



**CHEMICAL HYGIENE PLAN – ATTACHMENT 5**

**Laboratory Self-Audit Checklist**

Email Completed Form to [chemsafety-L@list.unm.edu](mailto:chemsafety-L@list.unm.edu)

<b>Building Name:</b>			
<b>Lab/Room Number:</b>			
<b>Department:</b>			
<b>Audited By:</b>			
<b>Date of Audit:</b>			
#	Item	Yes	Corrections Needed/Comments
<b>1</b>	<b>Signage &amp; Postings</b>		
1a	Warning/Restriction signs posted (or NA)		
1b	Emergency phone #s posted		
1c	PI and Lab Manager phone #s posted		
<b>2</b>	<b>Personal Protective Equipment (PPE)</b>		
2a	Gloves available		
2b	Eye protection available		
2c	Lab coats available		
2d	Rubber apron available (or NA)		
2e	Long pants, closed-toe shoes only		
<b>3</b>	<b>General Hazards</b>		
3a	Minimum of 28" clearance in aisles		
3b	Doorways unobstructed		
3c	No excess combustibles (empty boxes, etc.)		
3d	No eating or drinking in lab		
<b>4</b>	<b>Safety Equipment</b>		
4a	Fire extinguisher within 75'		
4b	Fire extinguisher is mounted & unobstructed		
4c	Fire extinguisher is inspected & charged		
4d	Safety shower within 55' or 10 seconds		
4e	Safety shower is unobstructed		
4f	Safety shower inspected monthly		
4g	Eyewash station within 55' or 10 seconds		
4h	Eyewash station is mounted & unobstructed		
4i	Eyewash station inspected monthly		
4j	First aid kit available		
4k	Emergency lighting available		
<b>5</b>	<b>Fume Hoods &amp; Biosafety Cabinets</b>		
5a	Fume hood working		
5b	Fume hood inspected annually		
5c	Fume hood sash kept closed when not in use		
5d	No excess storage in fume hood		

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5e	Biosafety cabinet inspected annually		
<b>6</b>	<b>Electrical Hazards</b>		
6a	Extension cords temporary only		
6b	Extension cords not daisy-chained		
6c	Extension cords not a trip hazard		
6d	Power strips for computer equipment only		
6e	GFCI outlets within 6' of water source		
6f	Electrical panels unobstructed		
<b>7</b>	<b>Refrigerators &amp; Freezers</b>		
7a	Posted with "No Food or Drink" signage (or NA)		
7b	No food or drink stored in unit		
7c	No flammables unless explosion-proof unit		
<b>8</b>	<b>Chemical Storage</b>		
8a	Stored by hazard class		
8b	Incompatibles stored separately		
8c	Corrosives & solvents stored in spill trays		
8d	Flammables stored in flammable cabinet		
8e	PHS & radioactives stored in secure area		
8f	Peroxide formers dated when last opened		
8g	All chemical containers properly labeled		
<b>9</b>	<b>Chemical Inventory</b>		
9a	Up-to-date inventory in RMM		
9b	SDS available (electronic or paper)		
<b>10</b>	<b>Waste Chemicals</b>		
10a	All waste containers properly labeled		
10b	Waste containers closed (no funnels in mouth)		
10c	Waste containers stored in lab where created		
<b>11</b>	<b>Spill Procedures</b>		
11a	Spill kits available		
11b	Spill procedures established		
<b>12</b>	<b>Compressed Gases</b>		
12a	Cylinders properly labeled		
12b	Posted with "Empty" or "In Use" signage		
12c	Secured with straps or chains		
12d	Valve protection cap in place when not in use		
12e	O2 cylinders stored away from oils, combustibles		
<b>13</b>	<b>Hydrofluoric Acid</b>		

