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| **Lab Safety Checklist - to be completed by the lab before OESO walkthrough** | | Date |  |
| PI Name |  | Safety Contact Name |  |
| Department |  | Safety Contact Phone |  |
| Box # |  | Safety Contact Email |  |
| Your buildings & rooms |  | | |
| Shared buildings & rooms (incl. [cold rooms](https://www.safety.duke.edu/sites/default/files/Cold-Room-Information-Sheet.pdf)) |  | | |

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| **Documentation and Training** | | | | | | |
| 1 | Is the list of lab members in the [Lab Safety and Waste Management System (LSWMS)](https://lsw.duhs.duke.edu/LabSafetyManagement) up to date?  ([safety.duke.edu](https://www.safety.duke.edu/intranet) -> Applications -> Lab Safety & Waste Management System) | | | | Yes | No |
| 2 | Which of the following can personnel easily access (via cloud drive, hardcopy, web, etc.)? | | | | | |
| ​ [Duke University Safety Manual](https://www.safety.duke.edu/safety-manuals/university-safety-manual)  [Duke Laboratory Safety Manual](https://www.safety.duke.edu/safety-manuals/laboratory-safety-manual)  ​​ [Radiation Safety Manual](https://www.safety.duke.edu/sites/default/files/radman.pdf)  ​​ [Duke Chemical Hygiene Plan](https://www.safety.duke.edu/sites/default/files/Section_3_ChemicalSafety.pdf)  [Reproductive Health Policy](https://www.safety.duke.edu/occupational-hygiene-safety/reproductive-health)  ​ [Safety Data Sheets (SDSs)](https://www.safety.duke.edu/occupational-hygiene-safety/hazard-communication/hazard-communication-faq#sheet) | ​ [Report of Work-Related Injury or Illness Form](https://www.safety.duke.edu/emergency)  ​​ [OESO Emergency Response Guide](https://www.safety.duke.edu/sites/default/files/EmergencyResponse.pdf) & [Webpage](https://www.safety.duke.edu/emergency), including  Exposure Hotline - Bio, Chem, or Rad – 919-684-8115  [Blood Borne Pathogens Exposure Control Plan](https://www.safety.duke.edu/sites/default/files/VI_IBloodbornePathogens-laboratories.pdf)  [Minors/Non-Employees in the Workplace Policy](https://www.safety.duke.edu/sites/default/files/I_6MinorsNon-Employees.pdf)  Training records/Written procedures for [machine tools](https://www.safety.duke.edu/sites/default/files/III_4AcademicShopSafety.pdf) | ​​ [Lab Chemical Waste Management Practice](https://www.safety.duke.edu/environmental-programs/hazardous-waste/chemical-waste)  ​ [P-List](https://www.safety.duke.edu/sites/default/files/PList.pdf) of acutely hazardous chemical wastes  [Drain Disposal Guidelines](https://www.safety.duke.edu/sites/default/files/Drain-Disposal-Practice.pdf) - [(flyer)](https://www.safety.duke.edu/sites/default/files/ProperSinkDisposalofChemicalSubstances.pdf)  [Aerosol Can Disposal Policy](https://www.safety.duke.edu/sites/default/files/Aerosol-Can-Policy.pdf)  [Eyewash/drench hose flushing records](https://www.safety.duke.edu/sites/default/files/Eyewash_Maintenance.pdf)  [Appropriate Information Sheets](https://www.safety.duke.edu/laboratory-safety/information-sheets) | | | |
| 3 | Please indicate how many copies of the [OESO Emergency Response Guide, 2022 Revision](https://www.safety.duke.edu/sites/default/files/EmergencyResponse.pdf) flipchart you need: | | | | | |
| 4 | Is the presence of food and drink prohibited in appliances used for potentially infectious materials or hazardous chemicals through *training and labeling* of refrigerators, freezers, and microwaves? | | | N/A[[1]](#footnote-1) | Yes | No |
| 5 | Are eating, drinking, applying cosmetics, and handling contact lenses prohibited in areas where there is any risk of exposure to potentially infectious materials or hazardous chemicals? | | | N/A | Yes | No |
| 6 | Are employees trained on safe use and proper clothing/PPE for autoclaves? (See also [info sheet](https://www.safety.duke.edu/sites/default/files/Autoclave_Safety_Info_sheet.pdf), [hazard alert](https://www.safety.duke.edu/sites/default/files/HazardAlert_AutoclavingLiquids.pdf), and [training checklist](https://www.safety.duke.edu/sites/default/files/SafeUseofAutoclaves_TrainingChecklist.docx).) | | | N/A | Yes | No |
| 7 | Do you have any minors or non-employees in your lab? | | | | Yes | No |

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| **Fire Safety** | | | | |
| 1 | Are all lab members familiar with the location of fire alarm pull stations and fire extinguishers? | | Yes | No |
| 2 | Does the lab have any specialized fire extinguishers (e.g. Class D extinguisher for metals) | N/A | Yes | No |
| 3 | Are open flames/Bunsen burners only used outside biosafety cabinets (BSCs) and/or fume hoods? | N/A | Yes | No |
| 4 | Are combustible materials such as paper removed from the lab bench when using open flames/Bunsen burners? | N/A | Yes | No |
| 5 | Does the lab avoid storing flammable chemicals in ["Not Approved” fridges/freezers](https://www.safety.duke.edu/sites/default/files/C-Refrigerator.pdf) and are fridges [labeled](https://www.safety.duke.edu/sites/default/files/Non-Flammable_Sign.pdf)? | N/A | Yes | No |
| 6 | Are extension cords used on equipment for ≤ 30 days in a row? This is NOT regarding power strips. | N/A | Yes | No |
| 7 | Are power strips used in the lab 6 feet or less in length? | N/A | Yes | No |
| 8 | Do all workers know where the outside Emergency Assembly Point is located? (See [Site-Specific Fire Plan Part I](https://www.safety.duke.edu/fire-life-safety/site-specific-fire-plans)) | | Yes | No |
| 9 | Does the lab maintain adequate ceiling clearance in the lab? (18” with sprinklers, 24” without sprinklers) | | Yes | No |

| **General Safety and Personal Protective Equipment (PPE)** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Are there any procedures that require [PPE](https://www.safety.duke.edu/occupational-hygiene-safety/personal-protective-equipment) in your lab? | | | | | | Yes | | No |
| 2 | Have all lab members been provided with instructions about the use, care, and storage of [PPE](https://www.safety.duke.edu/occupational-hygiene-safety/personal-protective-equipment)? | | | | | N/A | Yes | | No |
| 3 | Which types of [PPE](https://www.safety.duke.edu/occupational-hygiene-safety/personal-protective-equipment) are available in the lab: | | | | | | | | |
| Nitrile gloves  Alternative gloves (for anyone allergic)   Neoprene gloves  Cryogen gloves (cold/liquid resistant)  Autoclave gloves (heat resistant) | Standard lab coat  Disposable lab coat  Chemical-resistant apron  Disposable apron | | | | | | | |
| Goggles  Safety glasses  UV/IR eye protection  Surgical Masks  Face shields  https://p0.pikist.com/photos/337/264/safety-glasses-safety-spectacles-glasses-goggles-protective-equipment-eye-safety.jpgTool Klean Professional UV Light Safety Glasses - Polycarbonate Shatterproof UVC Protection Goggles for Blocking UV LightNAWCAD Lakehurst 3D printing face shields for USNS Comfort | NAVAIRCoronavirus: Face mask that lights up when detecting COVID-19 testedProtective Industrial Products 248-4401-300 | | | | | | None  Other: | |
| 4 | If lab coats are used and become contaminated/dirty, how are they cleaned (or thrown away)?  *If sending to a laundry service, biologically contaminated lab coats must first be decontaminated (and left to dry) in the lab.* | | | | | | | | |
| 5 | Please list the first and last name of lab members who use respirators, if any: | | | | | | | | |
| 6 | Are your freezers and fridges continuously monitored for their temperature? | | | | | N/A | Yes | | No |
| 7 | Are you using an autoclave for sterilization?  Yes  No If so, do lab members AVOID adding water to the bin? | | | | | N/A | Yes | | No |
| 8 | Are all uncontaminated sharps (*e.g.,* broken glassware and Pasteur pipets) disposed of in an appropriately lined puncture-resistant container? | | | | | N/A | Yes | | No |
| 9 | What type of contaminated sharps are generated as waste? | | biological | chemical | None | | | | |
| 10 | Are refrigerators/freezers, cold rooms, and other storage areas periodically checked for their contents? | | | | | N/A | Yes | | No |
| 11 | Is any loud noise generated in the lab (e.g., from a sonicator)? | | | | | N/A | Yes | | No |
| 12 | Do lab members perform any maintenance on equipment in the lab? | | | | | N/A | Yes | | No |
| 13 | Do any lab members use a ladder with more than 3 steps? | | | | | N/A | Yes | | No |

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| **Chemical Safety** | | | | |
| 1 | When procuring chemicals, does the lab select the least hazardous chemical or container possible for a procedure? | N/A | Yes | No |
| 2 | For situations that call for the transport of chemicals, are secondary leak-proof containers used? | N/A | Yes | No |
| 3 | Please list all [peroxide-forming chemicals](https://www.safety.duke.edu/sites/default/files/GuidelinePeroxideFormers.pdf) (*e.g.,* isopropanol, diethyl ether, tetrahydrofuran), if any:  Are containers dated and tested?  Yes  No | | | |
| 4 | Please list all [P-Listed](https://www.safety.duke.edu/sites/default/files/PList.pdf) chemicals in your lab, if any: | | | |
| 5 | Are hazardous and irritating powders handled/weighed according to [safe work practices](https://www.safety.duke.edu/sites/default/files/working_safely_with_toxic_powders.pdf)? | N/A | Yes | No |
| 6 | Does your lab review chemicals in storage to sort out obsolete chemicals? | N/A | Yes | No |
| 7 | Is “[Universal Waste](https://www.safety.duke.edu/waste-disposal/universal-waste)” (*e.g.,* used batteries or mercury thermometers) generated or stored in your lab? | N/A | Yes | No |
| 8 | Are your lab members shipping chemicals off-campus? | N/A | Yes | No |
| 9 | Please describe how your lab members use [liquid nitrogen](https://www.safety.duke.edu/sites/default/files/Working_safely_with_liquid_nitrogen.pdf) and how much they dispense at a time, if applicable: | | | |
| 10 | If you have an oxygen deficiency monitor, has the sensor been calibrated/tested within the last 6 months? | N/A | Yes | No |
| 11 | Please describe how often and how long you run 3D printers in your lab: | | | |
| 12 | Does your lab use or store dichloromethane?  No  Yes IF Yes: used \_\_\_\_\_\_ days/year \_\_\_\_\_ ml used at a time Gloves worn: | | | |

| **Biological Safety** | | | | | |
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| 1 | Have you completed your annual [Biological Materials Report](https://www.safety.duke.edu/biological-safety/bmrs)? | | N/A | Yes | No |
| 2 | Where are whole plants grown, if any: | | | | |
| 3 | Please list everyone who is actively working with human derived materials including human cell lines in your lab: | | | | |
| 4 | Please list everyone working with biological materials at BSL-2: | | | | |
| 5 | If biological waste is generated, select current disposal methods: | | | | |
| Autoclaving; specify location of autoclave:   * # of minutes for dry waste cycle: * Temperature set to 121°C?  Yes  No, specify temp.: | Chemical disinfection  Incineration offsite; specify vendor:  Other: | | | |
| 6 | Are work surfaces wiped down immediately with an appropriate disinfectant at the end of each procedure or immediately following a spill? | | N/A | Yes | No |
| 7 | If outside the lab, are biological materials transported in a secondary closed, leak-proof, biohazard-labeled container? | | N/A | Yes | No |
| 8 | Are needle-locking syringes/single use needle-syringe units used with infectious agents? | | N/A | Yes | No |
| 9 | Do all vacuum lines used with biological materials have in-line filters and disinfectant traps? | | N/A | Yes | No |
| 10 | Please list everyone responsible for completing shipping papers or packaging biological material and/or dry ice: | | | | |
| 11 | Is Employee and Occupational Health and Wellness (EOHW) contacted for immunizations, surveillance, and treatment of occupational exposures? | | N/A | Yes | No |
| 12 | Is your work with human subjects or clinical research participants approved by the [Institutional Review Board (IRB)](https://irb.duhs.duke.edu/)? | | N/A | Yes | No |
| 13 | Do research staff enter patient care buildings to collect specimens (saliva, blood, urine, etc.)? | | N/A | Yes | No |
| 14 | Have all BSCs been certified within the past year? Please note: if BSCs are moved, they require re-certification. | | N/A | Yes | No |

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| **Animal Use** | | | | | |
| 1 | Please list all animal species used by lab members: | | | | |
| 2 | List all anesthetic gases used: | | | | |
| 3 | Please select the method of controlling [anesthetic gas](https://www.safety.duke.edu/sites/default/files/animal%20anesthesia%20information%20sheet.pdf) exposure: | | | | |
| Chemical fume hood  Vacuum scavenging | Captured with charcoal canister e.g. F/Air (used charcoal canisters need to be submitted as chemical waste) | Released into lab  Other: | | |
| 4 | Does the lab create or work with agents used in animals at either Duke or another location? | | | Yes | No |

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| **Any other questions, concerns, and comments** |
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1. N/A means Not Applicable. Revision: 3/5/2025 [↑](#footnote-ref-1)