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| **Lab Safety Self-Evaluation Checklist** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contact Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *PI Name* | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | *Safety Coordinator Name* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Department* | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | *Safety Coordinator Phone* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Box #* | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | *Safety Coordinator Email* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Evaluation Date* | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | *Evaluator Name* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Please list all the buildings/rooms that belong to your lab:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Please list all the buildings/rooms in which your lab shares space with others:* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments – Contact information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Resources**  *Are all lab members able to demonstrate how to quickly access the following documents?* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Duke University Safety Manual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Duke Lab Safety Manual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) | | Radiation Safety Manual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, radiation is not used | | | | | | | | | | | | | | | | | | | |
| 4) | | Duke Chemical Hygiene Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, chemicals are not used | | | | | | | | | | | | | | | | | | | |
| 5) | | Lab-specific Chemical Hygiene Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, chemicals are not used | | | | | | | | | | | | | | | | | | | |
| 6) | | Safety Data Sheets (SDSs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, chemicals are not used | | | | | | | | | | | | | | | | | | | |
| 7) | | Standard Operating Procedures (SOPs) for hazardous chemicals and Particularly Hazardous Substances | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, no hazardous chemicals are used | | | | | | | | | | | | | | | | | | | |
| 8) | | Laboratory Chemical Waste Management Practice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9) | | List of P-Listed waste | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, P-listed chemicals are not used | | | | | | | | | | | | | | | | | | | |
| 10) | | Sink Disposal Guidelines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11) | | Aerosol Can Disposal Guidelines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12) | | Standard Operating Procedures (SOPs) for Biosafety Level 2 (BSL2) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, no work with BSL2 | | | | | | | | | | | | | | | | | | | |
| 13) | | Bloodborne Pathogens (BBP) Exposure Control Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, no work with BBP | | | | | | | | | | | | | | | | | | | |
| 14) | | Exposure Hotline (Duke Phone:115, Non-Duke Phone: (919) 684-8115) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 15) | | OESO Emergency Response Guide  This flipchart is provided by OESO and there should be one of these visibly posted in each room (*e.g.* near landline phone). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, please provide us with ... copy/copies at campus box #\_\_\_\_\_\_\_\_\_, addressed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16) | | Report of Work Related Injury or Illness Form | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17) | | Reproductive Health Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, could not find | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, lab is no more hazardous than an office and has no reproductive health hazards | | | | | | | | | | | | | | | | | | | |
| 18) | | Minors/Non-Employees in the Workplace Policy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19) | | Minors/Non-Employees in the Workplace Statement been submitted to OESO? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, the statement was not submitted | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, lab does not currently have minors or non-employees | | | | | | | | | | | | | | | | | | | |
| Comments – Resources | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Training**  *The overview of training records for all lab members in in the Laboratory Safety and Waste Management System (LSWMS) can be accessed by the lab safety coordinator at* [*https://www.safety.duke.edu/*](https://www.safety.duke.edu/) *-> Laboratory Safety -> Lab Safety and Waste Management. Lab members can find their training at* [*https://www.safety.duke.edu/*](https://www.safety.duke.edu/) *-> Training & Reports -> Online Training. If any lab members need to have their required training modules adjusted in the LSWMS, please let us know in the comments below.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | At this time, has the list of lab members in the LSWMS been updated? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Does the lab have records of training conducted in the lab, such as signed Standard Operating Procedures (SOPs)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, records are absent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there is no required lab-specific training | | | | | | | | | | | | | | | |
| 3) | | Have all lab members completed their online training module for Lab Safety-General? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, not all lab members have completed it | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, lab is no more hazardous than an office | | | | | | | | | | | | | | | |
| 4) | | Have all lab members completed their online training module for Fire/Life Safety? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments – Training | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Personal Protective Equipment**  *If work in your lab involves any chemicals and/or biological material, you probably require personal protective equipment (PPE).* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Are there procedures in the lab that require any PPE? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, lab is no more hazardous than an office  ***(skip to “General Safety” section)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Have all lab members been provided with instructions about the proper use and care of PPE? *I.e.*, have they been shown how to use each type of PPE for a certain task, how to store the PPE, and how to clean reusable PPE? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes, covered in signed Standard Operating Procedures (SOPs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes, covered in reviewed PPE Hazard Assessment form | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No, additional documentation needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No documentation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) | | If lab coats become contaminated/dirty, how are they cleaned? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Disposable lab coats are used | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lab coats are thrown away, and new ones purchased | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Laundry service is used | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| No current method for cleaning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lab coats not used, but recommended | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lab coats (or similar protection) are not needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lab coats are washed at home (not recommended by OESO) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4) | | Are alternative gloves or liners made available to employees who are allergic to certain glove materials? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No, alternative gloves are not available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, nobody in lab needs alternative gloves | | | | | | | | | | | | | |
| 5) | | Are appropriate gloves available to reduce exposure to chemicals or other hazardous agents (extreme temperatures, sharps, etc.)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No, gloves are not appropriate for hazards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, chemicals or other hazardous agents are not used ***(skip to question 6)*** | | | | | | | | | | | | | |
| 5a) | | What types of gloves are AVAILABLE? | | | | | | | | | | | | | Nitrile | | | | | Neoprene | | | | | | | | | | | | | Cryogen (cold/liquid resistant) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Autoclave (heat resistant) | | | | | | | | | | | | | | | | | | | | | | | | | Other: | | | | |
| 5b) | | Which additional gloves are NEEDED? | | | | | | | | | | | | | Nitrile | | | | | Neoprene | | | | | | | | | | | | | Cryogen (cold/liquid resistant) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Autoclave (heat resistant) | | | | | | | | | | | | | | | | | | | | | | | | | Other: | | | | |
| 6) | | Is adequate eye/face PPE available for splash, dust, and projectile hazards? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, the available eye/face PPE is inadequate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no splash, dust, or projectile hazards ***(skip to question 7)*** | | | | | | | | | | | | | |
| 6a) | | What types of protection are available? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Protective Industrial Products 248-4401-300  Goggles | | | | | Safety glasses  https://p0.pikist.com/photos/337/264/safety-glasses-safety-spectacles-glasses-goggles-protective-equipment-eye-safety.jpg | | | | | | | | | | Surgical masks  Coronavirus: Face mask that lights up when detecting COVID-19 tested(FDA approved masks are fluid resistant) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | NAWCAD Lakehurst 3D printing face shields for USNS Comfort | NAVAIR  Face shields | | | | | | | | | | | | | | | | | | | | | | | | | | | Other: | | | | |
| 6b) | | List additionally needed types of eye/face PPE, and why: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7) | | Is adequate eye PPE available where lasers are used or where workers may be exposed to UV or IR light? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, the eye PPE is inadequate/absent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no lasers, UV, or IR light | | | | | | | | | | | | | | | | | |
| 7a) | | If no, additional eye PPE is needed and a follow-up is required. Please indicate which OESO office should be followed-up with: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Radiation Safety for lasers/IR | | | | | | | | | | | | | | | | | | | | | | | | | | | | Lab Safety for UV/Projectile/Dust | | | | | | | | |
| 8) | | Is adequate protective clothing available and used? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, protective clothing is not available/used | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, protective clothing is not needed | | | | | | | | | | | | | | | | | |
| 8a) | | If no, indicate needed protective clothing: | | | | Standard lab coat | | | | | | | | | | Chemical resistant apron | | | | | | | | | | | | | | | | | | | | | | | | | | | Disposable lab coat | | | | | | | | | | | | | | | | | | | | | | | | | | | Other: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9) | | Are respirators used in the lab? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No ***(skip to “General Safety” section)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9a) | | What types of respirator are used? | | | | | | | | | | | | | | N95 | | | | | | | Half-face Air-purifying | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Full-face Air-purifying | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Other: | | | | |
| 9b) | | Explain why the respirator is worn: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9c) | | Please list the first and last name of lab members who use respirators: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9d) | | Has OESO Lab Safety approved or required the use of respirators? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, OESO Lab Safety is unaware of respirator use | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments – Personal Protective Equipment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **General Safety** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Is the lab free of clutter that may cause safety equipment/doors to be blocked, or people tripping/falling? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Is shelving stable and not overloaded with items? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) | | Are written procedures available for any machine tools?  More information can be found in OESO’s [Academic Shop Safety policy](https://www.safety.duke.edu/sites/default/files/III_4AcademicShopSafety.pdf). | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, procedures are not available ***(skip to question 4)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, machine tools are not used ***(skip to question 4)*** | | | | | | | | | | | | | | | | | |
| 3a) | | Is there documentation of training for any machine tools? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, documentation/training is not available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4) | | Are all uncontaminated sharps (e.g. broken glassware and Pasteur pipets) disposed of in an appropriately lined puncture-resistant container (e.g. glassware boxes)? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, uncontaminated sharps are not disposed of in the appropriate container | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no uncontaminated sharps | | | | | | | | | | | | | | | | | |
| 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? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, these actions are allowed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no potentially infectious materials/hazardous chemicals | | | | | | | | | | | | | | | | | |
| 6) | | Is storage of food and drink prohibited in appliances used to store potentially infectious materials or hazardous chemicals through training and labeling of microwaves and refrigerators to indicate whether it is or is not approved for food? | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | No, some microwaves and refrigerators are unlabeled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no microwaves/refrigerators OR potentially infectious materials/hazardous chemicals | | | | | | | | | | | | | | | | | |
| Comments – General Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Biological Safety** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Are any biological materials used in the lab (e.g., tissues, cell lines, eukaryotes, bacteria, archaea, and viruses)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, there are no biological materials ***(skip to “Chemical Use and Safety” section)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1a) | | Please list the Biological Materials used in your lab: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Are there appropriate Biohazard Warnings (e.g., biohazard sticker or door sign)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, warnings are absent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2a) | | Select the Biosafety Level (BSL) of your lab: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | BSL1 | | | | | | | | | | | | | | BSL2 | | | BSL3 | | |
| 3) | | Are whole plants used? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, plants are not used or only parts of plants are used | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3a) | | Where are they grown? | | | | | | | | | | | | | | | | | | | | | | | Growth Chamber in lab | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Greenhouse | | | | | | | | | | | | | | | | Phytotron Building | | | | | | | | | | | | | | | | | Field | |
| 4) | | Are human-derived or other potentially infectious materials used (i.e., Biosafety Level 2 (BSL2))? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, human-derived or potentially infectious materials are not used ***(skip to questions 5)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4a) | | Please list the first and last name of all lab members who work with these materials: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4b) | | Are there Standard Operating Procedures (SOPs) on file for this work? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, SOPs not present and still needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4c) | | Are handwashing sinks with soap available in all areas where exposure to blood/body fluids or any other potentially infectious materials may occur? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, either sink or soap is unavailable in some areas | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4d) | | Are work surfaces wiped down immediately with an appropriate disinfectant at the end of each procedure or immediately following a spill when potentially infectious material is being manipulated? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, there is no appropriate disinfectant available or there is a need for training about procedures/spills | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4e) | | Are aerosol risk agents/materials properly contained? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, aerosol risk agents/materials could be better contained | | | | | | | | | | | | | | | | | | | | | | | | | N/A, agents used in lab are not a risk to humans via aerosol exposure | | | | | | | | | | | |
| 5) | | Is biological waste disposed of appropriately? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, there is a need for a different disposal method | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5a) | | Select current disposal methods: | | | | | | | | | | Autoclaving | | | | | | | Chemical disinfection | | | | | | | | | | | | | | | | | | | | | | | | | Incineration offsite | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Other: | | | | | | | | | | | | | | | | | | | | | | |
| 6) | | Is the lab using autoclave tape that contains lead? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7) | | Are Biological Safety Cabinets (BSC) certified annually? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, certification is behind or not performed | | | | | | | | | | | | | | | | | | | | | | | | | N/A, BSCs are not used | | | | | | | | | | | |
| 8) | | Are viral vectors and/or rDNA used? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No ***(skip to question 9)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8a) | | Select which viral vectors are used: | | | | | | Adeno-associated viruses (AAV) | | | | | | | | | | Adenovirus | | | | | | | | | | | | | | Baculovirus | | | | | | | | | | | | | | | | | | | | | | | | | | | Lentivirus | | | | | | | | | | | | Retrovirus | | | | | | | | | | | | | | | | | | Other: | | | | | | |
| 8b) | | Is this work registered with Institutional Biosafety Committee (IBC)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, IBC registration needed but not registered | | | | | | | | | | | | | | | | | | | | | | | | | N/A, IBC registration not needed | | | | | | | | | | | |
| 9) | | Are patients, clinical research participants, or research subjects seen in the lab or outside of a hospital/clinic? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No ***(skip to question 10)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9a) | | Are these subjects Institutional Review Board (IRB) approved? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10) | | Does this lab ship biological materials or dry ice? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No ***(skip to “Chemical Use and Safety” section)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10a) | | Have the necessary personnel completed Shipping Biological Materials training within the last 2 years? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | | | No, training is due for some lab members | | | | | | | | | | | | | | | | | | | | | | | | | N/A, training is not required | | | | | | | | | | | |
| Comments – Biological Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Chemical Use and Safety** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Has the lab sent OESO a copy of the Lab-specific Chemical Hygiene Plan that includes a list of Particularly Hazardous Substances and lab-specific chemical Standard Operating Procedures (SOPs)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, documents have not been sent to OESO | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no chemicals in lab ***(skip to “Chemical Waste Management” section)*** | | | | | | | | | | | | | | | | |
| 1a) | | If no, which documents have NOT been sent yet? | | | | | | | | | | | Lab-specific Chemical Hygiene Plan | | | | | | | | | | | | | | | | | Particularly Hazardous Substances | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Lab-specific SOPs: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Are hazardous and/or irritating powders handled/weighed according to safe work practices?  For your review, there is documentation available on [Working safely with toxic powders](https://www.safety.duke.edu/sites/default/files/working_safely_with_toxic_powders.pdf), and [Toxic & health hazard powder guidelines](https://www.safety.duke.edu/sites/www.safety.duke.edu/files/GuidelinesToxicPowders.pdf). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, there is a need to increase training in safe work practices | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no hazardous/irritating chemicals or powders | | | | | | | | | | | | | | | | |
| 3) | | Do employees have any respiratory exposure concerns? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | Is formalin, paraformaldehyde, or formaldehyde used? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5) | | When procuring chemicals, does the lab select the least hazardous chemical or container possible for a procedure? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, we have not evaluated least hazardous alternatives | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no hazardous chemicals in our lab | | | | | | | | | | | | | | | | |
| 6) | | For situations that call for the transport of chemicals, are secondary leak-proof containers used? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, there are no secondary leak-proof containers | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, chemicals are not transported | | | | | | | | | | | | | | | | |
| 7) | | Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity? | | | | | | | | | | | | | | | | | | | | | | Yes  ***(skip to question 8)*** | | | | | | | | | | | | | | | | | | | | | | No, there is no separation where needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no incompatible chemicals ***(skip to question 8)*** | | | | | | | | | | | | | | | | |
| 7a) | | Which issues are present? | | Acids not separated from bases | | | | | | | | | | Oxidizers not separated from organics | | | | | | | | Water-reactive substances not separated from water sources | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Corrosives stored under sink or in non-corrosion proof metal cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Other: | | | | | | | | | |
| 8) | | Are all compressed gas tanks secured? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, gas tanks are not secured | | | | | | | | | | | | | | | | | | | | | | | N/A, lab has no gas tanks | | | | | | | | | | | | | | | | | | | |
| 9) | | Has the lab completed the annual online Targeted Chemical Reporting (TCR) and Toxic Substances Control Act (TSCA) applicability form? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10) | | Does the lab have chemical fume hoods? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No ***(skip to question 11)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10a) | | Please list the last check date of the chemical fume hoods and the room there are in: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10b) | | Have all chemical fume hoods been tested in the past year? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10b.1) | | If no, which chemical fume hoods need testing? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10c) | | Do all chemical fume hoods have an air flow indicator? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10c.1) | | If no, which ones need an indicator? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10d) | | Are hoods free of clutter? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10d.1) | | If no, what is causing the clutter? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11) | | Are there peroxide-forming chemicals in lab (e.g., isopropanol, diethyl ether, tetrahydrofuran.)?  For your review there is documentation available on: [peroxide-forming materials guidelines](https://www.safety.duke.edu/sites/www.safety.duke.edu/files/GuidelinePeroxideFormers.pdf). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No ***(skip to question 12)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11a) | | Please list the peroxide-forming chemicals: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11b) | | Are all containers of peroxide-formers dated when received/tested? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12) | | Is there an appropriate drenching device for rapidly flushing eyes or body parts if splashed with corrosive material, blood, other body fluid, or other hazardous material? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, our lab does not have a drenching device  ***(skip to question 13)*** | | | | | | | | | | | | | | | | | | | | | | | N/A, our lab does not have OR NEED a drenching device  ***(skip to question 13)*** | | | | | | | | | | | | | | | | | | | |
| 12a) | | Please select all types of drenching devices that ARE available in lab on the right.  **\*Unobstructed means the device has the required free surrounding space in all directions; 6 inches for eyewashes and 16 inches for showers. It should be hands-free accessible, not under a shelf or other obstruction making use difficult or hazardous, and nothing should be stored in front of it.** | | | | | | | | | | | | | | | | | | | | | | | **Type** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **If present in lab, is the device unobstructed\*?** | | | | | | | | | | | | | |
| Single-stream drench hose | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No | | |
| Dual-stream drench hose-eyewash combo unit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No | | |
| Sink or wall-mounted eyewash | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No | | |
| Faucet-mounted eyewash | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No | | |
| Emergency shower | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | No | | |
| 12a.1) | | Note any problems with the drenching devices above: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12b) | | Are eyewashes or drench hoses flushed regularly by safety coordinator/lab members/maintenance as often as required? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, drenching devices hoses need to be flushed more frequently | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12b.1) | | If no, please list the specific deficiencies: | | | | | | | | | | | | | | | | | | | | | | | | | | Lab needs to start flushing eyewashes weekly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Maintenance needs to flush quarterly or reconfigure the device to be flushed by the lab | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12c) | | Are all drenching devices inspected for proper operation at least annually? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No, inspection is behind/happens less frequently than annually | | | | | | | | | | | | | | | | | | | | Can’t tell, there is no tag provided by maintenance to note inspection date | | | | | | | | | | | | | | | | | | | | |
| 12d) | | Are additional drenching devices needed? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12d.1) | | If yes, please select additional types of drenching devices that ARE NEEDED in the lab and explain why and where they are needed. | | | | | | | Drench hose: | | | | | | | | | | | | | | | | | | | | | | | | | | Eyewash: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Safety shower: | | | | | | | | | | | | | | | | | | | | | | |
| 13) | | Are chemicals shipped off-campus? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No ***(skip to question 14)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13a) | | Are Department of Transportation (DOT) labeling and packaging requirements followed? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14) | | Does the lab use extremely reactive chemicals? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments – Chemical Use and Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Chemical Waste Management** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Does the lab generate chemical waste? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, there are no chemicals in lab ***(skip to “Fire Safety” section)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Is the lab a registered chemical waste generator? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) | | Does the lab comply with the Guidelines for Sink Disposal of Chemical Substances? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4) | | Are waste chemicals presently being stored or generated in the laboratory? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No ***(skip to question 8)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4a) | | Are the waste containers kept in the room where the waste was generated? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, please explain: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5) | | Are chemical waste containers properly marked and labeled? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, waste containers are not properly marked/labeled | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no waste containers | | | | | | |
| 5a) | | If no, which container labeling deficiencies are present? | | | | | | | | No waste accumulation label | | | | | | | | | | | | | | | | Missing chemical name or classification | | | | | | | | | | | | | | | | | | | | | | | | | Missing open date | | | | | | | | | | | | | | | Missing fill date | | | | | | | | | | | | | | Other: | | | | | | | | | | | | | |
| 6) | | Are proper waste container management practices used during storage? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, better management needed | | | | | | | | | | | | | | | | | | | | | | N/A, there are no waste containers  ***(skip to question 7)*** | | | | | | | | | |
| 6a) | | What container management deficiencies are present? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Near incompatibles | | | | | | | | | | | | | | | | | | Missing secondary containment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Container are uncapped | | | | | | | | | | | | | | | | | | Visible contamination of outer container | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Improper type of container | | | | | | | | | | | | | | | | | | Waste accumulation containers are stored longer than 1 year after the open date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Overfilled container | | | | | | | | | | | | | | | | | | Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7) | | Are unknown chemicals labeled as “Waste Unknown” and dated within the preceding 30 days? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, date missing/precedes 30 days | | | | | | | | | | | | | | | | | | | | | | N/A, there are no unknown chemicals | | | | | | | | | |
| 8) | | Does the lab review chemicals that are stored in the lab, to sort out obsolete chemicals that need to be discarded? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, please explain: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9) | | Does the lab generate any P-listed wastes? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No ***(skip to question 10)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9a.1) | | Please list all types of P-listed waste: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9a.2) | | Is P-listed waste accumulated in a separate container marked with the words “Waste <chemical name>”? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, P-listed waste is mixed with other waste/not marked | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9b) | | Is an inventory of the amount (in pounds) of P-listed waste maintained and present near the accumulation container/available to lab members? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, inventory with the amount (in pounds) is not maintained/missing/unavailable | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9c) | | Is the amount of P-listed waste stored in the lab less than 2 pounds or 1 quart? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, the amount is more | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10) | | Is “Universal Waste” (used batteries, bulbs, or mercury thermometers) generated or stored in the lab? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, this type of waste is not generated or stored in lab ***(skip to “Fire Safety” section)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10a) | | Are “universal Waste” containers labeled and dated? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, label/date is missing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10b) | | Have the containers been stored in the lab for less than 1 year? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, it has been longer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments – Chemical Waste Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Fire Safety** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Are all lab members familiar with the location of the following fire safety devices: pull alarms, extinguishers, and fire blanket? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, lab members need to be updated on this | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Are these fire safety devices completely unobstructed and accessible? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) | | Are open flames/Bunsen burners only used outside biosafety cabinets (BSCs) and/or fume hoods? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, open flames/Bunsen burners are used in BSCs/fume hoods | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no BSCs/fume hoods | | | | | | | | | | | |
| 4) | | If open flames/Bunsen burners are used on the open bench, are these areas kept free of combustible materials such as paper? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, there are some combustible materials present on the bench near open flames | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no open flames used on an open bench | | | | | | | | | | | |
| 5) | | Have all lab refrigerators/freezers been labeled as "Approved" or ["Not Approved" for flammable storage](https://www.safety.duke.edu/sites/default/files/Non-Flammable_Sign.pdf)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, refrigerators/freezers need labeling | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no refrigerators/freezers | | | | | | | | | | | |
| 6) | | Does the lab avoid storing flammable chemicals in a "Not Approved" appliance? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, flammable chemicals are sometimes stored in a “Not Approved” appliance | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no standard refrigerators/freezers | | | | | | | | | | | |
| 7) | | Is there ALWAYS less than 10 gallons of flammable liquids stored at once, outside of an approved flammable storage cabinet? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, sometimes there is more than 10 gallons of flammable liquids stored outside of an approved flammable storage cabinet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8) | | Are there 18 inches of clear space between the ceiling and any item in lab for proper sprinkler function? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, there are areas where there are less than 18 inches of space between the ceiling and other items | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9) | | Is all wiring in the lab in good condition (e.g. no damaged cords)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, some wiring needs to be fixed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10) | | Are extension cords used on equipment for less than 30 days? (This is only regarding extension cords, NOT power strips.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, some extension cords are used longer | | | | | | | | | | | | | | | | | | | | | | | | | | | N/A, there are no extension cords in use | | | | | | | | | | | |
| 11) | | Is there a written evacuation plan available that outlines the appropriate employee evacuation routes? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12) | | Do all workers know where the outside assembly point is located? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | | | | | | | | No, some lab members are not aware/safety coordinator is unsure about the location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments – Fire Safety | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Animals** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1) | | Do lab members work with animals? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | No ***(you are finished with this checklist)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1a) | | Please list all kinds of animals used in lab: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2) | | Are anesthetic gases used? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | No ***(skip to question 3)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2a) | | Please list all anesthetic gases used: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2b) | | Select the method of controlling anesthetic gas 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: | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3) | | Does the lab create or work with agents that will be used in animals at either Duke or another location? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | No ***(you are finished with this checklist)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3a) | | Does the P.I. have a Duke-approved protocol for these agents? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comments – Animals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |