

<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Documentation</b>			
<b>Chemical Hygiene Plan</b>			
Is the lab's LATCH created, reviewed, and updated annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the current LATCH hazard assessment accurately account for the hazards present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the lab have an up-to-date roster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the lab personnel signed the completed LATCH hazard assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chemical Inventory</b>			
Has the lab's chemical inventory been created, reviewed, updated within the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the inventory accurate as determined by an on-site audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training</b>			
Have all personnel completed Hazardous Waste Management and either Chemical Hygiene Plan or HAZCOM Training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all LATCH activity triggered training completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DBPR &amp; DEA</b>			
Does the PI have a current FL Department of Business and Professional Regulations exemption letter if applicable (medical grade pharmaceuticals and gases, and/or controlled substances are present in the lab)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the PI have a current DEA Controlled Substances registration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Schedule I and II controlled substances, does the purchaser record on its copy of the DEA Form 222 the number of commercial or bulk containers furnished on each item and the dates on which the purchaser receives the containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controlled substances stored in a secure location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have authorized users completed the Screening Questionnaire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all users signed the DEA Controlled Substances authorized user log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the lab have a general use log for controlled substances in accordance with DEA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the lab completing an initial inventory form and the biennial (every 2 years) inventory form for all controlled substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the diluted solution usage log kept according to the requirements, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are outdated pharmaceutical products (including DEA) labeled as "Expired-Do not use" and stored properly while awaiting disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Registration</b>			
Is applicable work registered and do EH&S registered projects accurately reflect ongoing activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project personnel list current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the project room list current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>General Laboratory Safety</b>			
<b>Signs &amp; Postings</b>			
Are the notice board hazard warning labels and emergency call list up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Housekeeping</b>			
Are floors dry and free of slip, trip, or fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are refrigerators/freezers, microwaves and ice makers labeled appropriately and are the contents compliant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are laboratory entrance doors kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the laboratory have good housekeeping (work surfaces and storage areas are uncluttered and orderly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all points of operation, rotating components, and other moving parts properly guarded to prevent injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Protective Equipment (PPE)</b>			
Are lab personnel and students wearing full coverage, closed-toe shoes, and appropriate clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective gloves available, stored in a way that prevents damage or contamination, and are the gloves appropriate for the hazards found in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there no evidence of reusing disposable (single use) gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is eye/face protection available, stored in a way that prevents damage or contamination, and used by lab staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is hazard specific PPE available (i.e., UV/IR glasses, face shields, lab coats, aprons, cryogenic or oven gloves, hearing protection) and stored in a way that prevents damage or contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are respirators required and in compliance with EH&S policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is contaminated PPE disposed of appropriately (if disposable) or decontaminated appropriately (if reusable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are protective lab coats, gowns, or uniforms worn to prevent contamination of personal clothing removed before leaving laboratory areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Laboratory Facilities</b>			
Does the laboratory have a door and are entrance doors kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a handwashing sink with handwashing soap and paper towels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do windows that open to the exterior have intact screens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the laboratory floor easily cleanable and are cabinets/bench surfaces impervious to water and other liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Microbiological Practices</b>			
Are laboratory equipment and work surfaces decontaminated routinely after work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is bleach or an appropriate disinfectant (not ethanol) being used to disinfect surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is bleach not expired and are solutions made fresh daily at the appropriated concentration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are signs of pests visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is food consumption or storage, smoking, drinking, handling of contacts, or applying cosmetics prohibited within the laboratory work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is mouth pipetting prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are active or passive safety needles being used whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are biomedical sharps or contaminated sharps placed in an appropriate container and are containers not overfilled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are biomedical sharps properly segregated from soft items (gloves, wipes, paper, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are needles not bent, sheared, broken, recapped, removed from disposable syringes, or otherwise manipulated by hand before disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Safety Equipment</b>			
<b>First Aid Kits</b>			
Are First aid kits available, properly stocked, adequate, and not expired in designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any hazard specific first aid materials required and available (e.g., Calcium Gluconate for Hydrofluoric Acid)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Fume Hoods</b>			
Are fume hoods operational and inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fume hoods in use uncluttered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fume hoods used correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biosafety Cabinets</b>			
Are biosafety cabinets labeled "Not for Use with Infectious Materials" or certified annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Eyewash &amp; Emergency Shower</b>			
Is the safety shower or eyewash station unobstructed, operational, and in good condition (including clean & capped)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the eyewash stations and safety showers tested on schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Extinguisher</b>			
Are fire extinguishers available, unobstructed, operational, and inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Spill Kit</b>			
Is an appropriate chemical spill kit available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a biological spill kit available, appropriately stocked, and kept separate from the chemical spill kit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Autoclaves</b>			
Are autoclaves tested for efficacy as appropriate at least every 40 hours of use of every 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stainless steel (recommended), polypropylene, or polycarbonate (not high density polyethylene) pans used to autoclave waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an autoclave use log maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Chemical Safety</b>			
<b>General Labeling and Storage</b>			
Are all containers appropriately and clearly labeled with their contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemical containers in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemical containers closed if not currently in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are corrosive, pyrophoric, toxic, flammable, sensitizers, or carcinogens stored below eye level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals stored and segregated by chemical compatibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate secondary containers used for liquids stored on the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are chemicals that are old and no longer needed disposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage in cold rooms compliant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flammables</b>			
Are flammable and combustible liquids exceeding ten (10) gallons stored inside an approved flammable storage cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammables stored in refrigerators and/or freezers that are appropriately designed and designated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gasoline and diesel stored in approved safety cans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Peroxide Forming Compounds</b>			
Are proper dating, storage, use, and disposal procedures followed for peroxide forming compounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Perchloric acid</b>			
Are proper dating, storage, use, and disposal procedures followed for perchloric acid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Compressed Gas Cylinders</b>			
Are cylinders stored in upright positions and secured properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are incompatible compressed gas cylinders in storage segregated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all compressed gas cylinders have their contents and precautionary labeling clearly marked on their exteriors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all compressed gas cylinder valves closed and the cylinder cap in place when cylinders are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are regulators, connections, and tubing in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are highly toxic gas cylinders stored in a ventilated gas cabinet or fume hood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the quantity of propane gas tank less than two 1lb cylinders loose in the lab with another two 1lb cylinders in a flammable cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Electrical Safety</b>			
Are electrical circuit breaker panels accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all openings (on breaker panels, receptacle boxes, faceplates) in electrical enclosures and fittings appropriately plugged or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords and plugs in good condition (not frayed or damaged, not missing the grounding plug, exposing internal conductors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords only used temporarily (not as permanent wiring)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords or power strips never daisy-chained to each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are ground fault circuit interrupters installed near sinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment with high amperage (refrigerators, motors, heaters) plugged directly into a receptacle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fire Safety**

Are means of egress free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does storage provide adequate clearance from ceiling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the ceiling tiles intact and in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Waste Handling**

**Sharps**

Are broken glass and sharp (needles, razors blades, pipettes) items collected, handled, and disposed in an appropriate manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Hazardous Waste**

Are waste containers in good condition and compatible with their contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are waste containers closed and properly labeled with a hazardous waste label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous waste containers and contents segregated by compatibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Waste</b>			
In non-infectious recombinant/synthetic nucleic acid waste inactivated prior to disposal via autoclave or inactivated using a method approved by the Biosafety Office?			
<b>Biomedical Waste (if generated)</b>			
Is biomedical waste discarded into an appropriate leak-proof, disinfectable, and covered container?			
Are biomedical waste containers not overfilled?			
Are serological pipettes and pipette tips discarded in the biohazard bag in a manner that decreases the risk for puncture of the bag or box?			
Are biomedical waste box(es) lined with the correct bag?			
Is biomedical waste awaiting pick up packaged appropriately in accordance with local, state, and federal regulations?			

