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

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

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Broom and dustpan are available	☐	☐	☐		
Storage					
Storage areas are orderly, with entrances/exits unobstructed	☐	☐	☐		
Material is stored so it does not create a hazard—height of piles, stacks and racks is limited to prevent tipping, falling, and spreading	☐	☐	☐		
Aisles are unobstructed and have minimum 36 inches of clearance side-to-side	☐	☐	☐		
Heavy objects are confined to lower shelves	☐	☐	☐		
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	☐	☐	☐		
Administrative and Engineering Controls					
Signage is posted outside the work area indicating potential hazards, rules and responsibilities, and emergency contact info	☐	☐	☐		
Laboratory Safety Equipment					
First aid kit is easily accessible, with the necessary supplies available and unexpired	☐	☐	☐		
Eyewash and/or safety shower are unobstructed and functional, with inspection tag dated within the past 1 year	☐	☐	☐		
Lab has access to a cart and appropriate safety carriers available for transferring materials between labs	☐	☐	☐		
Personal Protective Equipment and Safety Practices					
PPE (glasses/goggles, lab coats, gloves) is supplied for all lab personnel and visitors	☐	☐	☐		
Protective equipment is maintained in a sanitary condition and ready for use	☐	☐	☐		
If lab uses cryogens or -80°C freezer: cryogenic safety equipment is available (padded gloves, cryogenic storage vials, dewars with plastic mesh or tape covering the glass)	☐	☐	☐		
If lab uses autoclave: autoclave gloves, autoclave tape, secondary container and other required supplies are available	☐	☐	☐		
Lab coats not in use are hung on hooks or stored properly	☐	☐	☐		
Appropriate hand protection is worn when hands are exposed to harmful substances	☐	☐	☐		
Appropriate foot protection is worn	☐	☐	☐		
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	☐	☐	☐		

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

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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	☐	☐	☐		
If applicable, lab SOPs and other approval paperwork is in designated notebook	☐	☐	☐		
If applicable, biohazardous waste protocol(s) are included in designated notebook	☐	☐	☐		
Biologicals Lab Inventory is documented and is less than 1 year old	☐	☐	☐		
Prior safety checklists are archived and signed	☐	☐	☐		
BSL1 labs are equipped with:					
A door sign at the lab entry that includes the universal biohazard symbol and emergency contact information	☐	☐	☐		
Refrigerators/freezers containing biohazards are orderly and organized with good labeling (e.g. user's name, date, contents)	☐	☐	☐		
Separate, labeled receptacles for biohazard waste	☐	☐	☐		
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	☐	☐	☐		
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.	☐	☐	☐		
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	☐	☐	☐		
Lab chairs covered with a non-fabric synthetic material to permit easy decontamination	☐	☐	☐		
Lab benches and tables that are strong enough to support the lab equipment placed on top of them	☐	☐	☐		
Lighting sufficient for the tasks performed	☐	☐	☐		
Hard-plumbed, manifold gas delivery system for incubators, if applicable	☐	☐	☐		
Windows are permanently sealed	☐	☐	☐		
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)	☐	☐	☐		
BSL2 labs should meet BSL1 specifications, plus have:					
Doors that are lockable to limit access to authorized personnel only	☐	☐	☐		
Doors that are kept closed when BSL2 work is in progress except for entry or exit	☐	☐	☐		

	Yes √	No √	NA √	Comments/Corrective Action	Date Resolved
Fire-rated doors are closed at all times (if applicable).	☐	☐	☐		
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.	☐	☐	☐		
Access to an autoclave on the floor or within the building for decontamination of biological waste	☐	☐	☐		
Negative airflow (air flowing into the lab from surrounding spaces is strongly recommended)	☐	☐	☐		
Ceilings that are at least eight feet high to accommodate the placement of biological safety cabinet(s)	☐	☐	☐		
Biological Safety Cabinets:					
Have been tested and certified to manufacturer specifications at installation and are retested annually	☐	☐	☐		
Include a posted record documenting that filters are replaced at recommended intervals	☐	☐	☐		
Be placed away from the doors of the laboratory (opening and closing of lab doors can interfere with effective operation)	☐	☐	☐		
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)	☐	☐	☐		
Be placed away from overhead supply diffusers that can disrupt the inward flow of air into the BSC	☐	☐	☐		
Be separated by a distance of at least 8 feet if BSCs must be placed across from each other	☐	☐	☐		
Have sufficient clearance for effective use and for access during certification: • A minimum of 3" on the sides of the BSC • A minimum of 1.5" behind the BSC • At least 10" above the BSC	☐	☐	☐		
Have an electrical outlet that is a 20-amp dedicated circuit	☐	☐	☐		
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	☐	☐	☐		
Use a flexible connection to connect the BSC to a house vacuum system	☐	☐	☐		

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?	☐	☐
	Do any deficiencies pose an immediate risk of harm or damage to property of the University?	☐	☐
	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?	☐	☐
MINOR FINDINGS	Do any deficiencies represent serious deviations from federal, state, local, or institutional regulations (vs. best practices guidance or recommendations)?	☐	☐
	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?	☐	☐

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 *Serious Actions* and require immediate corrective and risk mitigation actions in accordance with *IBC SOP #5, Escalation Procedures for Noncompliance.* 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 *First-Level Events* in accordance with *IBC SOP #5, Escalation Procedures for Noncompliance.* 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: