

JOHN JAY COLLEGE LABORATORY AUDIT CHECKLIST

PI _____ Date _____ Room #: _____ Type _____ # Hoods _____
 Inspector _____ Phone # _____ Cof F # _____ Exp. Date _____
 Area of lab responsible for (eg., entire lab, left side, etc) _____

1. Chemical Waste Disposal

		Comments
Chemical waste containers display up-to-date JJC hazardous waste label	T F NA	
Chemical waste containers labeled with chemical contents, no abbreviations or formulas	T F NA	
Hazardous Waste label accumulation date is NOT filled-in UNLESS container is to be moved to Main Accumulation Area within 3 days	T F NA	
Incompatible chemicals acids, bases, flammables, oxidizers segregated	T F NA	
Incompatible chemical waste streams are not mixed in the same container.	T F NA	
Hazardous waste is in secondary containers with no drips or spills	T F NA	
Satellite Accumulation Area has a sign, is properly maintained, containers in good condition with no drips or precipitate	T F NA	
Containers have an appropriate lid/cap (not funnel, nor parafilm) on and are kept closed at all times when not being filled	T F NA	
Chemical waste stored in compatible containers, appropriate for type of waste (won't break or spill in transit, no acid in metal containers, etc)	T F NA	
Inventory tags from empty chemical containers that are to be brought to the Prep Room are removed and placed in envelope by Pia's office or Pia has been notified of the inventory #	T F NA	
Used pipettes have non-RCRA or filled in Hazardous Waste label	T F NA	

2. Emergency Preparedness

		Comments
Eyewash is unobstructed, weekly inspection up-to-date	T F NA	
Nearest safety shower is unobstructed and been inspected within 6 months	T F NA	
Appropriate disinfectant/biological spill clean-up materials are available in labs that use human cells/BSL2 materials	T F NA	
Appropriate chemical spill clean-up materials are available and there is signage indicating location	T F NA	
PI name & appropriate warning signs are posted on the outside of lab	T F NA	

3. Personal Protective Equipment

		Comments
Appropriate glove, safety glasses and lab coats are used whenever hazardous chemicals or BSL2 materials used.	T F NA	
Goggles/face shields used for pouring large amounts of hazardous liquids, pouring liquid nitrogen, or for use with highly toxic chemicals.	T F NA	
Appropriate shoes are worn.	T F NA	

4. Electrical

		Comments
Procedures and warning signs for critical equipment are posted	T F NA	
There are no frayed, cut wires, broken/defective plug or switch	T F NA	
Extension cords are not used as a substitute for permanent wiring, do not extend through ceilings, etc	T F NA	
Power strips have built-in fuse or circuit breaker protection, have minimum 12/3 gauge/wires label, maximum length of 6 feet, and are UL listed for the use. No cube taps	T F NA	
Electric cords do not run through wet areas	T F NA	
Portable space heaters are not used	T F NA	
Electrical service panels are unobstructed	T F NA	
Machine guarding/Lockout Tagout is in place	T F NA	

5. Non-Chemical Waste

		Comments
Sharps containers are used for syringes, hypodermic needles and blades as well as pipettes, slides and glassware used with infectious materials. Non-infectious slides, pipettes and glassware can also go in the broken glass container. Sharps containers are closed when not in use.	T F NA	
BL2 contaminated liquids chemically disinfected before drain disposal	T F NA	
Red bag lined regulated medical waste (RMW) containers are used for disposal of BSL2-contaminated petri dishes, plastic serological pipettes, culture transfer devices, biological- soaked items, and contaminated paper or cloth item. RMW containers are closed when not in use.	T F NA	
No inappropriate materials in any medical waste containers (uncontaminated gloves, paper towels, plastic buffer bottles, packaging, bench top padding, paper belong in trash)	T F NA	
Plastic-lined broken glass container used for cleaned chemical bottles, and pipettes, slides, glassware that were not used with bio-hazardous or infectious materials.	T F NA	

6. Signage

		Comments
Laboratory and No Smoking Sign posted	T F NA	
Biohazard symbol and biosafety level is on door of labs working with BL2 materials and on contaminated equipment/items	T F NA	
Shut the Sash sticker are on hoods	T F NA	
Designated areas signs are posted where OSHA Particularly Hazardous Substances (select carcinogens, reproductive toxins, and acutely toxic materials) are used or stored.	T F NA	
Refrigerators and Freezers bear "No Food" stickers	T F NA	
Certificate of Fitness documentation posted.	T F NA	
Safety Shower sign posted	T F NA	
Eyewash sign posted.	T F NA	

7. Compressed and Liquified Gas Safety

		Comments
Excess cylinders (excluding one backup) are stored in a separate ventilated room/cabinet approved for that use	T F NA	
Empty cylinders are stored separate from the full cylinders	T F NA	
All cylinders are adequately secured	T F NA	
All cylinders are grouped according to their properties when stored (e.g., flammables separated from oxidizing)	T F NA	
All cylinders are kept away from fire and spark producing operations	T F NA	
No long term storage of corrosive gases	T F NA	
Cryogenic liquid tanks (CLT) have not lost vacuum or insulation (look for a cold outside jacket and ice accumulation at neck)	T F NA	

8. Fire Safety

		Comments
No flammable or combustible liquids are stored in a refrigerator or freezer that is not rated explosion-proof or for flammable storage, or cold room or near electrical equipment or bunsen burner	T F NA	
Solvents, acids, and bases stored separately. Acids and bases in plastic trays	T F NA	
FDNY flammable limits (on laboratory permits) are observed	T F NA	
FDNY - No storage within 2 feet from ceiling unless in closed cupboard	T F NA	
Flammable liquids not in active use are stored in flammable cabinet	T F NA	
Maximum size of flammable liquid container is one gallon	T F NA	
Highly reactive substances (e.g., ether, tetrahydrofuran, picric acid) are disposed before expiration date or tested for stability every six months	T F NA	
Exit paths are unblocked in lab and corridor	T F NA	
No excess paper, foam or other combustibles	T F NA	
The fire extinguisher is mounted near door, is not obscured, and tag indicates up-to-date inspection	T F NA	
General housekeeping is good, clutter is at a minimum	T F NA	
Gas cylinders are secured, properly marked and grouped	T F NA	
No bottles or chemicals stored on the floor or in the hallway	T F NA	
Bunsen burners are located away from plastic exhaust hoods.	T F NA	
Flames are not used in Tissue Culture Hood	T F NA	
Adequate aisle space is maintained between equipment and flammable or combustible materials	T F NA	
Grounding straps used appropriately with flammable gases/liquids	T F NA	

9. Hazard Control Measures

		Comments
Chemical Hood face velocity certified within the last 12 months	T F NA	
Chemical Hood is not overcrowded with chemicals or other storage. There is a clear unobstructed space to work	T F NA	
Prior approval and written SOPs are required for purchase/use of extremely hazardous chemicals.	T F NA	
Hood controller/monitor is operable, not silenced (unless Facilities has been notified and there is a sign that the hood is waiting for service)	T F NA	
Chemical hood is used at or below indicated operating height	T F NA	
All volatile, toxic chemicals are used in the chemical hood	T F NA	
Sash is closed or indicates "Flo" when chemical hood not being used	T F NA	
Equipment positioned at least 6" into hood	T F NA	
"In-Use" Biological Safety Cabinet has been certified within the last 12 months	T F NA	
No hazardous or flammable chemicals used in the BSC (Exception: alcohol for decontamination is OK)	T F NA	
No cryogenic liquids, gas cylinders, or hazardous chemicals in cold or warm rooms	T F NA	
Corrosive and other hazardous chemicals stored below eye level	T F NA	
All chemical containers labeled with ingredients and GHS required info	T F NA	
Sealed rotors or safety cups available for centrifuging blood and/or BSL2 agents	T F NA	
No food or drink consumed in the lab	T F NA	

10. Other/Lab Specific

		Comments
	T F NA	
	T F NA	
	T F NA	