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| Biological Safety/Waste Storage Requirements | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Bio-Waste containers consist of either a cardboard box lined with a red trash bag labeled with words "Infectious Waste" or a red poly-drum labeled with the words "Infectious Waste". |  |  |  |  |
| 2. | All needles, syringes or other sharp biohazards placed into puncture-resistant sharps disposal box prior to placement in Biohazardous waste container. |  |  |  |  |
| 3. | All waste containers are kept closed except when adding or removing waste. |  |  |  |  |
| 4. | Bio-Wastes are disposed through approved disposal contractor, as needed. |  |  |  |  |
| 5. | Cleanup materials are placed into bio-waste containers for proper disposal. |  |  |  |  |
| 6. | Personnel are familiar with spill clean-up procedures. |  |  |  |  |
| 7. | Is a blood-borne pathogens plan required? If so, in place? Have employees been trained? |  |  |  |  |
| 8. | Is recombinant-DNA technology being used? Approved? |  |  |  |  |
| 9. | Are appropriate spill kits and procedures available? |  |  |  |  |

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| Bulk Drum Storage Requirements | | **Y** | **N** | **OSC** | **N/A** |
| 1. | All bulk containers are properly labeled with the contents, CAS number, and hazard identification. |  |  |  |  |
| 2. | Volume Restrictions based on class of material not exceeded (i.e. Flammable Liquid, Oxidizer, etc.) (See NFPA 30 4-2.1, 4-4.4.2). |  |  |  |  |
| 3. | Secondary containment maintained for bulk storage of liquid materials (See NFPA 30 4-6.3.5). |  |  |  |  |
| 4. | Bonding and grounding wires are used where flammable liquids in excess of 5 gallons are dispensed or where flammable liquids are being transferred from one metal container to another. |  |  |  |  |

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| Chemical Waste | | **Y** | **N** | **OSC** | **N/A** |
| 1. | No more than 1 quart of any acutely hazardous waste, 55 gallons of hazardous waste and one container for each type waste at each location? |  |  |  |  |
| 2. | Are all containers under the 1 year storage limit and all filled containers under the 3 day storage limit? (Link for waste handling and pick-up: http://ehs.mst.edu/hazardouswaste/formsinstructions/index.html) |  |  |  |  |
| 3. | Are chemical waste tags marked with building and room location? Is waste stored near the point of generation in same room as the process? |  |  |  |  |
| 4. | Are chemical waste tags marked with legible accumulation start date (month/day/year)? |  |  |  |  |
| 5. | Are chemical waste tags marked with legible description of contents? |  |  |  |  |
| 6. | Are containers maintained in good condition? |  |  |  |  |
| 7. | Are containers compatible with waste they contain and chemical constituents in container compatible with one another? |  |  |  |  |
| 8. | Are containers kept closed except when wastes are added or removed? |  |  |  |  |
| 9. | Is secondary containment provided for glass or incompatibles? |  |  |  |  |
| 10. | Are chemical waste tags attached to each storage container and marked as chemical waste with name of person who generated the waste? |  |  |  |  |

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| Compressed Gas Cylinder Requirements | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are cylinders protected from external heat source in a dry, well ventilated location away from combustible material? |  |  |  |  |
| 2. | Are incompatible gases adequately separated? |  |  |  |  |
| 3. | Are cylinders stored away from main egress points? |  |  |  |  |
| 4. | Are cylinders valves closed and valve caps tightly secured when cylinders are not in use? |  |  |  |  |
| 5. | Are cylinders properly labeled and anchored? (Recommended 2 cylinders per pair of chains.) |  |  |  |  |

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| Emergency Preparedness | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are emergency numbers posted in the lab or shop? EHS template: https://itweb.mst.edu/auth-cgi-bin/cgiwrap/emerpost/EmPT/menu.pl |  |  |  |  |
| 2. | Is an Emergency Response Plan and Spill Control Plan posted in lab? |  |  |  |  |
| 3. | Is a fire extinguisher present/inspected/unobstructed? |  |  |  |  |
| 4. | Is a safety shower/eye wash/first aid kit available within 10 seconds and unobstructed? |  |  |  |  |
| 5. | Is a spill kit available and appropriate for the lab? |  |  |  |  |
| 6. | Are fire alarm and exits from the building posted and accessible? |  |  |  |  |

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| General Safety | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are aisles established and clear with no trip hazards? |  |  |  |  |
| 2. | Are floors dry, spills cleaned up? |  |  |  |  |
| 3. | Are bench tops cleaned and organized? |  |  |  |  |
| 4. | Is storage appropriate and kept to a minimum? (18” from sprinklers to material below – OSHA 1910.159(c)(10)) |  |  |  |  |
| 5. | Are moving machinery parts adequately shielded with a guard or housing? |  |  |  |  |
| 6. | Is use of extension cord kept to a minimum? |  |  |  |  |
| 7. | Are electrical cords not frayed and properly grounded? |  |  |  |  |
| 8. | Are used batteries collected for disposal with their terminals taped? |  |  |  |  |
| 9. | Are aerosol cans disposed of properly (empty - in regular trash; product - tagged as chemical waste) |  |  |  |  |
| 10. | Are electrical panels accessible? (3ft. clearance) |  |  |  |  |
| 11. | Are lab refrigerators labeled appropriately: No Food or Drink; Not Domestic; Flammable Storage; Explosion Proof? |  |  |  |  |
| 12. | Are additional items of concern in conformance? |  |  |  |  |

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| Hazardous Materials | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are chemicals stored by class/compatibility? |  |  |  |  |
| 2. | Are acids and bases stored in secondary containment? |  |  |  |  |
| 3. | All containers, including non hazardous materials such as H2O, labeled with the full chemical name (if room allows, or, if abbreviated, is key available in lab)? Chemicals bar-coded? |  |  |  |  |
| 4. | Are all containers closed unless actively adding or removing material? |  |  |  |  |
| 5. | Are all flammable liquids stored properly? |  |  |  |  |
| 6. | Are chemicals stored in the open kept to a minimum? |  |  |  |  |
| 7. | Are "Storing Chemical Waste Properly" posters up? |  |  |  |  |
| 8. | Are additional items of concern in compliance? |  |  |  |  |

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| Personal Protective Equipment | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Is appropriate PPE available in the laboratory? |  |  |  |  |
| 2. | Are employees wearing appropriate PPE when working in the lab? |  |  |  |  |
| 3. | Is proper clothing worn in the lab (no open toed shoes, shorts, floppy sleeves, etc.)? |  |  |  |  |
| 4. | Are fume hoods and bio-safety cabinets being properly maintained, tested or certified? |  |  |  |  |
| 5. | Are fume hoods and bio-safety cabinets not being used for storage? |  |  |  |  |

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| Pesticide/Herbicide Requirements | | **Y** | **N** | **OSC** | **N/A** |
| 1. | All Pesticides / Herbicides stored properly with original manufactures labels attached. |  |  |  |  |
| 2. | All Pesticides and Herbicides are stored and handled according to manufacturer recommendations. |  |  |  |  |
| 3. | Personnel are trained or familiar with proper application recommendations. |  |  |  |  |
| 4. | Proper protective equipment used according to manufacturer recommendations. |  |  |  |  |
| 5. | Proper licensing & certifications obtained as necessary. |  |  |  |  |

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| Radiological Safety | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are radiation safety inspections periodically performed? |  |  |  |  |

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| SPCC Plan Requirements | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are all tanks are in good condition and not leaking? |  |  |  |  |
| 2. | Are tanks properly labeled with contents? |  |  |  |  |
| 3. | Are no smoking signs clearly posted on tanks holding flammable liquids? |  |  |  |  |
| 4. | Are tank loading procedures posted on tank? |  |  |  |  |
| 5. | Is spill equipment available? |  |  |  |  |
| 6. | Are all spills contained and prevented from reaching drains or public waterways? (secondary containment) |  |  |  |  |
| 7. | Are all spill cleanup materials collected and disposed of properly? |  |  |  |  |
| 8. | Is the proper emergency response personnel notified during a spill event? |  |  |  |  |
| 9. | Are tanks inspected on a regular basis to insure no leaks or spills? |  |  |  |  |
| 10. | Is secondary containment inspected after rain events, and discharged if no visible oil sheen is present? |  |  |  |  |
| 11. | Are monthly tank inspection forms retained at Physical Facilities Dept.? |  |  |  |  |

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| Used Fluorescent Lamp Requirements | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are all Fluorescent lamps, new or used, stored in appropriate packaging to prevent breakage? |  |  |  |  |
| 2. | Are full cartons of used lamps sealed with packing tape, labeled with date, building name, and number of lamps in carton? |  |  |  |  |
| 3. | Are full cartons of used lamps transported to building T-32? |  |  |  |  |
| 4. | Is a lamp spill kit available consisting of a plastic bucket with lid, trash bags, small hand broom, dustpan, safety goggles and gloves? |  |  |  |  |
| 5. | Are all broken lamps transported to building T-32 and placed in broken lamp bin? |  |  |  |  |
| 6. | Is EHS notified when lamp breakage is too large for individual clean up? |  |  |  |  |

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| Used Oil Requirements | | **Y** | **N** | **OSC** | **N/A** |
| 1. | Are containers used for accumulating used oils clearly marked with the words "USED OIL" on a visible side? |  |  |  |  |
| 2. | Are only non-hazardous oils placed in containers? |  |  |  |  |
| 3. | Are used oil containers in good condition with tightly fitting lids, which remained closed? |  |  |  |  |
| 4. | Is secondary containment provided for large quantities of used oil (i.e. > 55 gal)? |  |  |  |  |
| 5. | Are routine visual inspections performed on used oil storage areas? |  |  |  |  |
| 6. | Are oil spill kits available near storage area? |  |  |  |  |
| 7. | Are all clean up materials contained and properly disposed? |  |  |  |  |
| 8. | Are small quantities of used oil tagged and pickup request forms filled out for pick up? |  |  |  |  |
| 9. | Does the waste contractor pick up large quantities of used oil on site? (Contact EHS to schedule pickup.) |  |  |  |  |