

UTC Laboratory Inspection Form

Date of Inspection: _____ Building & Lab Room #: _____ Lab PI: _____

IBC and Lab Personnel Present at Inspection: _____

	Yes √	No √	NA √	Comments/ Corrective Action	Date Resolved
GENERAL LABORATORY SAFETY					
Exits and Lighting					
Exits, exit signs, doors, and other traffic areas are unobstructed and illuminated (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All lighting in lab and safety cabinets/fume hoods is functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire Protection					
Fire extinguishers are accessible and location is clearly distinguished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire doors (non-exits) are free of obstructions and alterations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Closing and latching devices on fire doors are in working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire walls and fire stops are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire standpipes and sprinkler systems are unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bunsen burner tubing and connections are intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Waste materials in contact with flammable liquids are stored in closed metal waste bins and disposed of daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Excessive combustibles (e.g., paper) are not stored in work areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Waste receptacles are non-combustible (metal/plastic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Labels & Signage					
All bottles or containers with liquids or solids in them are labeled legibly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All lab-made reagents or samples are labeled with user's name, date, contents, and any necessary hazard labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Where appropriate, UV light or laser light hazard signs are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab entry doors, refrigerators and microwaves have "No food or drink" signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Compressed Gases					
Gas cylinders are labeled with contents and with empty/in use/full tag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gas cylinders are securely chained to wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Gas cylinders either have a regulator attached or a safety cap on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Electrical					
Permanent wiring is used to minimize use of extension cords—write up work request to hard-wire where applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wiring, extension cords, electrical panels and/or power strips are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical equipment and wiring are protected from mechanical damage and environmental deterioration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There is 36" clearance from all electrical panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There are covers or barriers on outlets, junction boxes, fittings and enclosures to prevent accidental contact with live parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All electrical conductors are appropriately insulated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electric cords and phone cables are secured to prevent tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Housekeeping					
Work areas are clean and orderly; no food or drink is present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Non-hazardous waste material is properly disposed of in approved containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hotplates and heating appliances are properly wired, have appropriate clearance from combustible materials, and are turned off when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heaviest materials are stored in bottom drawers of file cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No evidence of spilled materials or liquids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab is equipped to handle spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No evidence of insect or rodent damage within laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No damage affecting function of furniture or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
No damage to floor coverings or ceiling tiles that may create or indicate a hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab benches are clean and uncluttered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab is stocked with appropriate disinfectants and countertop cleanser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sinks are free of dirty glassware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hand soap and paper towels are available at every hand-washing sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tubing on faucets or water dispensers is removed after use and not left to drip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Labs that run overnight reactions with water running have label tags and an adequate supply of hose clamps with a screwdriver to tighten hosing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
General Laboratory Waste					
If the lab uses sharps (disposable needles and razor blades), a labeled sharps waste container is available and not more than ¾ full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Glassware disposal box is available and not more than ¾ full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	Yes ✓	No ✓	NA ✓	Comments/ Corrective Action	Date Resolved
Broom and dustpan are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Storage					
Storage areas are orderly, with entrances/exits unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Material is stored so it does not create a hazard—height of piles, stacks and racks is limited to prevent tipping, falling, and spreading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Aisles are unobstructed and have minimum 36 inches of clearance side-to-side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Heavy objects are confined to lower shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hazardous liquids are stored in secondary containment in case of spills.					
Hazardous liquids are stored below eye level and all shelving has a minimum 18 inches clearance to any fire protection/suppression equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Administrative and Engineering Controls					
Signage is posted outside the work area indicating potential hazards, rules and responsibilities, and emergency contact info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Laboratory Safety Equipment					
First aid kit is easily accessible, with the necessary supplies available and unexpired	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Eyewash and/or safety shower are unobstructed and functional, with inspection tag dated within the past 1 year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab has access to a cart and appropriate safety carriers available for transferring materials between labs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Personal Protective Equipment and Safety Practices					
PPE (glasses/goggles, lab coats, gloves) is supplied for all lab personnel and visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Protective equipment is maintained in a sanitary condition and ready for use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If lab uses cryogenics or -80°C freezer: cryogenic safety equipment is available (padded gloves, cryogenic storage vials, dewars with plastic mesh or tape covering the glass)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If lab uses autoclave: autoclave gloves, autoclave tape, secondary container and other required supplies are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab coats not in use are hung on hooks or stored properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate hand protection is worn when hands are exposed to harmful substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate foot protection is worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate eye and/or face protection is worn where there is risk of injury from flying or aerosolized particles, hazardous substances or harmful light rays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Long hair is kept tied up or otherwise secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Respiratory Protection (consult with departmental lab manager)					
Approved respirators are supplied when exposure to harmful airborne contaminants is possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Personnel are trained in the need, use, fit testing, sanitary care and limitations of respiratory equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Respirators are inspected and sanitized after each use, inspected monthly, and are within their expiration periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Head Protection					
Head protection is used if the potential exists for exposure to falling or flying objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hearing Protection					
If need for hearing protection exists, noise level has been tested and the result is posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hearing conservation is being monitored and proper hearing protection is being worn when extreme equipment noise is present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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BIOLOGICAL LABORATORY SAFETY					
Training and Documentation					
Each lab member has taken safety training within the past year; documentation is verified and up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If applicable, lab SOPs and other approval paperwork is in designated notebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If applicable, biohazardous waste protocol(s) are included in designated notebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Biologicals Lab Inventory is documented and is less than 1 year old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Prior safety checklists are archived and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>BSL1 labs are equipped with:</i>					
A door sign at the lab entry that includes the universal biohazard symbol and emergency contact information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Refrigerators/freezers containing biohazards are orderly and organized with good labeling (e.g. user's name, date, contents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Separate, labeled receptacles for biohazard waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
A door to separate the lab from public areas; the door must be large enough to accommodate the delivery or removal of required lab equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
A sink for hand washing, equipped with soap and paper towels and located near the exit door. Any non-handwashing sinks must be clearly labeled as such.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Impervious, non-absorbent work surfaces that are easy to clean and decontaminate, and resistant to damage by standard laboratory disinfectants and the chemicals anticipated for use within the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab chairs covered with a non-fabric synthetic material to permit easy decontamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lab benches and tables that are strong enough to support the lab equipment placed on top of them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lighting sufficient for the tasks performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hard-plumbed, manifold gas delivery system for incubators, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Windows are permanently sealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Office space should be separate from lab space; office space within labs should be enclosed with floor-to-ceiling walls and a door (to enable individuals to eat and drink in this space with the door closed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<i>BSL2 labs should meet BSL1 specifications, plus have:</i>					
Doors that are lockable to limit access to authorized personnel only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Doors that are kept closed when BSL2 work is in progress except for entry or exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Fire-rated doors are closed at all times (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Floors and walls are resistant to disinfectants or fumigants that may be used for space decontamination – solid, seamless sheet flooring with a coved floor (raised and sealed to the wall) is used when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Access to an autoclave on the floor or within the building for decontamination of biological waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Negative airflow (air flowing into the lab from surrounding spaces is strongly recommended)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ceilings that are at least eight feet high to accommodate the placement of biological safety cabinet(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Biological Safety Cabinets:					
Have been tested and certified to manufacturer specifications at installation and are retested annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Include a posted record documenting that filters are replaced at recommended intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Be placed away from the doors of the laboratory (opening and closing of lab doors can interfere with effective operation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Be placed in a low-traffic area within the lab (keep activity behind the biological safety cabinet operator to a minimum when work is in progress)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Be placed away from overhead supply diffusers that can disrupt the inward flow of air into the BSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Be separated by a distance of at least 8 feet if BSCs must be placed across from each other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have sufficient clearance for effective use and for access during certification: <ul style="list-style-type: none"> • A minimum of 3" on the sides of the BSC • A minimum of 1.5" behind the BSC • At least 10" above the BSC 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have an electrical outlet that is a 20-amp dedicated circuit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use a flexible connection if connected to a gas supply—a shutoff valve must be installed at the outlet of the gas supply piping system upstream of the connector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Use a flexible connection to connect the BSC to a house vacuum system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Inspection Summary, Required and Recommended Actions, and Notes

Summary of Findings		Yes	No
MAJOR FINDINGS	Do any deficiencies pose an immediate threat to the life or health of students, faculty, staff, and/or visitors?	<input type="checkbox"/>	<input type="checkbox"/>
	Do any deficiencies pose an immediate risk of harm or damage to property of the University?	<input type="checkbox"/>	<input type="checkbox"/>
	Are any of the deficiencies violations of federal, state, or local laws (vs. violations of regulations or standard laboratory practices) that may be subject to legal action or civil fines?	<input type="checkbox"/>	<input type="checkbox"/>
MINOR FINDINGS	Do any deficiencies represent serious deviations from federal, state, local, or institutional regulations (vs. best practices guidance or recommendations)?	<input type="checkbox"/>	<input type="checkbox"/>
	Do any procedures occurring in the laboratory pose a serious risk to human health, the environment, university property, or the compliance integrity of the University?	<input type="checkbox"/>	<input type="checkbox"/>
Examples of Major Findings – Immediate Risks: Absence of appropriate PPE when working with BSL-2 hazards or corrosive chemicals; failure to conduct work within a BSC or chemical fume hood when warranted; BSC/fume hood maintenance and certification records out of date; exposed electrical wiring conductors; poor housekeeping that poses an immediate risk of injury or exposure; untrained personnel working with hazardous materials; other activities or processes at the discretion of the inspector.		Requirements: Major Findings qualify as <i>Serious Actions</i> and require immediate corrective and risk mitigation actions in accordance with <i>IBC SOP #5, Escalation Procedures for Noncompliance</i> . Notify the IBC Chair, Director of Safety and Risk Management, and IBC Designated Official immediately. For Serious Actions that can be remedied, a written Corrective Action Plan is required within three business days. Corrective action status reports are required every 10 business days until all corrective actions have been completed and verified by re-inspection.	
Examples of Minor Findings – Serious Risks: Labels missing from hazard containers; open containers of biological or chemical waste; poor housekeeping that may create a serious hazard; food and/or drinks present in lab; other activities or processes at the discretion of the inspector.		Requirements: Minor Findings qualify as <i>First-Level Events</i> in accordance with <i>IBC SOP #5, Escalation Procedures for Noncompliance</i> . A written Corrective Action Plan is required within three business days. Unless deficiencies are sufficiently critical to the life and health of the lab workers or the regulatory status of the laboratory, laboratories will be given a minimum of 10 business days to correct deficiencies. Corrective action status reports are required every 10 business days until all corrective actions have been completed. Re-inspection will occur upon completion of corrective actions or during the next inspection cycle as warranted by risk.	
Observations – Low-Risk Noncompliance: Inadequate labeling of containers; one electrical cord with damaged insulation; poor housekeeping that does not pose an immediate hazard; other activities or processes at the discretion of the inspector.		Requirements: A written Corrective Action Plan is required within three business days. Corrective action status reports are required every 10 business days until all corrective actions have been completed. Re-inspection will occur when warranted by risk.	
Recommendations: In compliance but not following best practices.		Re-evaluate during next inspection.	

Inspection Notes

Major Findings:

Minor Findings - include recommended deadline for corrective action (minimum 10 business days) and recommendation regarding need for follow-up inspection:

Observations:

Recommendations - in compliance but not following best practices: