

***Hazardous Materials Management***

New Mexico Tech

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***New Mexico Tech Laboratory Inspection Form***

**Building Name / Bldg. Number: Inspection Date:**

**Room Number: Inspector Name(s):**

**Department: Primary Contact / PI:**

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| **Violation Description** | Score |
| **1. ACCESS DOOR POSTINGS & OTHER SAFETY POSTINGS / SIGNS** |  |
| **a. Primary & secondary contact information (names & phone #'s) are posted on access door** |  |
| **b. General hazard warnings & entry restrictions are posted on access door** |  |
| **c. Posting(s) delineating areas where food / drink is not allowed (chemical use & chemical storage) are visible areas) and where food / drink is allowed** |  |
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| **2. REQUIRED SAFETY EQUIPMENT** |  |
| **a. Fire extinguisher is available within 75 feet** |  |
| **b. Fire extinguisher is not obstructed** |  |
| **c. Fire extinguisher is not sitting on floor and is properly mounted** |  |
| **d. Fire extinguisher has been inspected within the last year** |  |
| **e. Fire extinguisher seal is not broken and extinguisher is fully charged** |  |
| **f. Fire extinguisher is appropriate for type of fire hazards present** |  |
| **g. Safety shower is available within 10 seconds travel time** |  |
| **h. Safety shower is not obstructed** |  |
| **i. Safety shower has been inspected within the last year** |  |
| **j. Eyewash is available within 10 seconds travel time** |  |
| **k. Eyewash is not obstructed** |  |
| **l. Eyewash has been inspected within the last year** |  |
| **m. Exit signs / Emergency lighting is adequate** |  |
| **n. Appropriate chemical spill kits are available** |  |
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| **3. PERSONAL PROTECTIVE EQUIPMENT** |  |
| **a. Appropriate PPE (eyewear, gloves, lab coat, apron, etc.) is readily available** |  |
| **b. Appropriate PPE is worn when required and or as posted** |  |
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| **4. GENERAL HAZARDS** |  |
| **a. Area walkways or doorways are not obstructed** |  |
| **b. Excess clutter is not present in the area** |  |
| **c. No evidence of eating / drinking or food / drink stored in an area where hazardous chemicals are used or** **stored** |  |
| **d. Area access is secure** |  |
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| **5. SAFETY PROCEDURES** |  |
| **a. Lab-specific emergency procedures are available** |  |
| **b. Written chemical spill procedures are available** |  |
| **c. Written standard operating procedures (SOPs) for high hazard materials / processes are available** |  |
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| **6. CHEMICAL INVENTORY / CHEMICAL SAFETY DATA SHEETS** |  |
| **a. Printed copy of room chemical inventory is available** |  |
| **b. Room chemical inventory is accurate** |  |
| **c. Chemical Safety Data Sheets (SDS) are readily available for all chemicals**  |  |
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| **7. ELECTRICAL HAZARDS** |  |
| **a. Electrical cords do not pose a tripping hazard** |  |
| **b. Powerstrip (with surge protection) used for high power equipment** |  |
| **c. Electrical cords are not frayed or damaged** |  |
| **d. 3-pronged plug is not altered (i.e. ground prong is cut off)** |  |
| **e. Electrical outlet that is installed near a sink or water source is a GFCI outlet** |  |
| **f. Electrical panel or connected and unobstructed** |  |
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| **8. Compressed Gas Cylinders**  |  |
| **a. Gas Cylinder is properly secured (individual chain or cable is recommended)** |  |
| **b. Empty gas cylinders are labeled as “Empty”**  |  |
| **c. Gas Cylinder caps are on cylinders that are not in use (Regulator is not attached while being stored)**  |  |
| **d. Proper tape is used on gas cylinder compression fittings (No Teflon)**  |  |
| **e. Gas cylinder is labeled with contents**  |  |
| **f. Room ventilation is adequate where gas cylinders are being used** |  |
| **g. Plumbing downstream of the gas cylinder regulator is rated to withstand max delivery pressure of the regulator**  |  |
| **h. Toxic or corrosive gas cylinders are in a mechanically vented closure or have a bonnet vent regulator**  |  |
| **i. Room containing toxic or corrosive gas cylinders has an appropriate gas detection system**  |  |
| **j. There is at least 20 feet of separation between oxidizing gas cylinders and flammable gas cylinders.**  |  |
| **k. There can be no more than 3 flammable and/or oxygen gas cylinders stored in a room** |  |
| **l. There is at least 20 feet of separation between a hydrogen gas cylinder and flammable materials or oxidizers** |  |
| **m. There is at least 50 feet of separation between a hydrogen gas cylinder and flammable gas cylinders, air intakes or air compressors** |  |
| **n. “HYDROGEN-FLAMMABLE GAS- NO SMOKING/NO OPEN FLAMES” warning placard is posted near the hydrogen gas cylinder**  |  |
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| **9.) Chemical Storage/ Chemical Container Labeling**  |  |
| **a. There are no unlabeled chemical container(s) (Chemicals that are not in use/ process)** |  |
| **b. Chemical containers are properly labeled**  |  |
| **c. Incompatible chemicals are physically segregated in storage**  |  |
| **d. Storage trays or secondary containers are compatible with the chemical**  |  |
| **e. Class chemical containers (>500 mL) are stored below eye level**  |  |
| **f. Chemical containers are not stacked on top of one another**  |  |
| **g. Chemical containers on the floor or near a drain are in secondary containment or surrounded by absorbent**  |  |
| **h. Flammable liquid storage is appropriate for the class/ or quantity**  |  |
| **i. High hazard chemicals are in marked storage**  |  |
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| **10.) CHEMICAL/ HAZARDOUS WASTE** |  |
|  **a. All chemical waste container(s) are labeled**  |  |
| **b. Chemical waster container label is complete and accurate (i.e. container contents/chemical composition and appropriate concentration of waste is on the label)** |  |
| **c. Label is physically attached to individual waste container**  |  |
| **d. Chemical waste container is properly closed**  |  |
| **e. Chemical waste is in a compatible container**  |  |
| **f. Liquid Chemical waste should be about 75% full** |  |
| **g. There is no evidence of chemical waste container leaking/ spills in waste storage area** |  |
| **h. Liquid chemical waste containers stored on the floor or near a drain are in secondary containment or surround by absorbent** |  |
| **i. Incompatible chemical wastes are physically segregated**  |  |
| **j. “Waste Accumulation Point” sign is posted at designated “Waste Accumulation Point”**  |  |
| **k. Contact information of “Waste Coordinator” is posted on “Waste Accumulation Point” sign (If waste is being generated in the area then that area must have a waste accumulation point)**  |  |
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| **11.) LAB REFRIGERATORS, FREEZERS AND MICROWAVE OVENS**  |  |
| **a. Lab refrigerator, freezer or microwave oven is not posted with a “No Food or Drink” sign** |  |
| **b. Food/drink found in a lab refrigerator, freezer or microwave oven** |  |
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| **12.) EXPLOSIVE/ HIGHLY REACTIVE MATERIALS**  |  |
| **a. Peroxide forming chemicals are marked with receipt date/ open date** |  |
| **b. Written SOP’s for handling highly reactive or explosive materials are available**  |  |
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| **13.) MECHANICAL EQUIPMENT HAZARDS** |  |
| **a. Guards or warnings posted on equipment with accessible belts, pulley drives or rotating parts**  |  |
| **b. Warnings posted on unattended operating mechanical equipment**  |  |
| **c. Equipment stop switch is easily accessible to the operator**  |  |
| **d. Mechanical equipment is properly secured to the floor (i.e. bolted to the floor)**  |  |
| **e. Equipment electrical disconnects are unobstructed**  |  |
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| **14.) CHEMICAL FUME HOODS & BIOSAFETY CABINETS**  |  |
| **a. Non-functioning fume hoods are posted as “Out of Service”**  |  |
| **b. Hazardous materials or processes that require ventilation are being handled/ performed in a functioning fume hood**  |  |
| **c. Air flow indicator (manometer, digital gauge, tissue paper, etc.) is present on fume hood**  |  |
| **d. Sash is closed when fume hood is unattended**  |  |
| **e. Chemicals are not permanently stored in fume hood** |  |
| **f. Large equipment inside a fume hood elevated at least 2 inches.**  |  |
| **g. Materials inside a fume hood are no more than 6 inches from the sash opening**  |  |
| **h. Airflow through the fume hood baffles (baffle exhaust slot is unobstructed)**  |  |
| **i. Non-functioning biosafety cabinet is posted as “Out of Service”**  |  |
| **j. Biological materials or processes that require a functioning bio-safety cabinet are being handled/performed in one that is functioning.**  |  |
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