

Required Weekly Inspection

Note: Items listed in the Level I Required Weekly Checklist below are to be inspected weekly. If a problem is found, talk to the lab member involved and ask them to correct the problem. For repeat or serious problems, notify the PI or both the PI and EHS Coordinator. For more information about each finding listed below, see the Level I Guidance document.



Level I Required Weekly Checklist

Satellite Accumulation Areas:

- 1. All hazardous waste stored in Satellite Accumulation Areas (SAA) at or near point of generation.
- 2. Green SAA stickers present at all SAAs.
- 3. Only containers of hazardous waste in SAAs.
- 4. Waste containers:
 - Compatible with content.
 - In good condition.
 - Closed.
 - Original label defaced.
- 5. Only one waste container per waste stream per SAA.
- 6. Red tags:
 - Present on all hazardous waste containers.
 - Legible.
 - Chemical names spelled out (no formulas, trade names or abbreviations.)
 - Hazards checked.
 - Generator name and PI name included.
 - Dated containers stored no more than 3 days.
- 7. SAAs are neat, spills cleaned up, and all containers fit easily into SAA.
- 8. Secondary containment present and in good condition.
- 9. Incompatibles stored in separate secondary containers.

General Lab, Biosafety & Radiation Area:

- 1. Emergency showers/eyewashes, fire extinguishers, spill kits and other emergency equipment accessible.
- 2. Emergency eye wash stations flushed weekly by lab. Flush time of at least one minute. See [Level I Guidance](#) for specific types of eye washes.
- 3. Aisles, exit doors and electrical panels are not obstructed by boxes, furniture, equipment, etc.
- 4. Benches clear of excessive clutter/chemical bottles/combustible materials and evidence of spills.
- 5. Labs secured when unoccupied.
- 6. No evidence of eating or drinking in lab.
- 7. Lab personnel wearing personal protective equipment (PPE) as required per lab PPE assessment.
- 8. Biological waste is in marked biological waste containers.
- 9. Radioactive materials properly secured.

Reviewed Periodically

Note: Items listed in the Level I Periodic Checklist below are to be checked periodically. If a problem is found, talk to the lab member involved and ask them to correct the problem. For repeat problems, notify the PI or both the PI and EHS Coordinator. For more information about each finding listed below, see the Level I Guidance document.



Level I Periodic Checklist

Laboratory Fume Hoods:

- 1. Bottom back slot of fume hood at least 50% unobstructed.
- 2. Hood free of trash and excessive clutter/chemical bottles/equipment not associated with current experiments.
- 3. No evidence of chemical spills.
- 4. Fume hood sash should be closed as much as possible for activity and closed completely when not in use. (If sash is cracked or broken, notify Facilities).

Hazardous Materials Storage:

- 1. Chemical containers in good condition, lids tight and labels visible that clearly identify contents.
- 2. Chemicals stored neatly and not stacked, crowded together or extending beyond edge of shelf.
- 3. Hazardous liquids not stored above eye level.
- 4. Liquid chemicals segregated from solid chemicals.
- 5. Liquid chemicals, if stored on the floor, are in secondary containers.
- 6. Incompatible materials not stored together.
- 7. Compressed gas cylinders secured approximately 2/3 of the way up from bottom with strap or chain, or placed in appropriate cylinder stands/holders.
- 8. Peroxide forming chemicals tested periodically. Expired chemicals or chemical containing peroxides approaching 20 ppm should be disposed of immediately.

Safety:

- 1. Electrical and/or data cords are not causing a potential trip hazard.