



Laboratory Safety Self Evaluation

Department: _____ Building: _____
Principal Investigator: _____ Room(s): _____
Date: _____ Contact: _____ PH#: _____

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The items in this section are required to ensure regulatory compliance.

S = Satisfactory N = Needs Improvement N/A = Not Applicable

Chemical Waste

Containment and Storage

- _____ 1. All containers are closed unless actively receiving waste.
- _____ 2. No containers are leaking.
- _____ 3. All containers are compatible with their contents.
- _____ 4. No waste is poured down the drain without prior approval by the Waste Management Section of EHS.
- _____ 5. The location of waste pick-up is in the immediate vicinity of point of generation and under supervision of person who generated it.
- _____ 6. Less than a total of one quart of acutely hazardous waste is present.
- _____ 7. Less than a total of 55 gallons of possibly hazardous waste is present.

Labeling

- _____ 1. All containers are labeled with the words "waste" or "spent" and their contents are identified.
- _____ 2. No containers are labeled with the words "hazardous" or "non-hazardous."

Disposal

- _____ 1. Each waste container that is ready for disposal has a properly filled out waste tag attached to it.
- _____ 2. For containers ready for disposal, a properly filled out pick-up request form has been forwarded to EHS. Both the tags and pick-up request forms are available through EHS at 471-3511 or www.utexas.edu/safety/ehs

Special Waste

Sharps

- _____ 1. All sharps are deposited into red sharps containers provided and picked up by EHS.
- _____ 2. Needles are not bent, re-capped, or clipped.

Animals

- _____ 1. All animals and animal parts are kept frozen and double bagged until pickup by EHS.
- _____ 2. Bedding from animals intentionally exposed to pathogens must be treated in the lab, e.g., autoclaved, or picked up by EHS.

Pathological Waste and Blood and Blood Products

- _____ 1. All must either be treated in the lab, e.g., autoclaved, or picked up by EHS.

Microbiological Waste

- _____ 1. All microbiological waste must either be treated in the lab, e.g., autoclaved, or picked up by EHS.

Disposal of Special Waste In the Lab

- _____ 1. A log is kept of all special waste treated in the lab. Refer to the EHS Procedures for Disposal of Hazardous Waste manual (<http://www.utexas.edu/safety/ehs/disposal/hazwaste/toc.html>) for details.
- _____ 2. All labs must have a written procedure for operation and testing of equipment and for the preparation of any chemicals used in treatment.
- _____ 3. The bag or container of special waste must have a "treated" label and go into another bag of a different color that is opaque. This bag can then be thrown into the regular trash.
- _____ 4. The treatment methods used to treat special waste in the lab are in accordance with the EHS Procedures for Disposal of Hazardous Waste manual (<http://www.utexas.edu/safety/ehs/disposal/hazwaste/toc.html>).

Radioactive Materials

Radioactive Materials Labeling

- _____ 1. The area is posted with "Radiation" or "Radioactive Materials" signs.
- _____ 2. Radioactive sharps are deposited into puncture resistant, marked containers.
- _____ 3. Radioactive materials storage units are posted with proper signs.
- _____ 4. Containers that do not hold radioactive materials are not labeled "radioactive."

Work Area

- _____ 1. All materials containing isotopes are shielded.
- _____ 2. Film badges are worn whenever using isotopes.
- _____ 3. Film badges are stored away from isotopes.
- _____ 4. Isotopes are secured when not attended.
- _____ 5. Food and drink are not in the lab at any time.

Records

- _____ 1. Records of Disposition of isotopes are current.
- _____ 2. Film badge records are current, organized, and available.
- _____ 3. Quarterly inventory is current and available.
- _____ 4. Radioactive materials records are kept in a separate book.

Training

- _____ 1. All persons who work with radioactive materials have completed appropriate training.

Controlled Substances

Security

- _____ 1. Security is adequate to prevent unauthorized use, access, and diversion of controlled substances.
- _____ 2. Controlled substances are stored in a locked cabinet.

Records

- _____ 1. Records of purchases, acquisition, dispensations, and disposal of controlled substances are kept.

Disposal

- _____ 1. Outdated and unused controlled substances are disposed of in accordance with the US Drug Enforcement Agency (DEA) procedures.

Hazard Communication Act

MSDS

- _____ 1. MSDS are available and readily accessible for every hazardous chemical present.
- _____ 2. Lab personnel know where and how to obtain MSDS.

Labels

- _____ 1. The labels on incoming chemical containers are not removed or defaced and are maintained as required.
- _____ 2. Secondary containers, other than ones for immediate use, are labeled with the identity of their contents.

Training

- _____ 1. All lab personnel have had Hazard Communication training.

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The items in this section should be followed in all laboratories.

Personal Protective Clothing

- _____ 1. The appropriate personal protective clothing for work being performed is present and in good condition.
- _____ 2. Lab personnel wear appropriate personal protective clothing while in the lab.

Personal Protective Equipment

- _____ 1. Fume hoods are working properly and only essential items are stored in them.
- _____ 2. Fume hoods have been tested by EHS within the past year.
- _____ 3. The fume hood sash is pulled down as far as is practical.
- _____ 4. Biological safety cabinets are used properly and are certified on an annual basis.

Emergency Equipment

- _____ 1. Emergency showers are available and are unobstructed.
- _____ 2. Emergency showers have been tested by Physical Plant within the past year.
- _____ 3. Eyewashes are available, are unobstructed, and are tested weekly by lab personnel to flush impurities through them.
- _____ 4. Lab personnel are trained in the use of fire extinguishers.
- _____ 5. *Whenever* a fire extinguisher has been used, the EHS, Fire Safety Section, is contacted at 471-3511.

Fire/Life Safety

- _____ 1. All exits and walkways in the lab are clear and unobstructed.
- _____ 2. Lab doors are kept closed as much as possible to provide a fire and smoke barrier.
- _____ 3. The storage of combustibles, e.g., cardboard boxes and paper towels, is minimized.
- _____ 4. Bunsen burner tubing is checked regularly and any found cracked or brittle is replaced.
- _____ 5. Vacuum pumps are properly maintained and are stored away from flammable chemicals and combustible material.

Electrical Safety

- _____ 1. All electrical cords are in good condition. None have cracked, brittle, or frayed insulation.
- _____ 2. All electrical equipment is properly grounded.
- _____ 3. No electrical/extension cords are run above the ceiling or behind walls.
- _____ 4. The use of extension cords in the lab is minimized.
- _____ 5. No electrical cords are run across the floor where they could be a tripping hazard.

Chemical Storage

- _____ 1. All chemicals are stored by hazard class, e.g., flammables, oxidizers, acids, bases, reactives, and toxins.
- _____ 2. No breakable chemical containers are stored on the floor.
- _____ 3. All chemical containers are kept closed.
- _____ 4. No hazardous chemicals are stored above eye level.
- _____ 5. Flammables stored in the lab are minimized and are kept in flammable storage cabinets.
- _____ 6. Flammables are never stored in standard household refrigerators.
- _____ 7. Chemicals are dated when received and opened.
- _____ 8. The integrity of chemical containers and labels are checked regularly.
- _____ 9. Compressed gas cylinders are secured and the safety cap is in place.
- _____ 10. Hazardous gases are used only in fume hoods.

Physical Hazards

- _____ 1. All belt driven vacuum pumps are protected with belt guards.
- _____ 2. All fans are guarded.
- _____ 3. Glassware used at pressures other than ambient are taped or shielded.
- _____ 4. Glassware for disposal is deposited into cardboard boxes which are provided by and picked up by Custodial Services at 471-5072.

Radioactive Materials

- _____ 1. Radioactive waste is kept in only one marked area.

Spill Control

- _____ 1. Spill control materials are available.
- _____ 2. Lab personnel are trained in spill clean up procedures.