

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 and unobstructed.		
Doorways are not blocked and aisles have 44" minimal clearance.		
Eyewash / safety showers / drench hoses are unobstructed.		
Emergency numbers are updated and posted in the laboratory.		
Comments –		
Personal Protective Equipment (PPE)	Yes	No
Face protection (safety goggles, safety glasses, face shield or other splatter guards) is available and usage is required for entry into the laboratory.		
Protective coats/gowns/smocks/uniforms are worn in the lab and removed prior to leaving the lab.		
Gloves are worn when handling hazardous chemicals and are appropriate for the material being handled. Gloves are disposed when researchers leave the laboratory and prior to entering public spaces.		
Comments –		
Chemical Storage	Yes	No
A chemical inventory list is available and updated annually.		
MSDSs are available in the laboratory (paper and/or computer copies).		
Containers / buckets / secondary containers are available and used for chemical transport between labs.		
Chemicals are stored according to chemical compatibility and NOT stored alphabetically.		
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). All chemicals and research samples are clearly labeled.		
Less than 10-gallons of flammable solvents are stored outside of flammable materials cabinets.		
Flammable solvents are stored in fire rated / UL approved refrigerators or freezers.		
Peroxide forming chemicals are labeled with receipt dates / refill dates.		
Expired peroxide forming chemicals are NOT stored in the laboratory.		
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.		
Comments –		

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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.		
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 properly secured 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 excessive quantities of lecture bottles are not stored in the laboratory.		
Comments –		
Chemical Waste Handling and Storage	Yes	No
Chemical waste containers are properly labeled with orange colored Chemical Waste stickers with the full chemical name and date of waste collection listed on the sticker.		
Chemicals and chemical waste containers are stored in closed containers.		
Chemicals and chemical waste containers are not stored in / near laboratory sinks or laboratory drains.		
Chemical waste stored in the laboratory is NOT dated older than 6 months old.		
Sharps (ex. syringes) used with chemicals are collected in Sharps containers. The containers are labeled with orange colored Chemical Waste stickers listing “non-biological Sharps” or “chemically contaminated Sharps” on the waste sticker.		
Chemical spill control materials are readily available in the laboratory for chemical spills.		
Comments –		
Safety Cabinets and Equipment	Yes	No
All chemical fume hoods are certified annually.		
Chemicals and work materials are not stored in chemical fume hoods. Only testing apparatus used on a regular basis is stored in the chemical fume hood.		
Comments –		
Laser Safety	Yes	No
Is there a class 3b or class 4 laser?		
If yes, are laser warning signs posted on door and exterior warning light or lighted sign box available?		
If class 4 laser, Is there an emergency stop button interconnected to laser power available?		
Is protective eye wear available?		

Pitt EH&S to maintain and provide a final copy of the self-audit checklist to the Chemistry Department.

Pitt EH&S to verify that self-audit was completed during the lab inspection (if the self-audit is not completed it will be listed as an action item on the report).

Chemistry Department to provide the self-audits to Principal Investigators and it will be the PI's responsibility to ensure they are completed on time.

Completion date for the bi-annual self-audits will be October 1st and March 1st. PI's to maintain the self audits on file.

