

**EPA SELF-AUDIT FORM
NEW YORK UNIVERSITY LABORATORIES**

Audit Date:	Auditor:
Building:	Building Manager:
Principal Investigator:	For any NO answers please take immediate action

Please sign off on the checklist when complete:

		Yes	No	N/A	Comment
	General Safety				
1.	Are appropriate signs posted (lab sign, emergency contact information, etc.)				
2.	Are Emergency Telephone Numbers posted by the telephone?				
3.	If eyewash/shower is required (> 5 gal of corrosive/flammable liquids), is one present and is inspection current?				
4.	Is the eyewash/shower located away from electrical equipment and water reactive chemicals?				
5.	Are MSDSs and a chemical inventory readily accessible in the laboratory?				
6.	Is there a Lab Safety Handbook in the laboratory?				
7.	Are chemical spill kits present (acids, solvents, others)?				
8.	Are first aid kits present in the lab?				
9.	Are work and storage areas clean and uncluttered?				
10.	Are compressed gases secured and hydrostatically tested within last 10 years?				
11.	Have all fume hoods been inspected within the last year and are hood doors/sashes at the appropriate height (18" when in use, closed when not in use)?				
12.	Are all fume hoods uncluttered and experiments conducted within them at least 6" inside the fume hood?				
13.	Are exits and emergency exits unobstructed?				
14.	Are there no flammables placed in non-explosive proof refrigerators?				
15.	Do broken glass containers contain only clean glass/plastic ware?				
	Chemical Hygiene				
16.	Have lab personnel attended a chemical hygiene/lab safety training session?				
17.	Is appropriate attire worn in the lab? (no open toed shoes, no shorts, lab coat)				
18.	Is appropriate Personal Protective Equipment available and in use?				

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19.	Is the lab free of food and drink?				
Fire Safety					
20.	Is a current Certificate of Fitness (COF) posted?				
21.	Is a Fire Dept. Permit current and posted?				
22.	Are appropriate fire extinguishers present and inspections current?				
Laser Safety					
23.	Has NYU EHS been notified of all lasers in the lab, and have they been registered with NYU EHS?				
24.	Are laser beams always directed into nonreflecting and fire resistance backgrounds when not in use?				
25.	Are laser circuits designed to avoid accidental pulsing and to minimize electrical shocks from power supplies, capacitors, and other equipment?				
26.	Have all laser users had required laser safety training?				
27.	Are all appropriate laser caution signs posted and fully illuminated during laser use?				
Chemical Storage					
28.	Are chemical cabinets/storage areas labeled?				
29.	Are chemical storage cabinets free from visual signs of spills and chemicals stored on secondary containment trays?				
30.	Are all substance containers properly labeled?				
31.	Are all substance containers properly closed with a tight fitting cap when not in use?				
32.	Are chemicals stored in appropriate places with incompatible chemicals segregated?				
33.	Are all old out of date chemicals removed from the lab?				
34.	Are all peroxide forming chemicals labeled with the date the container was opened and disposed of if that date has expired?				
Biohazard					
35.	Does the PI advise personnel who work in the lab about the potential hazards and specify entry requirements (i.e., immunization)?				
36.	If this lab requires Red Bag/Medical Waste and/or Sharps storage, is it present?				
37.	Are Certified Biological Safety Cabinets or other containment devices available and is the certification current?				
38.	Are Certified biological safety cabinet located away from doors, windows, heavily traveled lab areas and other disruptive equipment?				
39.	Air supply vents do not blow air toward biological safety cabinet?				
40.	Do all lab personnel use sealed rotor heads or centrifuge cups and do they open rotors or safety cups only in a Class				

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	Is biological safety cabinet?				
41.	Are work surfaces decontaminated with an effective disinfectant on completion of work, at the end of the day, or immediately after overt spills or splashes of biohazardous materials?				
42.	Do lab personnel ship Biological Material and have they been certified by NYU EHS?				
Hazardous Waste Management					
43.	Have all generators, handlers and transporters of hazardous waste had the annual hazardous waste training?				
44.	Is there at least one designated hazardous waste storage area in each room where hazardous waste is generated, and no evidence of waste being transferred between satellite locations?				
45.	Are all hazardous waste containers clearly identified and properly labeled? ("Hazardous Waste", PI name, Room #, chemical components and %, and primary hazards).				
46.	Have extraneous labels been removed or defaced?				
47.	Is hazardous waste stored in appropriate containers, and are incompatible wastes stored in separate containers?				
48.	Are all containers properly sealed with a tight fitting cap, except when adding waste?				
49.	Are full or dated hazardous waste containers removed within 3 days?				
50.	Is secondary containment present, (plastic tubs or trays) present where necessary to segregate incompatible hazardous wastes or prevent spills from reaching a drain or floor?				
51.	Is all solid waste that might be hazardous waste collected for characterization and labeled as Hazardous Waste (e.g. used absorbent pads, spill clean-up materials, ethidium bromide gels, etc.)?				
52.	If more than 55 gallons of hazardous waste or one quart of acutely hazardous waste is accumulated, is the container with the excess accumulation dated?				
53.	Are used photo-processing chemicals handled and disposed of properly (i.e., silver recovery and neutralization prior to drain disposal or disposal as Hazardous Waste)?				
54.	Is all hazardous waste NEVER discarded down the sink?				

Corrective Actions Taken: _____