

Laboratory Inspection Survey

Department Chemical Engineering	Principal Investigator			
Building Engineering North # 59	Phone and Email Address:			
Laboratory	Lab Contact and Email:			
Date: / /	Inspector: Shelley Potter			
Section 1 - Laboratory Postings	Sat	Unsat	N/A	Comments
A. Door signs present/complete/updated				
B. Refrigerators have "Lab Use Only" label				
C. Emergency phone numbers posted in lab				
Section 2 - Chemical Storage	Sat	Unsat	N/A	Comments
A. Chemicals stored by hazard class/compatibility				
B. Acids and bases segregated				
C. All chemicals properly labeled				
D. No outdated peroxide formers present				
E. Flammable liquids stored properly				
F. Volume outside flammable cabinet OK				
G. Explosion proof refrigerator for flammables				
H. Waste containers properly labeled/stored/closed				
I. Gas cylinder properly labeled/anchored				
J. Lecture bottles properly labeled/stored				
Section 3 - Emergency Equipment	Sat	Unsat	N/A	Comments
A. Fire extinguishers present/inspected				
B. Safety shower: tested/unobstructed				
C. Safety shower location posted				
D. Eye wash: tested/unobstructed/posted				
E. First aid kit present/location posted				
F. Spill kit appropriate for lab/location posted				
Section 4 - Laboratory Equipment	Sat	Unsat	N/A	Comments
A. Belt guard on motors and pumps				
B. GFCI Outlets by water source				
C. Electrical cords not frayed				
D. Absence of overloaded circuits				
E. Surge protectors used where needed.				
F. Extension cords/devices used only temporarily				
G. Fume hood rating (OK, Caution, Danger, Clutter)				
Section 5 - Laboratory Conditions	Sat	Unsat	N/A	Comments
A. Sink conditions OK/Hand washing facilities				
B. Corridors/Aisles/Exits unobstructed				
C. Lab doors closed to main corridor				
D. No eating etc around hazardous chemicals				
E. Personal protective equip. available/used				
Section 6 - Laboratory Records	Sat	Unsat	N/A	Comments
A. Site specific records maintained				
B. MSDS records maintained				
C. Chemical inventory kept				
D. Chemical Hygiene plan in place				

Within two weeks, please correct any items noted as unsatisfactory on this form, and notify your EHS lab inspector at: Shelley.Potter@okstate.edu