

University of Pittsburgh Chemistry Department Self-Audit Checklist

Date of self-audit: _____

Laboratory space(s): _____

Principal Investigator: _____

Audit Completed by: _____

Fire and Life Safety	Yes	No
Emergency exits are identified, unobstructed and individuals are aware of their location.		
Doorways and aisles have 44" minimal clearance.		
Eyewash / safety showers / drench hoses are unobstructed and individuals are aware of their location.		
Emergency numbers are accurate and posted in the laboratory.		
Personal Protective Equipment (PPE)	Yes	No
Eye/face protection (safety goggles, safety glasses, face shield or other splatter guards) is used as required.		
Protective coats/gowns/smocks/aprons are worn in the lab and removed prior to leaving the lab.		
Gloves are worn when handling chemicals and are appropriate for the material being handled. Gloves are disposed upon exiting the laboratory and prior to entering public spaces.		
Chemical Storage	Yes	No
A chemical inventory list is available and updated annually.		
MSDSs are available in the laboratory (paper and/or electronic copies) and laboratory personnel know how to access the information.		
Containers / buckets / secondary containers are used for chemical transport.		
Chemicals are stored according to chemical compatibility.		
Inorganic acids (ex. hydrochloric) are NOT stored with organic acids (ex. acetic acid).		
Secondary chemical containers are labeled with the full chemical name (no abbreviations or formulas).		
Flammable solvents are stored in an approved flammable materials cabinet.		
Peroxide forming chemicals are labeled with receipt dates / refill dates.		
Expired peroxide forming chemicals are NOT stored in the laboratory and should be disposed as chemical waste upon expiration.		
No more than a single 5-gallon storage container of flammable solvents is stored in the laboratory outside of a flammable materials cabinet or fire-rated safety can.		

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Compressed Gas Cylinder Storage	Yes	No
Compressed gas cylinders (empty and full) are secured with approved straps, chains or floor brackets.		
Compressed gas cylinders are stored and properly secured in groups of five cylinders or less.		
Compressed gas cylinders are properly labeled with gas contents, concentration levels and hazard class.		
Flammable gas cylinders (ex. hydrogen) are stored at least 20 feet from oxidizing cylinders (ex. oxygen).		
Highly toxic gases (ex. carbon monoxide, ammonia, chlorine) are stored in exhausted gas cabinets or exhausted enclosures (ex. chemical fume hoods).		
Lecture bottles are stored upright in storage cabinets and are clearly labeled to identify gas contents.		
Chemical Waste Handling and Storage	Yes	No
Chemical waste containers are properly labeled with completed orange WASTE CHEMICALS labels with the full chemical name(s), quantity, major hazard, contact information, and start date of waste collection.		
Chemical waste containers are stored in closed containers that are compatible with their contents.		
Chemical waste containers are not stored in / near laboratory sinks or laboratory drains.		
Sharps (ex. syringes) used with chemicals are collected in Sharps containers. The containers are labeled with completed orange WASTE CHEMICAL labels listing "non-biological Sharps" or "chemically contaminated Sharps" on the waste sticker.		
Chemical spill control materials are readily available in the laboratory.		
Safety Cabinets and Equipment	Yes	No
All chemical fume hoods are working and certified within the past 12 months.		
Chemical fume hood is not used for extended chemical storage. Only testing apparatus used on a regular basis is stored in the chemical fume hood.		
Additional Comments / Notes		