

UNBC Laboratory Inspection Report

Date:

Lab:

Shared Lab:

PI/Supervisor:

Department:

CSAM

CASHS

Inspection Committee:

1) House Keeping and General Safety				Yes	No	N/A
▪ Are floors clean, uncluttered, and in good condition						
▪ Are aisles and exits free from obstruction						
▪ Are all work surfaces clean, uncluttered, and in good condition						
▪ Are sinks clean, uncluttered, and free from all chemicals						
▪ Are shelving units and storage areas uncluttered and loaded properly (heavy objects stored on lower shelves, items stored at least 50 cm from ceiling)						
▪ Are there adequate electrical outlets (extension cords not used in a permanent manner to supply power to fridges freezers)						
▪ Are coat hooks available for lab coats near exit doors						
▪ Are any overhead lights in good working order						
▪ Are all ceiling tiles in place and in good condition						
▪ Is hand washing station with soap and paper towel available in the lab						
2) Safety Equipment						
▪ Is there a safety shower & eye wash station reachable within 10 seconds						
▪ Is the safety shower & eye wash station clearly labeled and in good working condition						
▪ Is there a charged fire extinguisher available and appropriate for the hazards in the work area						
▪ Is there a fully stocked and clearly labeled spill kit available						
▪ Is the spill kit appropriate for the hazards in the work area						
Type of spill kit required	Chemical	Biological	Mercury	Other		

3) Chemical Safety	<input type="checkbox"/> Not Applicable	Yes	No	N/A
<ul style="list-style-type: none"> ▪ Is there at least one internet-connected computer available 				
<ul style="list-style-type: none"> ▪ Is MSDS Available Online at http://ccinfoweb.ccohs.ca/ displayed above all internet-connected computers 				
<ul style="list-style-type: none"> ▪ Is Laboratory chemical inventory available online at www.unbc.ca/chemstores displayed above all internet-connected computers 				
<ul style="list-style-type: none"> ▪ Are incompatible materials properly segregated (oxidizers and reducers stored in separate cabinets) 				
<ul style="list-style-type: none"> ▪ Are all chemicals stored off the floor 				
<ul style="list-style-type: none"> ▪ Are all chemicals labeled with WHMIS requirements 				
<ul style="list-style-type: none"> ▪ Are all solutions properly labeled with: Chemical composition, date of preparation, and initials of prepare 				
<ul style="list-style-type: none"> ▪ Are only the minimum necessary amounts of combustible, flammable, corrosive, toxic, biohazardous or highly reactive substances kept in the working area 				
<ul style="list-style-type: none"> ▪ Are lab carts available and equipped with side-rails sufficient to contain any spilled material 				
<ul style="list-style-type: none"> ▪ Are flammable liquids stored below eye level in properly in approved cabinets 				
<ul style="list-style-type: none"> ▪ Are fume hoods in good condition and certified 				
<ul style="list-style-type: none"> ▪ Are all fume hood indicators and alarms working properly 				
<ul style="list-style-type: none"> ▪ Are fume hoods clean and free from clutter (not being used as storage locations) 				
<ul style="list-style-type: none"> ▪ When not in use, are fume hoods turned off and sashes closed 				
<ul style="list-style-type: none"> ▪ Are peroxide-forming organic chemicals labeled with a completed peroxide label 				
<ul style="list-style-type: none"> ▪ Are peroxide-forming organic chemicals tested at least every 12 months 				

4) Waste Handling Hazardous, Non Hazardous, Biological	<input type="checkbox"/> Not Applicable	Yes	No	N/A
▪ Are all hazardous wastes collected and segregated for proper treatment and disposal?				
▪ Is liquid chemical waste properly segregated into waste streams (aqueous, organic, and halogenated)				
▪ Is liquid chemical waste properly labeled and stored?				
▪ Is biological waste properly segregated into waste streams (red and yellow buckets)				
▪ Is biological waste properly labeled and stored				
▪ Is ethidium bromide waste segregated				
▪ Are sharps containers provided				
▪ Are broken glass boxes provided				
▪ Is hazardous waste promptly delivered to Chemstores and not permitted to accumulate in the lab				
5) Compressed Gases	<input type="checkbox"/> Not Applicable			
▪ Are gas cylinders capped when not in use or being transported				
▪ Are gas cylinders stored away from excessive heat				
▪ Are full and empty gas cylinders stored separately				
▪ Are empty gas cylinders clearly marked "empty" or "MT"?				
▪ Are cylinders, hoses, tubing, and regulators in good condition				
▪ Is dry ice making equipment well ventilated				
▪ Is liquid nitrogen properly stored and well ventilated				

6) Biosafety Safety	<input type="checkbox"/> Not Applicable	Yes	No	N/A
<ul style="list-style-type: none"> ▪ Are Biological Materials used in this lab 				
<ul style="list-style-type: none"> ▪ What is the Biological Level of the lab <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> Unknown 				
<ul style="list-style-type: none"> ▪ Is a current and correct containment level certificate displayed at the entrance of the lab 				
<ul style="list-style-type: none"> ▪ Is a current biological material inventory available 				
<ul style="list-style-type: none"> ▪ Is all biological material, including media, properly labeled and stored 				
<ul style="list-style-type: none"> ▪ Is appropriate disinfectant kept available, such as bleach or 70% ethanol 				
<ul style="list-style-type: none"> ▪ Is there an appropriate biological spill kit available 				
<ul style="list-style-type: none"> ▪ Is all Biohazardous or Biological waste decontaminated and disposed of properly 				
<ul style="list-style-type: none"> ▪ Are autoclave log books maintained 				
<ul style="list-style-type: none"> ▪ Are lab personnel trained in the proper use of the autoclave 				
<ul style="list-style-type: none"> ▪ Are all lab personnel trained in the proper use of Biosafety cabinets 				
<ul style="list-style-type: none"> ▪ Are biological safety cabinets in good condition and certified 				
<ul style="list-style-type: none"> ▪ Biological safety cabinets not being used for storage 				
<ul style="list-style-type: none"> ▪ Are all biological safety cabinet air flow indicators and alarms working properly 				

