

PI Name:	Date:
Department:	School:
Room number(s):	

Documentation and Training	
EHSA	<input type="checkbox"/> Is the chemical inventory updated routinely in EHSA as you receive or dispose of chemicals?
	<input type="checkbox"/> Are gas cylinders and/or Dewars included in the chemical inventory?
	<input type="checkbox"/> Is your lab space in EHSA accurate? Email <a href="mailto:labsafety@usc.edu">labsafety@usc.edu</a> if updates need to be made.
	<input type="checkbox"/> Are your lab personnel correct in EHSA? Update using the Worker Management icon in EHSA, if necessary.
Training	<input type="checkbox"/> Have all lab personnel (including short term undergraduates) completed the initial <a href="#">GLS training</a> with EH&S?
	<input type="checkbox"/> Have all lab personnel completed <a href="#">Annual Refresher Training</a> with your lab in the last calendar year?
LHAT	<input type="checkbox"/> Has the <a href="#">Lab Hazard Assessment Tool (LHAT)</a> been completed/reviewed within the last calendar year?
	<input type="checkbox"/> Do you decant materials from large stock bottles into smaller ones for active lab work? EH&S encourages this practice whenever practical, to avoid unnecessary handling of big bottles, and to better preserve chemical purity.
SDS	<input type="checkbox"/> Ensure Safety Data Sheets (SDS) are available for all hazardous materials present in the workplace. Provide physical copies of the SDS or a link to a <a href="#">SDS database</a> on a lab computer/shared drive.
	<input type="checkbox"/> Per the CHP, print out and have available in the lab SDSs for high acute health hazardous chemicals (e.g., phenol, HF, and cyanides).
SOP	<input type="checkbox"/> Read, review and edit the <a href="#">USC EH&amp;S SOP templates</a> for general hazard classes applicable to your research and current chemical inventory. Please note that all SOPs must be reviewed on an annual basis by lab personnel. Documentation of review is required.
Placards	<input type="checkbox"/> <b>Door Sign:</b> Have you generated your door sign(s) in EHSA? For the full step by step process for door sign generation you may follow the <a href="#">EHSA SOP – Create Placards for Lab Locations</a>
	<input type="checkbox"/> <b>Common Area Door Sign:</b> Do you need a common area door sign for common areas you may use (e.g. cold rooms)?
	<input type="checkbox"/> <a href="#">1-2-3 Serious Injury Reporting Flyer</a> : Post this prominently in the lab and review information with all lab personnel.
	<input type="checkbox"/> <a href="#">Chemical Spill Notification Guide</a> : Post this prominently in the lab and review information with all lab personnel.

Personal Protective Equipment	
Standard	<input type="checkbox"/> Are your lab personnel aware of the <a href="#">USC PPE Standards</a> ?
Coat	<input type="checkbox"/> Do your personnel have <a href="#">appropriate lab coats</a> for the hazards that are present?
Eye	<input type="checkbox"/> Do your personnel have <a href="#">appropriate eye protection</a> for the hazards that are present?
	<input type="checkbox"/> Are <a href="#">goggles and/or face shields</a> required for the hazards that are present, and if so, are they available in the lab?
Glove	<input type="checkbox"/> Ensure lab personnel are not touching any door handles with gloves. Please post the <a href="#">Wait! Don't Contaminate! Flyer</a> at all lab exit doors.
	<input type="checkbox"/> Disposable gloves should be discarded immediately following use. Re-use is not permitted.
Respirator	<input type="checkbox"/> Do you have and/or use respirators in your lab? Please refer to the <a href="#">Respiratory Protection Program Fact Sheet</a> to enroll in the EH&S program, if necessary. Usage and/or storage of respirators is not permitted unless enrolled in the EH&S program.

## Safety Equipment

First Aid	<input type="checkbox"/>	Do you have an ANSI/ISEA Z308.1-2015 standard first aid kit?
	<input type="checkbox"/>	Do you use or store phenol solutions? Please review the <a href="#">Phenol Safety Fact Sheet</a> for information about appropriate first aid supplies.
	<input type="checkbox"/>	Do you use or store HF? Please review the <a href="#">Hydrogen Fluoride Safety Fact Sheet</a> for information about appropriate first aid supplies.
Spill Kit	<input type="checkbox"/>	Do you have an appropriate chemical spill kit on all floors where you have labs? Please see the <a href="#">Chemical Spill Kit Guide Sheet</a> for detailed information about appropriate spill kit materials.
Fume Hood	<input type="checkbox"/>	Is the air flow obstructed by excessive storage, overcrowding or large equipment?
	<input type="checkbox"/>	Are you properly working with all toxic, sensitizing, corrosive and volatile chemicals that pose an inhalation hazard in the fume hood? Are you using volatile flammable materials in a fume hood to avoid creating a flammable or explosive atmosphere?
BSC	<input type="checkbox"/>	Has your BSC been certified in the last calendar year? Contact an <a href="#">approved vendor</a> to recertify, if necessary.
	<input type="checkbox"/>	Is the airflow obstructed by excessive storage, overcrowding or large equipment?

## Room/Environment

Food/Drink	<input type="checkbox"/>	DO NOT eat, drink, smoke, chew gum, or apply cosmetics in laboratories where chemical, biological, or radioactive materials are present. See the <a href="#">Food and Drink in Laboratories Guide Sheet for more detailed information</a> .
	<input type="checkbox"/>	Please appropriately label all household items and cosmetics used in the lab for research purposes: <b>For Lab or Research Use Only</b> .
Access	<input type="checkbox"/>	Ensure all passageways, entrances, and exits are free of obstruction.
	<input type="checkbox"/>	Ensure all emergency equipment—safety showers, eye wash stations, fire extinguishers, evacuation plans—are free of obstruction.
Fridge/Freezer	<input type="checkbox"/>	Is your fridge/freezer excessively iced?
	<input type="checkbox"/>	Is there potential mold growth of any kind (e.g. due to cardboard boxes in fridge)?
	<input type="checkbox"/>	Are all glass containers in your freezer in appropriate secondary containers?
	<input type="checkbox"/>	Is your fridge/freezer appropriately labeled with definitive ownership in common areas?
Seismic Safety	<input type="checkbox"/>	Are any large and/or heavy items stored above eye level?
	<input type="checkbox"/>	Are the large and/or heavy items above eye level restrained by a lip that is at least 1.5" tall?
	<input type="checkbox"/>	Are all furnishings more than 48" tall secured?
	<input type="checkbox"/>	Have you discussed appropriate earthquake response and escape routes with lab personnel? Refer to the Chemical Hygiene Plan for an <a href="#">Earthquake Preparedness Guide</a> .
General	<input type="checkbox"/>	Ensure space is free of dirt/contamination, clutter and excessive storage.
	<input type="checkbox"/>	Do you have soap and paper towels in each of your lab spaces?

## Hazardous Materials Storage

Corrosives	<input type="checkbox"/>	Are all corrosive materials stored below eye level?
	<input type="checkbox"/>	Are all concentrated liquid corrosives in appropriate secondary containers?
	<input type="checkbox"/>	Are your acids and bases appropriately segregated?
	<input type="checkbox"/>	Have you unpacked acids from their metal tins prior to storage?
PHS <sup>1</sup>	<input type="checkbox"/>	Are your PHS placed in appropriately <a href="#">labeled</a> secondary containers?
	<input type="checkbox"/>	Chemicals regulated as PHS are identified by <a href="#">Proposition 65</a> , the <a href="#">International Agency for Research on Cancer (IARC)</a> , and GHS classification in SDSs for highly acutely toxic substances. Additional information about PHS may be found in the <a href="#">Chemical Hygiene Plan</a> .
Flammables	<input type="checkbox"/>	Per the <a href="#">Chemical Hygiene Plan</a> , “the maximum storage amount allowed outside a flammable storage cabinet, safety can or approved fridge/freezer is ten (10) gallons of combined flammables, with no individual container being larger than one (1) gallon.”
	<input type="checkbox"/>	Are absorbent flammable materials (e.g. cardboard boxes) absent from all flammable cabinets?
PF <sup>2</sup>	<input type="checkbox"/>	Do you use or store <a href="#">peroxide formers</a> in the lab?
	<input type="checkbox"/>	Are the peroxide formers appropriately dated upon receiving and opening?
CGC <sup>3</sup>	<input type="checkbox"/>	Are your <a href="#">gas cylinders (including LN<sub>2</sub> tanks)</a> <a href="#">appropriately stored</a> ?
Labeling	<input type="checkbox"/>	Are all bottles, vials, tubes, etc. labeled legibly?
	<input type="checkbox"/>	Are all <a href="#">chemical</a> and <a href="#">biological</a> abbreviations and chemical formulas defined and posted?
Sharps	<input type="checkbox"/>	Are there any unattended or exposed sharps in your lab?
	<input type="checkbox"/>	Are you recapping needles? This behavior is not permitted at USC unless approved by EH&S Research Safety using an official EH&S SOP detailing the specific purpose and appropriate practices.

<sup>1</sup> Particularly Hazardous Substances e.g., acute toxicants, reproductive toxicants, and carcinogens

<sup>2</sup> Peroxide Formers

<sup>3</sup> Compressed Gas Cylinders and Cryogenics

## Chemical Hazardous Waste

General	<input type="checkbox"/>	Are all chemical waste containers affixed with appropriate <a href="#">hazardous waste labels</a> ?
	<input type="checkbox"/>	Are hazardous waste labels filled out completely?
	<input type="checkbox"/>	Are all liquid chemical waste containers in appropriate secondary containers?
	<input type="checkbox"/>	Are all waste containers closed when not in use?
	<input type="checkbox"/>	Ensure waste containers are not overfilled (>80%).
Disposal	<input type="checkbox"/>	Are all liquid and solid chemical waste being appropriately classified and disposed of? For the full step by step waste submission process you may follow the <a href="#">Hazardous Waste Pick-Up SOP</a> .
	<input type="checkbox"/>	Are there any chemical waste containers in the lab older than 9 months? In order for USC to comply with State regulations, chemical waste containers must be picked up from labs within 9 months of the accumulation start date. For the full step by step waste submission process you may follow the <a href="#">Hazardous Waste Pick-Up SOP</a> .
SBG <sup>4</sup>	<input type="checkbox"/>	Are all <a href="#">sharps and broken glass</a> being appropriately disposed of?

<sup>4</sup> Sharps and Broken Glass