

UCSD LAB SELF-AUDIT FORM

PI : _____

Inspector (if different than PI): _____

Building: _____

Date: _____

Rooms: _____

	Does Not Apply	OK?		Comments (If NO is marked, please indicate the corrective action taken)
		Yes	No	
1. Signage	N/A	Yes	No	Comments:
Room Haz Com sheets posted and updated (bio, carcinogen, rad, other)				
Abbreviation sheet posted in lab				
Emergency Response Guide posted in lab				
2. Documentation & Training (Location of Training Records: _____)	N/A	Yes	No	Comments:
Access to BLINK safety resources				
Chemical Hygiene Plan (access / read)				
New Lab Worker Checklist				
UC Lab Safety Fundamentals Training				
Annual Laboratory Hazards Training				
Bloodborne Pathogen (BBP) initial training / Refresher / Viral Vectors Training				
Records uploaded in CHUA (Personnel / LHAT / HCPs / PPE / Training)				
3. Work Practices	N/A	Yes	No	Comments:
Clean areas & trash can posted				
Refrigerator/freezers posted, no food, drink, flammable materials storage				
Flood anticipation (tubing clamped, appropriate PSI, equipment elevated off of floor)				
Single-pass water & water conservation				
Sink Available for hand washing (soap and towels available)				
Proper disposal of non-hazardous piercing objects (broken glass & pipettes) in appropriate container and labeled "Non-Hazardous" & waste generator number				
No Exposed Sharps (razor blades and needles stored safely)				
Lab in good repair (e.g. Housekeeping, walls intact, ceiling tiles)				
4. Lab Emergencies/Preparation	N/A	Yes	No	Comments:
All lab personnel know evacuation procedures, routes and assembly location				
All lab personnel know response for injuries and exposures				
Is there an approved eyewash/emergency shower within 10 sec. / 55 ft. of the lab?				
Eyewash/emergency shower area clear of obstructions (36" around it)				
Date of last EW/ES test within the last month (Date of last test: _____)				
First-aid kit present and stocked?				

UCSD LAB SELF-AUDIT FORM

Lab Chemical Spill supplies or kit available			
Tippable items >42" high seismically secured			
Heavy / Hard items secured / stored on lower shelves / cabinet doors closed / shelf lips			
Lab air negative to hallway			

5. Fire/Life Safety	N/A	Yes	No	Comments:
Exit / aisles / corridors free from obstructions				
Lab doors/fire doors kept closed				
Fire extinguisher: present (within 75') / serviced yearly / accessible / visually checked monthly (Annual Service Date _____)				
Fire Alarm bells / horns / strobes unobstructed				
Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers				
6. Electrical / Mechanical Safety	N/A	Yes	No	Comments:
Electrical panel accessible				
Plugs, cords and receptacles in good condition (no electrical tape, cracks, bare wires)				
Appropriate extension cord use (no permanent wiring, in series, through walls, trip hazard)				
Movable parts guarded on equipment				
7. Environmental rooms	N/A	Yes	No	Comments:
Clean and clutter free				
Correct storage (no mold / limited cardboard use, no flammable materials, no gas cylinders)				
8. Personal Protective Equipment (PPE)	N/A	Yes	No	Comments:
Appropriate footwear and clothing worn in lab at all times				
Lab coat assigned, worn in laboratory				
Gloves available & appropriate				
Eye protection assigned, available, & used				
Face shield / splash goggles available if required				
9. Chemical Safety	---	---	---	
9a. Chem Safety Basics	N/A	Yes	No	Comments:
All lab personnel know how to access SDS's (online or Hard Copy)				
Storage cabinets labeled / clean / uncluttered				
Containers: labeled / good condition / stored securely / closed when not in use / no visible contamination / appropriate location				
Chemicals separated by hazard class (acids, bases, oxidizers, flammables)				

UCSD LAB SELF-AUDIT FORM

9b. Flammables:	N/A	Yes	No	Comments:
< 10 gallons of flammables located outside approved flammable storage cabinet.				
Approved flammable storage cabinet present (if more than 10 gallons are present)				
Flammables stored in approved containers if over 4 liters or 1 gallon				
Domestic refrigerator / environmental rooms do not have flammable materials storage				
9c. Compressed Gases	N/A	Yes	No	Comments:
Gas cylinders secured upper and lower with non-combustible straps				
Cylinder capped when not in use				
9d. Fume hoods	N/A	Yes	No	Comments:
Tested yearly / EH&S test certificate (Certification Date: _____)				
Audio alarm or visual / indicator functioning				
Clutter minimized (equipment, supplies and chemicals) in hood and not used for storage				
9e. Special Hazards:	N/A	Yes	No	Comments:
Lab personnel know how to access EH&S online SOP's (Pyrophoric, carcinogens, cryogenic, drugs etc.)				
Ethers & other peroxide formers are dated when received, dated again when opened, and disposed of within one year, or expiration date (whichever comes first)				
10. Basic Biosafety	N/A	Yes	No	Comments:
Possess an active Biohazardous Use Authorization (BUA)				
Bio Safety Cabinet is certified and/or used and disinfected as stated in BUA				
Vacuum flasks correctly labeled / in secondary container / in-line filter/ disinfected correctly				
PPE used in BSL II and above				
11. Hazardous Waste	---	---	---	
11a. Chemical Waste	N/A	Yes	No	Comments:
Disposed of through EH&S (No disposal through evaporation, drain, trash)				
Waste tags / secondary container / no open containers / disposed of in 90 days / no contamination				
11b. Biohazardous waste	N/A	Yes	No	Comments:
Red Bag Waste - Rigid labeled (bio symbol) covered container / Double red bags / address label with building, room & WGN / not over-filled				

UCSD LAB SELF-AUDIT FORM

Sharps - address label with building, room & WGN / not over-filled / taped shut for disposal				
11c. Other Waste	N/A	Yes	No	Comments:
Universal Waste (batteries, light bulbs) disposed of through EH&S				
E-Waste sent to Surplus Sales				
12. Controlled Substances	N/A	Yes	No	Comments:
Print and complete CS Self Assessment Audit Sheet (attach to this form)				