

Ithaca College
LABORATORY COMPLIANCE/SAFETY REVIEW FORM

Reviewed by: _____ Building: _____ Room #: _____ Responsible Faculty/Staff: _____ Date: _____
 (present? Y / N)

Y = Yes / N = No / NA = Not Applicable

GENERAL SAFETY	Y	N	NA	COMMENTS/RECOMMENDATIONS
1. Completed and current "In Case of Emergency" notice, "Emergency Information" form, and evacuation routes posted by laboratory door(s). (Provided by Environmental Health and Safety.)				
2. Aisles and exits clear of obstructions and tripping hazards.				
3. Housekeeping -- benches, floors, sinks, hoods, and storage cabinets.				
4. All spills have been cleaned up -- benches, floors, sinks, hoods, and storage cabinets reasonably clean, uncluttered, etc.				
5. Proper personal protective equipment available, in good condition, and being used.				
6. No food or beverages stored in chemical refrigerators.				
7. No food or beverages in laboratory work areas (only in designated eating areas).				
8. Fire extinguishers present, in working order, and unobstructed.				
9. Eyewash/emergency shower(s) available and unobstructed.				
10. Adequate illumination.				
11. No excess storage of combustibles (boxes, cardboard, papers, etc.).				
12. Fire doors, smoke doors, and lab doors not blocked or wedged open.				
CHEMICAL/WASTE MANAGEMENT	Y	N	NA	COMMENTS/RECOMMENDATIONS
1. "3E MSDS" fax-on-demand poster clearly visible and with applicable receiving fax telephone number specified.				
2. An updated copy of the Ithaca College <i>Chemical Hygiene Plan</i> is located in the lab, or its location is clearly posted.				
3. All chemical containers labeled per OSHA regulations with name of contents, all physical/health hazard warnings, and name or address (or 1-800 number) of manufacturer (including wash and reagent bottles).				

CHEMICAL/WASTE MANAGEMENT- CONTD.	Y	N	NA	COMMENTS/RECOMMENDATIONS
4. All non-hazardous materials containers are labeled with contents to distinguish from hazardous chemicals.				
5. HMIS Color-Coded Hazard Rating Index/Key clearly posted. (Provided by Environmental Health and Safety.)				
6. Hazardous material and waste container labels in good condition and clearly legible.				
7. Hazardous waste accumulated at or near the point of generation and "under the control of the operator" (e.g., locked up when not in use).				
8. Hazardous waste container(s) is/are clearly marked with "Hazardous Waste" and other identifying information (e.g., "Spent Acetone").				
9. All fields of the Ithaca College hazardous waste label (provided by Environmental Health and Safety) are clearly filled out <i>and</i> the full chemical name listed for each waste in container(s).				
10. "Pick-up date" field on IC hazardous waste label is blank. (Date to be filled in by Environmental Health and Safety upon removal from area.)				
11. Total storage in all hazardous waste containers has less than 55 gallons or less than 1 quart of <i>acute</i> hazardous waste.				
12. Hazardous waste containers are stored in designated location(s).				
13. All chemical/waste containers are in good condition and not leaking.				
14. All chemical/waste container lids and covers are in good condition and not damaged.				
15. Incompatible hazardous waste is stored in separate containers and structurally segregated (or at least 20 feet apart).				
16. Hazardous waste is compatible with the container that it is stored in.				
17. Satellite hazardous waste containers are closed <i>tightly</i> except when adding or removing waste.				
18. Full containers of hazardous waste present for less than 72 hours? Contact Environmental Health and Safety (4-1613) for pick-up when container is near full.				
19. Chemicals with manufacturer's expiration date indicated on container have not exceeded useful life.				
20. All applicable students, staff, and faculty have been instructed in the proper hazardous waste storage, handling, and disposal procedures for the area. (All training must be documented.)				
20. All chemical waste is being disposed of properly (e.g., no evaporation, drain, or trash disposal).				
21. No hazardous chemicals being stored in, next to, or above sinks. (If such storage is absolutely necessary, hazardous chemical/waste containers stored near sinks or drains must be in containment.)				
22. No hazardous or corrosive liquids stored above eye level.				

CHEMICAL/WASTE MANAGEMENT – CONTD.	Y	N	NA	COMMENTS/RECOMMENDATIONS
23. Strong acids stored separately from strong bases.				
24. Nitric acid stored separately from organic chemicals.				
25. Oxidizers stored separately from flammable materials.				
26. All materials that become unstable and/or more hazardous after prolonged storage (e.g., peroxide-forming chemicals) are labeled with "Date Received" and "Date Opened."				
27. Only flammables stored in flammable liquid cabinets (i.e., no acids, bases, oxidizers, supplies, etc.). Cabinets, including shelves, in good condition.				
28. Flammable liquid cabinet storing less than 120 gallons of Class I, II, and IIIA liquids (flashpoint less than 200°F), NFPA-rated, and labeled "Flammable – Keep Fire Away."				
29. No single container of Class I or II liquids exceeds 4 liters (1.1 gallons) in instructional lab areas.				
30. Only explosion-proof refrigerators used for storage of flammables.				
31. Flammables and compressed gas cylinders are stored away from ignition sources.				
32. Compressed gas cylinders are properly secured to prevent tipping and capped when not in use.				
33. "Empty," "Full," or "In Use" tag used on each gas cylinder.				
34. Compressed gas cylinders with manual shut-off pressure regulator are marked with maximum cylinder pressure and two (2) gauges for cylinder pressure and outlet pressure.				
35. Appropriate radioactivity labeling clearly marked on room door and applicable work area(s).				
MECHANICAL/ELECTRICAL	Y	N	NA	COMMENTS/RECOMMENDATIONS
1. Fume hoods indicate proper operation and the most recent test date is not more than six (6) months old.				
2. Electrical equipment, cords, and plugs in good condition and not frayed or taped.				
3. No extension cords used as permanent wiring. Power strips not piggy-backed.				
4. Electrical outlets in good condition or not overloaded (i.e., no multi-plug adapters).				
5. Electrical panel covers closed and panels/switches accessible.				

Additional Comments/Findings (Environmental Health and Safety):

To be completed by Environmental Health and Safety:

Review Complete, No Further Action: _____ / Corrective Action(s) Required: _____ / Other: _____

All items marked as "N" must be corrected prior to certification below.

Responsible Faculty/Staff Member Remarks:

CERTIFICATION: (To be signed by the responsible faculty member or designated representative.)

I certify that I understand all necessary corrective actions specified above and have corrected all of the items indicated to the best of my knowledge on or before the date below.

Print name: _____ Signature: _____ Date: _____