

MSU Laboratory Pre-inspection Checklist

The following checklist is intended to be a **short template** for a pre-inspection. A full inspection will be conducted by EHS. To access the inspection checklist with all of the inspection criteria, please visit our web page at:

http://www.ehs.msu.edu/chemical/programs_guidelines/chem_hygiene/chem_hygiene_plan/inspection_criteria.pdf

PI: _____

Person inspecting: _____

Room: _____

Date: _____

Documentation:

- Emergency contact information current for door sign**
 - To update information follow these directions: Log on to www.ehs.msu.edu, On the left, select Chemical Safety, then forms and posters, select "label request" and fill out items 1-3 and submit the form.
- Eyewash station is unobstructed, tested once a week, and documented.
 - Radius of 6" around eyewash clear, test eyewash then initial and date eyewash test log.
- Have other documents available (Standard operating procedures, Right to Know bulletin, MSDS, and Chemical Hygiene Plan).

Safety Equipment:

- Spill Kit and Personal Protective Equipment available and be able to discuss usage (Safety glasses, goggles, lab coats, gloves, etc.).

Chemical Storage

- All chemical containers have complete chemical name & hazard warning label**
 - A key may be used to define abbreviations if posted in the laboratory.
- Chemical containers are stored in appropriate designated areas
 - All flammables greater than one liter must be stored in a flammable storage cabinet.
 - Corrosives and injurious chemicals should be stored below the eye level of the shortest employee.

Complete the Laboratory Pre-inspection form for each laboratory, keep it for your records and the inspection, if asked. Use the Inspection Criteria for guidance. If you need additional assistance please contact us at 355-0153.