

OVPR Office of Research Safety (ORS) - Laboratory Inspection Survey Form

Department: _____	Principle Investigator: _____
Building: _____	Principle Investigators Phone: _____
Laboratory: _____	Laboratory Contact: _____
Date: / /	ORS Inspector: _____

Section 1 - Laboratory Postings	Sat	Unsat	N/A	Comments
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A. Door signs present/updated				
B. Emergency phone numbers posted in lab				
C. Refrigerators have lab use only label				

Section 2 - Chemical Storage	Sat	Unsat	N/A	Comments
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A. Acids and bases in secondary containers				
B. All chemicals properly labeled				
C. Chemicals stored by class/compatibility				
D. Inherently safe refrigerator for flammables				
E. Flammable liquids stored properly				
F. Gas cylinder properly labeled/anchored				
G. Lecture bottles properly labeled/stored				
H. No outdated peroxide formers present				
I. Total flammable volume allowed in lab OK				
J. Volume outside flammable cabinet OK				
K. Waste containers properly closed				
L. Waste containers properly labeled/stored				

Section 3 - Safety Shower Eye Wash	Sat	Unsat	N/A	Comments
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A. Eye wash location posted				
B. Eye wash: tested/unobstructed				
C. Safety shower location posted				
D. Safety shower: tested/unobstructed				

Section 4 - Electrical Laboratory Equipment	Sat	Unsat	N/A	Comments
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A. Belt guards on motors and pumps				
B. Electrical cords not frayed				
C. Equipment properly grounded				
D. Extension devices used only temporarily				
E. Fume hood rating (OK, Caution, Danger)				
F. Only UL 1449 rated power strips employed				
G. Outlet wiring correct				
H. UL 1449 strips used with computer & Equip.				

Section 5 - Laboratory Conditions	Sat	Unsat	N/A	Comments
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A. Aisles unobstructed				
B. Corridors and exits unobstructed				
C. Hand washing facilities available				
D. Lab doors closed to main corridor				
E. No eating etc around hazardous chemicals				
F. Personal protective equip. available/used				
G. Sink conditions OK				

Section 6 - Laboratory Records	Sat	Unsat	N/A	Comments
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A. Chemical inventory kept				
B. MSDS/SDS kept in lab				
C. RTK records maintained				

Section 7 - Fire Ext., First Aid, Spill Kits	Sat	Unsat	N/A	Comments
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A. Fire extinguishers present/inspected				
B. First aid kit present				
C. Spill kit appropriate for laboratory				