

Purpose: The laboratory audit program enhances student learning by providing an efficient, effective, and safe environment for students, faculty, and staff for individual and group experimental activities.

Responsibilities: Safety is a collective responsibility of all students, faculty, and staff. The Chair of the School of Science and Technology (SST) Laboratory Resources and Safety Committee (LRSC) is responsible for implementing the audit program. The Chair will direct LRSC members to take follow up action as required.

Frequency: Each laboratory, preparatory facility, and science storage room will be audited once per semester (Spring, Summer, Fall).

AUDIT						
Date		Rm No		Staff(s)		Auditor
Time		Description		Faculty(s)		Auditor

A. ADMINISTRATION							
G	A	R	NA	#	Topic	Findings	Follow Up Action
				1	Chemical Hygiene Plan		
				2	Chemical, Biological, or Physics Lab Manual		
				3	A Bldg Emergency Plan Summary		
				4	Signage		
					a. doors (lab type, rules, attire, hazard legend & list, schedule)		
					b. eye wash		
					c. shower		
					d. first aid		
					e. satellite accumulation		
					f. cabinets and drawers		
					g. Right-to-Know signs (RTK)		
					h. emergency gas shut-off		
					i. door exits		
				5	MSDSs available		
				6	Student Safety Agreement		
				7	Chemical inventory		
				8	Biological inventory		
				9	Other		

B. HOUSEKEEPING

G	A	R	NA	#	Topic	Findings	Follow Up Action
				1	Orderly and neat appearance		
				2	Floors		
				3	Aisles		
				4	Walls		
				5	Ceilings		
				6	Lights		
				7	Heating and air conditioning status		
				8	Electrical panel		
				9	Electrical receptacles		
				10	Hand soap, anti-bio soap, and paper towels		
				11	Work surfaces clean and free of debris		
				12	Sink faucets		
				13	Sink drains		
				14	Materials stored in cabinets/containers		
				15	No overstocking of materials		
				16	Trash containment and removal		
				17	Cabinets and storage areas		
				18	Other		
				19	Other		

C. SAFETY

G	A	R	NA	#	Topic	Findings	Follow Up Action
				1	Eyewash, monthly inspection/test		
				2	Shower, annual inspection/test		
				3	Fire Extinguisher, annual inspection		
				4	Goggles available		
				5	Gloves available		
				6	Lab coats & aprons available		
				7	First Aid Kit		
				8	Spill Kit		
				9	Gas cylinders secured		
				10	Hoods operational including alarms		
				11	Containment basins in use		
				12	No evidence of food or drink		
				13	Original chemical/biological containers labeled w/date opened & faculty/staff name		

				14	Non-original chemical/biological containers labeled w/contents, date, & faculty/staff name		
				15	Chemical/biological storage areas/containers		
					a. flammable area		
					b. corrosive area		
					c. reactive area		
					d. toxic area		
					e. shelves/cabinets appropriately secured		
					f. solids and liquids segregated		
					g. evidence of rogue chemical/biologic rxns		
					h. orphaned chemical/biologic agents		
				19	Other		

D. DISPOSAL

G	A	R	NA	#	Topic	Findings	Follow Up Action
				1	Chemical satellite accumulation area		
					a. labels		
					b. containers closed with catchment basins		
					c. ID contents, quantity, date		
				2	Chemical bulk waste storage area		
					a. labels		
					b. containers closed with catchment basins		
					c. ID contents, quantity, date		
				3	Biological satellite accumulation area		
					a. labels		
					b. containers closed with catchment basins		
					c. ID contents, quantity, date		
				4	Biological bulk waste storage area		
					a. labels		
					b. containers closed with catchment basins		
					c. ID contents, quantity, date		
				5	Sharps box		
				6	Broken glass box		
				7	Electronic materials for recycling		
				8	Batteries		
				9	Other		

E. COMPUTERS, EQUIPMENT & INSTRUMENTATION

G	A	R	NA	#	Topic	Findings	Follow Up Action
				1	Computers and printers		
				2	Ovens		
				3	Refrigerators & freezers		
				4	Centrifuges		
				5	Hot plates		
				6	Thermometers		
				7	Autoclaves		
				8	Other		
				9	Other		
				10	Other		
				11	Other		
				12	Other		
				13	Other		
				14	Other		
				15	Other		
				16	Other		
				17	Other		

F. ADDITIONAL NOTES

G	A	R	NA	#	Topic	Findings	Follow Up Action