

Water or Wastewater Quality Control Lab Safety Checklist
(Recommended minimum frequency Semi-Annual)

Municipality/Authority: _____ **Inspection Date:** _____

Inspector: _____ **Title:** _____

Location Surveyed: _____

Basic Safety Guidelines

	Needs work	OK	N/A	Write line # & comments on back for each needs work item
1.				Written SOP's for basic lab safety & hygiene practices available?
2.				Safety Data Sheets (SDS) & laboratory chemical inventory are up-to-date & readily available
3.				Chemical Hygiene Plan available? Hygiene Officer appointed?
4.				Are all lab doors kept closed? Closure devices in place?
5.				Lab hoods checked within the last year & labeled for minimum CFM?
6.				Centrifuge if present: anchored? 3 rd party inspected annually?
7.				Autoclave if present: anchored? 3 rd party inspected annually?
8.				Sharps disposed of in puncture proof containers? Broken glass?
9.				Food and drink is not permitted in laboratories?
10.				Sample refrigerators marked "No Food" ?
11.				All work surfaces are cleaned with a disinfectant solution that is active against the organisms that may be present?

Chemical Handling

12.				Labels are clean and intact on all chemical containers?
13.				Secondary containment is provided for liquid chemicals?
14.				Incompatible chemicals segregated & stored in compatible classes?
15.				Flammables are not dispensed from gravity-fed or bottom dispensing containers—use lid mounted pumps (including 5% Ethanol solutions)
16.				Bulk flammable storage in FL cabinet?

Chemical/biological Waste handling Not Applicable may skip lines 17 - 21

17.				Have all chemical waste streams & constituents been identified? Secondary containment used?
18.				Biohazardous liquid waste is either chemically treated with disinfectant, when generated, or directly afterwards or autoclaved?
19.				Log of autoclave validation runs includes: date, time, duration of run, pressure, temperature?
20.				All hazardous waste containers have labels with the full name?
21.				Waste containers sturdy, compatible with the waste, routinely checked for leaks and kept closed when not being filled?

Safety Equipment

22.				All necessary PPE is available, in good condition, & properly used?
23.				First Aid Kit, BBP Kit inspected & maintained?
24.				Fire extinguishers serviced annually & inspected monthly?
25.				Safety showers & eye washes provided within 10 seconds travel time (<LT 75 ft) from work area? Flushed regularly & inspected annually?
26.				Chemical Spill kit/cleanup materials provided?