



# Laboratory Safety Self Inspection Form

Date:

Lab Name:

Department:

Building:

Room(s) Inspected:

PI/Primary Contact:

Phone Number:

Email:

Lab Manager:

Phone Number:

Email:

RSO:

Phone Number:

Email:

TM



Inspected By:

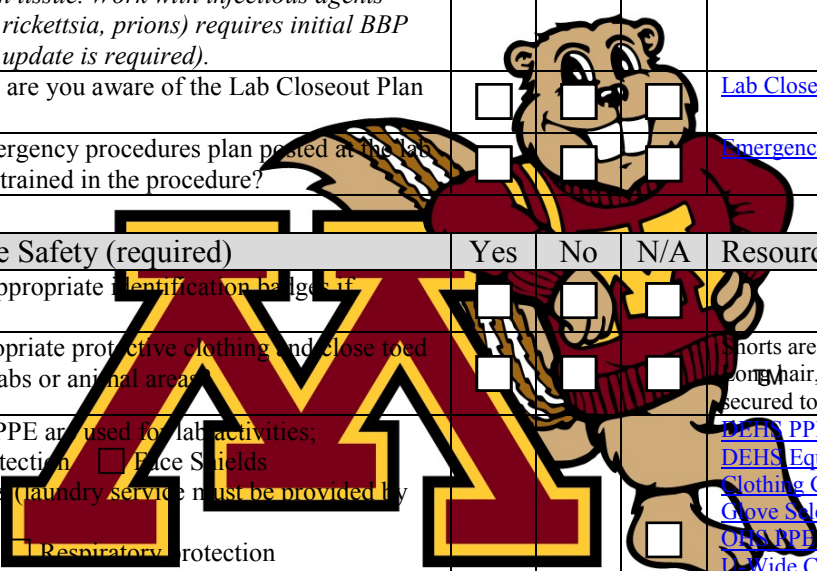
Lab Type:

Clinical/Diagnostic

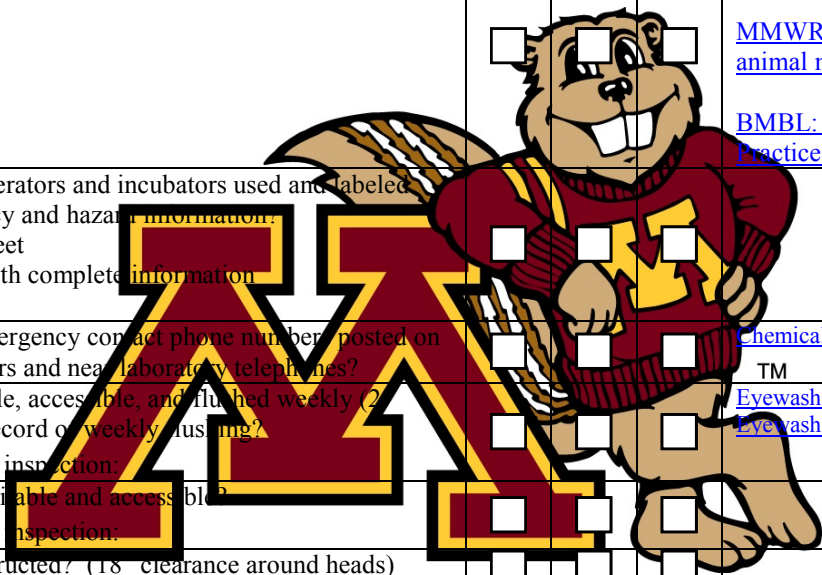
Teaching

Research

A. Laboratory Information (required)	Yes	No	N/A	Resources/Comments
1. Are hazardous chemicals present in the lab? (if yes, complete section E)	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">DEHS Chemical Safety</a> <a href="#">DEA Chemical Program</a>
2. Are biological agents or biological toxins present in the lab? (if yes, complete section F)	<input type="checkbox"/>	<input type="checkbox"/>		For guidelines: refer to <a href="#">BMBL Lab Biosafety Level Criteria</a> tools.
3. Are controlled substances present in the lab? (if yes, complete section G)	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Policy: Controlled Substances in Research</a>
4. Do you currently use or have plans to use animals in your work? (teaching/research/diagnostic) <input type="checkbox"/> Mouse, <input type="checkbox"/> Rat, <input type="checkbox"/> Rabbit, <input type="checkbox"/> Dog, <input type="checkbox"/> Cat, <input type="checkbox"/> Pig, <input type="checkbox"/> Goat, <input type="checkbox"/> Non-Human Primate, <input type="checkbox"/> Other: (if yes, complete section H)	<input type="checkbox"/>	<input type="checkbox"/>		For research or teaching, consult with <a href="#">IACUC</a> and <a href="#">RAR</a> . Contact Occupational Safety and Health ( <a href="#">OHS</a> ) for guidance.
5. Is radioactive material or ionizing radiation used in the lab? (if yes, complete section I) When were you last inspected by the Radiation Protection Division (RPD)?	<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">DEHS Radiation Safety</a>
B. Laboratory Security (required)	Yes	No	N/A	Resources/Comments
1. Are the laboratory doors kept closed at all times, and locked when workers are not present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are valuables, controlled substances, equipment, select agents and supplies properly accounted for and losses reported to the appropriate agency (e.g. UM Police, DEHS, etc.) according to University policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is UMN property, including keys and badges, accounted for when workers leave or change laboratories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change access codes and passwords as needed.
C. Safety Programs and Plans (required)	Yes	No	N/A	Resources/Comments
1. Is the Lab Safety Plan (LSP) current (within one year), readily available, and reviewed with all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Lab Safety Plan (LSP)</a> (The Lab Safety Plan should be customized to your area/department by your RSO.)
2. Is there documentation of required training at initial hire?  <i>Minimum requirements initial training:</i> <input type="checkbox"/> Introduction to Research Safety <input type="checkbox"/> Chemical Safety, <input type="checkbox"/> Chemical Waste Management  <i>Training required if work involves bloodborne pathogens, human/primate blood or infectious agents (viruses, bacteria, fungi, rickettsia, prions)</i> <input type="checkbox"/> Bloodborne Pathogens Training (Intro and Advanced)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS Training Resources</a>  <a href="#">OHS - Bloodborne Pathogen Exposure Reduction</a>  The PI and/or <b>Laboratory Director</b> is responsible for ensuring that training is provided for all hazards in the laboratory to comply with <a href="#">OSHA Lab Standard</a> .
3. Are safety issues addressed in Standard Operating Procedures (SOPs) where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS Chemical Material SOP Template</a>  <a href="#">DEHS Biological Material SOP Template</a>
4. Are lab personnel familiar with incident reporting procedures? (e.g. injury, worker's comp, student, non-staff, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Injury Reporting Policy</a>  <a href="#">Injury Reporting Procedure</a>  <a href="#">Reporting incidents involving Biological Substances</a>

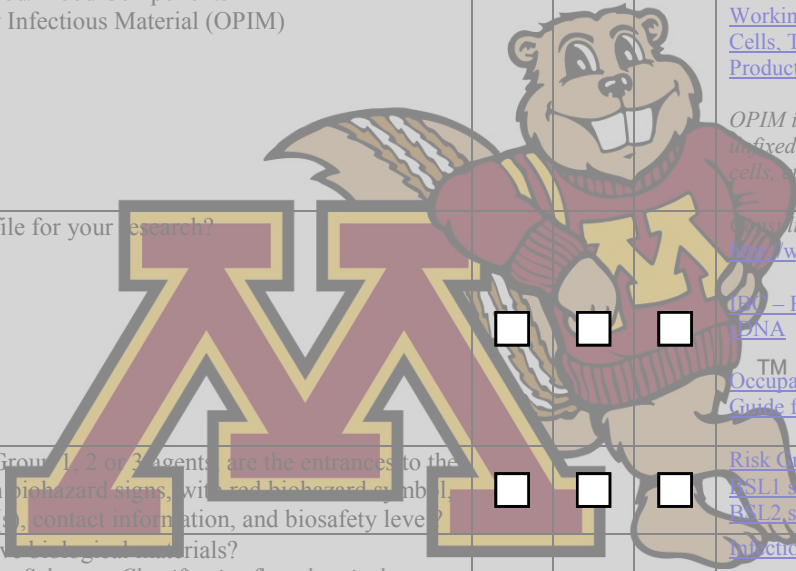
<p>5. Is there documentation of required training at <b>initial hire</b>, with <b>updates provided at least annually</b>?</p> <p><b>Ongoing annual requirements:</b></p> <p><input type="checkbox"/> Lab Specific Training (Provided by PI or Lab Manager)</p> <p><input type="checkbox"/> Update Training (Departmental)</p> <p><i>Additional training may include:</i></p> <p><input type="checkbox"/> Shipping Hazardous/Infections Material (including Dry Ice)</p> <p><input type="checkbox"/> Bloodborne Pathogens Training (Intro and Advanced)</p> <p><input type="checkbox"/> Controlled Substances, <input type="checkbox"/> Radiation,</p> <p><input type="checkbox"/> Animal Handling, <input type="checkbox"/> Biological and Infectious Waste,</p> <p><input type="checkbox"/> Handling Dry Ice/Liquid Nitrogen,</p> <p><input type="checkbox"/> Biological Safety Cabinets, <input type="checkbox"/> Fume Hoods,</p> <p><input type="checkbox"/> Autoclave, <input type="checkbox"/> Centrifuges, <input type="checkbox"/> Other Laboratory Equipment,</p> <p><input type="checkbox"/> IBC's <a href="#">Implementation of NIH Guidelines</a></p> <p><input type="checkbox"/> IBC's <a href="#">Biological Safety in the Laboratory</a></p> <p><input type="checkbox"/> <a href="#">Working with Toxins of Biological Origin</a></p> <p><i>*Bloodborne Pathogen training is required annually when working with human body fluids, human cells (including cell lines), and unfixed human tissue. Work with infectious agents (viruses, bacteria, fungi, rickettsia, prions) requires initial BBP training only (no annual update is required).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Lab Specific Safety Training</a> includes review of SOPs as well as review of safe equipment operation and general lab safety.</p> <p><a href="#">OHS - Bloodborne Pathogen Exposure Program</a></p> <p><a href="#">IBC Training Web Site</a></p> <p><a href="#">Controlled Substances in Research</a></p>
<p>6. If the lab will be closing, are you aware of the Lab Closeout Plan for orderly shutdown?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Lab Closeout Plan</a></p>
<p>7. Does the lab have an emergency procedures plan posted at the lab exit, and have staff been trained in the procedure?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Emergency Procedures Plan Template</a></p>
				
<b>D. General Safety and Life Safety (required)</b>				
<p>1. Do personnel wear the appropriate identification badges if required?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Resources/Comments</p>
<p>2. Do personnel wear appropriate protective clothing and close toed shoes when working in labs or animal areas?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Shorts are prohibited in research labs. Long hair, scarves, ties, etc., must be secured to prevent injury/contamination.</p>
<p>3. Which of the following PPE are used for lab activities;</p> <p><input type="checkbox"/> Gloves <input type="checkbox"/> Eye Protection <input type="checkbox"/> Face Shields</p> <p><input type="checkbox"/> Lab coats or uniforms (laundry service must be provided by the employer)</p> <p><input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respiratory protection</p> <p><input type="checkbox"/> Other:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">DEHS PPE Guidance</a></p> <p><a href="#">DEHS Equipment and Protective Clothing Guidance</a></p> <p><a href="#">Glove Selection and Use</a></p> <p><a href="#">OHS PPE Guidance for Animal Care</a></p> <p><a href="#">Wide Contracts for Laundry – Lab Coats</a></p> <p><a href="#">OHS Respiratory Protection Program</a></p>
<p>4. If lab staff wear respirators (including N95 filtering facepieces) have their exposure levels been documented, and are those staff enrolled in UMN's formal respiratory protection program?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">OHS Respiratory Protection Program</a></p> <p>Contact DEHS at 6-6002 to have exposure levels tested</p>
<p>5. If lab staff wear hearing protection have their noise exposure levels been documented, and if exposures exceed limits are those staff enrolled in UMN's formal hearing conservation program?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">OHS Hearing Conservation Program</a></p> <p>Contact DEHS at 6-6002 to have exposure levels tested</p>
<p>6. Is there a hand washing sink available in the laboratory?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">DEHS Personal Protective Measures</a></p> <p><a href="#">BMBL Lab Biosafety, Including Hand Washing Rules</a></p>
<p>7. Do you have SOPs in place to deal with biological or chemical spills in your laboratory, and are employees trained to respond appropriately? (for example, chemical and/or biological spill kits; escalation to DEHS if required)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Spill kits are available through UMarket.</p> <p><a href="#">DEHS Decontamination Template</a></p>
<p>8. Have all mercury thermometers been exchanged for non-mercury thermometers?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Mercury Thermometer Exchange Program</a></p>

9. Are first aid kits available, accessible, properly stocked, and their location marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kits are available through UMarket.
10. Electrical Safety <input type="checkbox"/> No cords across aisles <input type="checkbox"/> Electrical cords in good condition <input type="checkbox"/> Extension cords are not used in place of permanent wiring <input type="checkbox"/> GFCI on outlets within 6' of sinks, or wet areas <input type="checkbox"/> All GFCI outlets labeled <input type="checkbox"/> Power strips not daisy-chained <input type="checkbox"/> live circuitry is enclosed <input type="checkbox"/> High wattage equipment on dedicated circuits <input type="checkbox"/> Equipment does not exceed wattage ratings for cords or circuits				
11. Is critical equipment plugged into outlets with an emergency power backup?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are appropriate fire extinguishers available, accessible, properly mounted, and have they been inspected within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call FM at 4-2900 if fire extinguishers are overdue for annual inspection
13. Are aisles, passageways and exits clear from obstructions and trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Are procedures in place for disposal of non-contaminated broken glassware? (glass disposal box, sharps container)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS Glass Disposal Guidance</a>
15. Are compressed gas cylinders securely and properly restrained, capped when not in use, and away from heat sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are foods and beverages restricted from laboratory and clinical space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Prudent Practices, page 82: Avoiding Ingestion of Chemicals</a>  <a href="#">MMWR Safe work practice in animal medical diagnostic labs</a>  <a href="#">BMBL: Standard Microbiological Practices (section IV, A)</a>
17. Are lab freezers, refrigerators and incubators used and labeled with relevant emergency and hazard information? <input type="checkbox"/> Updated contact sheet <input type="checkbox"/> Biohazard labels with complete information <input type="checkbox"/> Radiation signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Are after hours and emergency contact phone numbers posted on exterior laboratory doors and near laboratory telephones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Chemical Hazard Emergency Sign</a> TM
19. Are eyewashes available, accessible, and flushed weekly (2 minute flush), with a record of weekly flushing? Date of last FM annual inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Eyewash Weekly Test Log</a> <a href="#">Eyewash Guidance</a>
20. Are safety showers available and accessible? Date of last FM annual inspection:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Sprinkler heads unobstructed? (18" clearance around heads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Are chairs and stools in the lab impervious to liquid and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. If you have minors or volunteers coming into your lab, are you following the UMN Procedures for Minors and Visitors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Minors in the Laboratory or Other Hazardous Areas</a>
24. Are hazardous materials/animals/substances transported through the area regularly, and are proper precautions observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Prudent Practices – Transport of Chemicals</a>
25. Are distribution panels and emergency shut-offs (gas and electric) unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Have you evaluated your waste streams to ensure that the proper methods are being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Biological Waste Disposal Table</a>  <a href="#">Biohazardous and Pathological Waste Management Plan</a>  <a href="#">Biological Waste Summary Poster</a>  <a href="#">Hazardous Chemical Waste Management Guidebook</a>  <a href="#">Radioactive Waste Manual</a>



E. Chemical Safety	Yes	No	N/A	Resources/Comments
1. Are high hazard chemicals covered in Standard Operating Procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Prudent Practices – Evaluating Hazards</a>  <a href="#">DEHS: High Hazard Chemicals</a> (also see tables 1-5 in LSP)
2. When gloves are required PPE, does the SOP identify the appropriate glove material needed for the chemical being used? (i.e. nitrile, neoprene, latex)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS Glove Selection</a>
3. Are SDSs for all hazardous chemicals readily accessible? <input type="checkbox"/> Online – bookmarked <input type="checkbox"/> Printed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">SDS Resources</a>
4. Are chemical and lab-prepared reagent containers legibly labeled according to <a href="#">Prudent Practices in the Laboratory</a> guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Prudent Practices: Management of Chemicals</a>
5. Are all areas (e.g., storage cabinets, shelving, floor tiles, etc.) in good working order? (if not, please contact Facilities Management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Call FM at 4-2900
6. Are Fume Hoods functional, free of clutter, and certified within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are chemicals of incompatible hazard classes kept separated in storage? (acids / bases / oxidizers / organics)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Storage according to compatibility</a>  <a href="#">Compatible storage group classification system</a>
8. Are flammable chemicals stored in properly labeled cabinets, refrigerators or freezers rated for flammable material storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are peroxide formers (ethers, aldehydes, compounds with benzylic hydrogens, allylic compounds, vinyl compounds, etc.) dated when received <u>and</u> when opened (test or discard every 6 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Peroxide Forming Chemicals Storage, Testing, and Disposal</a>  TM <a href="#">LSP Peroxide Forming Chemicals List</a>
10. Are perchloric acids heated only in fume hoods with washdown systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Perchloric Acid Fact Sheet</a>
11. Is tax-free ethyl alcohol stored according to University requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS Alcohol Order Procedures</a> <a href="#">UMarket Alcohol Ordering Procedures</a> <a href="#">UMarket Alcohol Ordering Form</a>
12. Are stench chemicals used or generated in a manner that will prevent releases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Stench Chemical Fact Sheet</a>
13. Are Chemicals of Interest used in your lab and reported to DEHS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Chemical Security</a> <a href="#">Chemicals of Interest List</a>
14. Is chemical waste properly stored (accurately labeled, closed except when actively adding waste, and in secondary containment), documented and packaged for disposal according to DEHS guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hazardous Waste Guidebook</a> <a href="#">Labeling Chemical Waste</a> <a href="#">Chemical Waste Poster</a>
15. Are proper waste containers used for high-risk chemicals (i.e., yellow barrels for carcinogen contaminated waste, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Waste Handling Procedures</a> <a href="#">Chemo Waste Handling</a>

F. Biosafety	Yes	No	N/A	Resources/Comments
1. Do lab personnel know how to access the Biosafety Manual and have they reviewed all pertinent sections of the manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Biosafety Manual</a>
2. Indicate which Risk Group(s) corresponds to the highest risk group material used in your laboratory: Risk Group 1: <input type="checkbox"/> Risk Group 2: <input type="checkbox"/> Risk Group 3: <input type="checkbox"/>			<input type="checkbox"/>	<a href="#">Risk Group Definitions</a>
3. Is this lab BSL/ABSL rated? What biosafety level <input type="checkbox"/> 1; <input type="checkbox"/> 2; <input type="checkbox"/> 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For guidelines: refer to <a href="#">BMBL Lab Biosafety Level Criteria</a> tools.
4. Check any of the following items that you are actively using or plan to use (within one year) in your research laboratory: <input type="checkbox"/> Recombinant DNA/Artificial Gene Transfer* <input type="checkbox"/> Viruses* <input type="checkbox"/> Bacterial Pathogens (Human, Animal, Plant)* <input type="checkbox"/> Parasitic Pathogens* <input type="checkbox"/> Fungi* <input type="checkbox"/> Prions* <input type="checkbox"/> Biologically Derived Toxins* <input type="checkbox"/> Human/NHP Blood/Blood Components <input type="checkbox"/> Other Potentially Infectious Material (OPIM)			<input type="checkbox"/>	(* indicates IBC approval is required)  <i>NOTE: Attenuated lab and vaccine strains of pathogenic microorganisms must be handled at the same Biosafety Level as the parent organism and require IBC review and approval for use. IBC approval is required for laboratory research, teaching and contract work.</i>  <a href="#">Working with Human/Other Primate Cells, Tissues, or Human Derived Products – Fact Sheet</a>  <i>OPIM includes human body fluids, and unfixed human tissue or organs, human cells, etc.</i>
5. Is IBC approval on file for your research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consult with IBC for information: <a href="http://www.research.umn.edu/ibc/">http://www.research.umn.edu/ibc/</a>  <a href="#">IBC – Forms for Infectious Agents and DNA</a>  TM <a href="#">Occupational Health risk Assessment Guide for IBC Research</a>
6. In areas using Risk Group 1, 2 or 3 agents are the entrances to the lab areas posted with biohazard signs, with red biohazard symbols, specifying the agent(s), contact information, and biosafety level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Risk Group Classification</a> <a href="#">BSL1 sign</a> <a href="#">BSL2 sign</a>
7. Do you ship or receive biological materials? (if yes, see the <i>Infectious Substance Classification flow chart in the Biosafety Manual.</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Infectious Substance Flow Chart</a>  <a href="#">DEHS – Shipping Hazardous and Infectious Materials</a>
8. Is biohazardous waste, including contaminated clinical materials, separated from non-hazardous waste at the point of generation and subsequently disposed of according to UMN Biosafety policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Biological Waste Disposal Table</a>
9. Are biohazard waste bags filled less than 2/3 full and secured properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note: If the biohazardous waste is not regularly picked up by custodial staff, call FM at 4-2900.
10. Are biohazard waste containers leak-proof, covered, and properly labeled with biohazard sticker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS Infectious and Pathological Waste Management Plan</a>
11. Liquid and solid biohazardous wastes are decontaminated by: <input type="checkbox"/> Chemical disinfection: Disinfectant(s) Used: <input type="checkbox"/> Autoclave location: Bldg.: Room: <input type="checkbox"/> Placed in red bags for off-site disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Biological Waste Handling Procedure</a>



12. Are indicators/integrators used at least monthly to ensure proper operation of the autoclave, and are autoclave procedures validated and performance tested, with results recorded in a log? What type of indicator/integrator is used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Autoclave Safety and Effectiveness</a>
13. Is a current pathogen inventory maintained in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is a current Select Agent inventory maintained in the lab, and are they stored according to Federal requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">UMN: Select Agent Policy</a>
15. Are procedures with a potential for creating infectious aerosols or splashes conducted within biological safety cabinets and/or conducted using appropriate PPE and environmental controls? Date of last certification:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">BSC/Fume Hood Guidance</a> Note: BSCs must be certified annually.
16. Are biological safety cabinets free of clutter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Biological Safety Cabinets</a>
17. Is vacuum equipment properly trapped and HEPA filtered inside the BSC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS Vacuum Equipment Setup</a>
18. Are work surfaces and equipment, including biological safety cabinets, decontaminated when work with infectious material is finished and immediately after spills or splashes? Disinfectant(s) Used:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Decontamination and Disinfectants</a>
19. Is recapping of sharps avoided where possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If recapping is necessary, it must be justified in your SOP.
20. Are approved sharps containers with lids available for used syringes, needles, scalpels, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Sharps Fact Sheet</a>
21. Are centrifuges equipped with sealed secondary containment? If not, are staff trained in alternative safety measures (e.g., venting 10 minutes before opening)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Centrifuge Safety</a>

**For Research or Teaching Labs Only**

Please include information about any Risk Group 1 or greater material you work with (including attenuated lab and vaccine strains), microorganisms used for rDNA work, and biologically-derived toxins that are used or stored by your laboratory. IBC approval is required for the use of any of these materials. All rDNA work requires IBC approval regardless of the biosafety level. See the IBC web page <http://www.research.umn.edu/ibc/>

Material	Biosafety Level	Is This Material:		IBC Approval Number	IBC Approval Date
		Actively Used	Stored		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

G. Controlled Substances	Yes	No	N/A	Resources/Comments
1. Are controlled substances stored in an approved safe, and are inventory and usage records complete and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Policy for Controlled Substances</a> <a href="#">Guidelines for controlled substances use</a>
2. Are all authorized staff trained in the management of controlled substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Guidelines for controlled substances use (tutorial)</a>
3. Does lab staff know how to contact DEHS to obtain slurry bottles for controlled substance waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Disposing of Controlled Substances</a>

H. Animals On Premises	Yes	No	N/A	Resources/Comments
1. Has IACUC approval been obtained for the research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">IACUC Homepage</a>
2. Are live animals: <input type="checkbox"/> worked on in this lab <input type="checkbox"/> housed in this lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Animal type(s):
3. Are research activities carried out in RAR procedure spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location:
4. Are SOPs available for safe animal handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are procedures in place for dealing with bites or other injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are animal housing and waste handling procedures performed in accordance with IACUC and/or biosafety guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">DEHS: Biological Waste Disposal Table</a> <a href="#">IACUC Guidelines and Tip Sheets</a>
7. Have all ROHP requirements been completed for all animal work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Research Occupational Health Program</a> <a href="#">ROHP Surveillance Requirements</a>
8. Are cages properly labeled and animals identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">RAR: Animal Care Standards</a>
9. Are standard microbial and special practices being followed for research activities involving Animal Biosafety Level 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">BMBL: Animal Biosafety</a>
10. Is an approved method for scavenging waste anesthetic gas used? (i.e., fume hood, local exhaust, gas absorption canister)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Nonflammable Anesthetic Gases</a>
11. If absorbent canisters are used are they being weighed and recorded after each use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Nonflammable Anesthetic Gases</a>

I. Radiation Safety	Yes	No	N/A	Resources/Comments
1. Are the required radiation notices posted, with up to date emergency contact information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are rights of employees posted? (Required - available from DEHS Radiation Safety Dept.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are radiation badges required? (Anyone under 18 is required to have a badge and minors are forbidden from handling any radioactive material)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is radiation safety training completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is isotope usage tracked from receipt through disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. GM meter has test source for checking meter function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

J. Other Comments / Summary of Comments (Optional)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.



# Training Record

Participation in the self-inspection process and/or review of this document can be used to satisfy the University requirement for annual Laboratory Specific Safety Training.  
This signature page can be used for documentation of training.

First Name

Last Name

Signature

Date



Please keep training records for a minimum of 5 years.

## Helpful Resources:

### Signage

Laboratory Entry Signage [http://www.dehs.umn.edu/ressafety\\_hsr\\_signage.htm](http://www.dehs.umn.edu/ressafety_hsr_signage.htm)

Emergency Information and Phone Numbers <http://www.dehs.umn.edu/PDFs/emergency.pdf>

Eyewash Testing Log

[http://www.ohs.umn.edu/prod/groups/ahc/%40pub/%40ahc/%40ohs/documents/asset/ahc\\_asset\\_110730.pdf](http://www.ohs.umn.edu/prod/groups/ahc/%40pub/%40ahc/%40ohs/documents/asset/ahc_asset_110730.pdf)

Lab Safety Posters available from the Office of Occupational Health and Safety

Chemical Labeling - Sharps Handling - Gas Cylinders - Personal Protective Equipment

<http://www1.umn.edu/ohr/ohs/research/researchsafety/>

### General Resources

Lab Closeout Plan <http://www.dehs.umn.edu/Docs/LaboratoryCloseout.doc>

Lab Hibernation Checklist <http://www.dehs.umn.edu/Docs/AppQ%20Hibernation%20Plan.doc>

Mercury thermometer replacement program [http://www.dehs.umn.edu/hazwaste\\_mercthemom.htm](http://www.dehs.umn.edu/hazwaste_mercthemom.htm)

Personal Protective Equipment (PPE) required for persons who care for or use research animals

[http://www.ohs.umn.edu/prod/groups/ahc/%40pub/%40ahc/%40ohs/documents/asset/ahc\\_asset\\_089062.pdf](http://www.ohs.umn.edu/prod/groups/ahc/%40pub/%40ahc/%40ohs/documents/asset/ahc_asset_089062.pdf)

Prudent Practices in the Laboratory (National Academies Press)

[http://www.nap.edu/catalog.php?record\\_id=4911%23log](http://www.nap.edu/catalog.php?record_id=4911%23log)

Workers Compensation

<http://www.policy.umn.edu/Policies/hr/Benefits/WORKERSCOMP.html>

Respiratory Protection Program (Occupational Health and Safety)

<http://www1.umn.edu/ohr/ohs/research/animalcare/respprotection/index.html>

Secondary Containment Trays from UMarket:

CX18997 TRAY FOR SECONDARY CONTAINMENT/SEPARATION OF CHEMICALS-24 1/4 X 20 1/4

CX18998 TRAY FOR SECONDARY CONTAINMENT/SEPARATION OF CHEMICALS-17 7/8 X 14 5/8

CX18999 TRAY FOR SECONDARY CONTAINMENT/SEPARATION OF CHEMICALS-20 7/8 X 17 3/4

TOXNET: Toxicity Database, The United States National Library of Medicine <http://toxnet.nlm.nih.gov/>

MICROMEDEX: Drug Database <http://www.biomed.lib.umn.edu/articles/mdx/disclaimer>

CCOHS: <http://ccinfoweb.ccohs.ca/default.html> Canadian Centre for Occupational Health and Safety, Web based collections of MSDS, CHEMpendium, RTECS (Registry of Toxic Effects of Chemical Substances), etc. (UofM maintains a license to access this information.)

Training Resources:

DEHS Training Locator [http://www.dehs.umn.edu/training\\_locator.htm](http://www.dehs.umn.edu/training_locator.htm)

Emergency Planning Worksheets:

Biological Spills <http://www.dehs.umn.edu/Docs/DecontaminationTemplate.doc>

Chemical Spills [http://www.dehs.umn.edu/hazwaste\\_chemwaste\\_umn\\_cwmgbk\\_sec3.htm](http://www.dehs.umn.edu/hazwaste_chemwaste_umn_cwmgbk_sec3.htm)

Needle Sticks [http://www.dehs.umn.edu/bio\\_pracprin\\_acc\\_needle.htm](http://www.dehs.umn.edu/bio_pracprin_acc_needle.htm)

### Chemical Safety

MSDS Resource (DEHS) [http://www.dehs.umn.edu/hazwaste\\_msds.htm](http://www.dehs.umn.edu/hazwaste_msds.htm)

Chemical Management in the Lab (link to Prudent Practices in the Laboratory, chapter 4)

[http://books.nap.edu/openbook.php?record\\_id=4911&page=63](http://books.nap.edu/openbook.php?record_id=4911&page=63)

School Chemistry Laboratory Safety Guide (CDC) <http://www.cdc.gov/niosh/docs/2007-107/>

Less is Better – A guide to minimizing waste in laboratories (American Chemical Society)  
[http://portal.acs.org/portal/PublicWebSite/about/governance/committees/chemicalsafety/publications/WPCP\\_012290](http://portal.acs.org/portal/PublicWebSite/about/governance/committees/chemicalsafety/publications/WPCP_012290)

Limits to Exposure to Toxic & Hazardous Substances <https://www.osha.gov/dsg/annotated-pels/tablez-1.html>

Alcohol Ordering Procedures – DEHS Information Sheet [http://www.dehs.umn.edu/Docs/Alcohol\\_Ordering.doc](http://www.dehs.umn.edu/Docs/Alcohol_Ordering.doc)

Alcohol Order Form – UMarket <http://www.umarketservices.umn.edu/forms/ALCOHOL%20FORM%202014.pdf>

Formaldehyde Tip Sheet <http://www.dehs.umn.edu/Docs/Tip%20Sheet%20Formalin%2008.08-1.doc>

Hazardous Waste Weekly Inspection Form (for satellite storage):

Version 1 <http://www.dehs.umn.edu/PDFs/inspection.pdf>

Version 2 <http://www.dehs.umn.edu/PDFs/weeklyinspection.pdf>

### **Biosafety**

Autoclave Safety and Effectiveness [http://www.dehs.umn.edu/bio\\_pracprin\\_autoc.htm](http://www.dehs.umn.edu/bio_pracprin_autoc.htm)

Bio Basics Fact Sheets [http://www.dehs.umn.edu/bio\\_basicfacts.htm](http://www.dehs.umn.edu/bio_basicfacts.htm)

Biological Safety Cabinets, Vented Hoods, Laminar Flow Hoods, Etc  
<http://www.dehs.umn.edu/PDFs/BiosafetyCabinets.pdf>

BMBL (CDC) – Biosafety in Microbiological and Biomedical Laboratories  
<http://www.cdc.gov/biosafety/publications/index.htm>

BSL1 sign for doors and refrigerators/freezers  
<http://www.dehs.umn.edu/PDFs/Biosafety%20Level%201%20sign.pdf>

BSL2 sign for doors and refrigerators/freezers  
[http://www.dehs.umn.edu/PDFs/Biosafety\\_Level\\_2\\_sign.pdf](http://www.dehs.umn.edu/PDFs/Biosafety_Level_2_sign.pdf)

Biological Material Storage [http://www.dehs.umn.edu/bio\\_matstor.htm](http://www.dehs.umn.edu/bio_matstor.htm)

Biological Waste Disposal Plan <http://www.dehs.umn.edu/Docs/WasteTemplate.doc>

Biological Waste Disposal Table [http://www.dehs.umn.edu/bio\\_wastedisptble.htm](http://www.dehs.umn.edu/bio_wastedisptble.htm)

Biosafety in the Laboratory: Prudent Practices for Handling and Disposal of Infectious Materials  
[http://www.nap.edu/openbook.php?record\\_id=1197&page=1](http://www.nap.edu/openbook.php?record_id=1197&page=1)

Infectious and Pathological Waste Management Plan <http://www.dehs.umn.edu/PDFs/infectwaste-plan.pdf>

Administrative Policy: Activities Involving Potential Hazardous Biological Agents  
<http://www.policy.umn.edu/Policies/Research/BIOSAFETY.html>

Administrative Procedure: Activities Involving Potential Hazardous Biological Agents  
[http://www.policy.umn.edu/Policies/Research/BIOSAFETY\\_PROC01.html](http://www.policy.umn.edu/Policies/Research/BIOSAFETY_PROC01.html)

Primary Containment for Biohazards: Selection, Installation and Use of Biological Safety Cabinets (CDC)  
[http://www.cdc.gov/biosafety/publications/bmb15/BMBL5\\_appendixA.pdf](http://www.cdc.gov/biosafety/publications/bmb15/BMBL5_appendixA.pdf)

Select Agent policies and information [http://www.dehs.umn.edu/bio\\_pracprin\\_sa\\_reg.htm](http://www.dehs.umn.edu/bio_pracprin_sa_reg.htm)

### **Radiation Safety**

Radiation Forms [http://dehs.umn.edu/rad\\_forms.htm](http://dehs.umn.edu/rad_forms.htm)

Notice to Employees sign <http://www.health.state.mn.us/divs/eh/radiation/radioactive/form3.pdf>

## *Chemical Labeling, from Prudent Practices in the Laboratory*

[http://www.nap.edu/openbook.php?record\\_id=12654&page=94](http://www.nap.edu/openbook.php?record_id=12654&page=94)

### **5.D.4 Labeling Commercially Packaged Chemicals**

Warning: Do not remove or deface any existing labels on incoming containers of chemicals and other materials. Commercially packaged (by U.S. manufacturers) chemical containers received from 1986 onward generally meet current labeling requirements. The label usually includes the name of the chemical and any necessary handling and hazard information. Inadequate labels on older containers should be updated to meet current standards. To avoid ambiguity about chemical names, many labels carry the CAS registry number as an unambiguous identifier and this information should be added to any label that does not include it. On receipt of a chemical, the manufacturer's label is supplemented by the date received and possibly the name and location of the individual responsible for purchasing the chemical. If chemicals from commercial sources are repackaged into transfer vessels, the new containers should be labeled with all essential information on the original container.

### **5.D.5 Labeling Other Chemical Containers**

The overriding goal of prudent practice in the identification of laboratory chemicals is to avoid abandoned containers of unknown materials that may be expensive or dangerous to dispose of. The contents of all chemical containers and transfer vessels, including, but not limited to, beakers, flasks, reaction vessels, and process equipment, should be properly identified. The labels should be understandable to trained laboratory personnel and members of well-trained emergency response teams. Labels or tags should be resistant to fading from age, chemical exposure, temperature, humidity, and sunlight. Chemical identification and hazard warning labels on containers used for storing chemicals should include the following information:

- identity of the owner,
- chemical identification and identity of hazard component(s), and
- appropriate hazard warnings.

Materials transferred from primary (labeled) bulk containers to transfer vessels (e.g., safety cans and squeeze bottles) should be labeled with chemical identification and synonyms, precautions, and first-aid information. Label containers in immediate use, such as beakers and flasks, with the chemical contents. All reactants should be labeled with enough information to avoid confusion between them.

### **5.D.6 Labeling Experimental Materials**

Labeling all containers of experimental chemical materials is prudent. Because the properties of an experimental material are generally not completely known, do not expect its label to provide all necessary information for safe handling. The most important information on the label of an experimental material is the name of the researcher responsible, as well as any other information, such as a laboratory notebook reference that can readily lead to what is known about the material. For items that are to be stored and retained within a laboratory where the properties of materials are likely to be well understood, only the sample identification and name are needed. (For information about labeling samples for transport and shipping, see section 5.F.)

