

## Caltech Laboratory Self-Inspection Checklist

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Lab safety procedures (SOPs) accessible to lab personnel.
	EH&S safety training and lab specific safety training completed and documented.
	Incompatible chemicals are segregated. Incompatible groups: <ul style="list-style-type: none"> <li><input type="checkbox"/> Acidic with Alkaline</li> <li><input type="checkbox"/> Spontaneously Combustible with Acidic</li> <li><input type="checkbox"/> Acidic with Flammable</li> <li><input type="checkbox"/> Acidic with Cyanide</li> <li><input type="checkbox"/> Acidic with reactive Sulfides</li> <li><input type="checkbox"/> Oxidizers with Organics</li> <li><input type="checkbox"/> Nitrates with Acids</li> <li><input type="checkbox"/> Ammoniated compounds with Hypochlorites and Bleach</li> <li><input type="checkbox"/> Organic Nitrates/Perchlorates with other Oxidizers or Metals</li> <li><input type="checkbox"/> Azides by itself</li> <li><input type="checkbox"/> Perchloric Acid by itself</li> </ul>
	Ethers and other peroxide forming materials are dated and properly disposed of.
	Personal protective equipment (PPE) worn as assigned per laboratory hazard assessment.
	Containers labeled with contents (full name, hazard warning, and date).
	Secondary containment provided for hazardous material and hazardous waste.
	Hazardous waste is tagged and waste is disposed when full or within 9 months.
	Cylinders, excluding lecture bottles, are stored in an upright position with chains on top and bottom. Gas cylinder valve protection cap in place when not in use.
	Cylinders are inspected prior to use. Inspection should include checking for dents, bulges, cracks, evidence of excess heat, or any other visible sign of damage.
	Regulator CGA number matches the CGA number on the cylinder being used.
	Regulator pressure control valves relieved (i.e., closed) before attaching to tanks.
	Compressed gas cylinder connections such as pressure regulators, manifold, hoses, gauges, and relief valves are checked for integrity (e.g. kinks/damage) and tightness.
	Connecting devices to the gas cylinder are free of oil, grease, or other contaminants. Plumbers tape must not be used when connecting devices.
	Gas distribution lines and their outlets are clearly labeled. Labeling must include the name of the gas and a directional arrow.
	Extension cords: not running through walls, doors, ceilings. Should not cause trip hazard. Should not be used as a permanent source of electrical supply. No overloaded outlets, no daisy-chained power strips.
	Fume hoods are certified within one year and sash is at or below marked level.
	Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers.
	Clearance around safety showers/eyewashes, fire extinguishers, and electrical panel.
	Heavy objects or unrestrained glass bottles are not stored on top shelves.
	Aisles and exits are clear of obstructions.