considerations made for transporting biological or permitted materials?

Hazardous and Biohazardous Waste Management

Are containers compatible with waste? Containers kept closed except during transfer of materials? Containers labeled with UT Hazardous Waste label? Constituents are described with complete chemical name? Hazardous waste storage area is labeled with yellow Hazardous Waste Storage Area sign? Are liquid cultures disposed of properly? Are solid and sharps biohazardous wastes disposed of properly? Are pipette tips and other objects that could potentially puncture or tear a biohazardous waste bag contained prior to placing in the larger bag for further treatment or disposition?

Fume Hoods and Biosafety Cabinets

Each chemical fume hood has been surveyed for proper airflow? Fume hood vents are unobstructed? Fume hood is not overloaded? Sash glass is clean and maintained to have a clear visual path to work being done? Biosafety cabinets are functioning correctly and have been certified within the past 12 months?

Compressed Gases

Storage quantities are minimized? Cylinders are secured from tipping by a chain or strap? Protective valve caps are in place? All cylinders including lecture bottles, if present, are stored upright?

Equipment & Physical Hazards

Flexible cords and other electrical equipment are in good condition? All electrical equipment is being used according to its design and approved use? Circuit breaker panels are unobstructed? Machines, instruments and tools have access panels/guards are in place?

General Work Environment

Space is organized and free from clutter or potentially unsafe working conditions? Current storage conditions do not present a fire hazard and do not block sprinkler systems? Fire extinguisher is mounted on the wall and access is not blocked? Emergency eyewash and shower are accessible? Aisles are uncluttered and are without tripping hazards? All exits are unobstructed?

Rev. 02/14, 2020