

EH&S Laboratory Inspection Preparation Guidelines

Follow the guideline below to prepare your area of responsibility for the EH&S annual inspection.

Posted Information

- [Lab Door Posting](#) posted on exterior of each lab door identifying lab personnel to contact in the event of an emergency. Update at least annually.
- Emergency phone numbers posted by lab telephone, see [Chemical Hygiene Plan \(CHP\), page 2](#).

Required Documentation: the following documents should be available at the time of EH&S annual inspection

- A current copy of the [ECU Chemical Hygiene Plan](#).
- Record of current CHP training of all authorized lab users. A complete list of individuals who have completed training is available on the EH&S web site under [Lab Safety](#).
- Record of [Lab Specific Training Documentation Form](#) for each authorized lab user.
- Records of weekly, one per semester and annual [self-inspections](#). Forms are located on lab safety website and should be maintained in the lab for 1 year and available during annual inspections and for external inspectors.
- Each lab must complete a [chemical inventory](#) using the chemical inventory format located on the EH&S web site and forward that inventory to safety@ecu.edu each year.
- [Safety Data Sheets \(SDS\)](#) for each material listed on the chemical inventory.
- Lab safety plans that coincide with all lab protocols and chemicals. Here is a [Lab Safety Plan Library](#). Email copies of each original lab safety plan to safety@ecu.edu.

Equipment

- Label all refrigerators and microwaves with "NO FOOD OR DRINK." Label ice machine and any food products "Not for human Consumption".
- Freezer defrosted if necessary.

Fume Hood

- Hood has been certified within the last 12 months.
- Hood is clean (no spills), sash height is at the correct height (sticker) and access is not blocked.
- Do not use fume hoods for storage.

PPE

- Lab users (including students) wear long pants, closed-toed/closed-heeled shoes. Arms are covered as well, no shorts. Lab coats, compatible gloves (no latex), safety glasses/goggles are available.

Eyewash Station and safety Shower

- Access to eyewash and safety shower is not blocked. Eyewash station is working, caps are in place.

Electrical Safety

- Equipment is plugged into wall outlets (no daisy-chaining). No cords across floor or through ceiling.
- Cords show no sign of fraying.

Compressed Gases

- Compressed gas cylinders are secured with 2 sets of chains (or a combination of chains/stands) attached with eyebolts at 1/3 top and 1/3 bottom of the cylinder to a fixed surface. Segregate incompatible classes.
- Cap cylinders when not in use.
- Label cylinders with status and content.

Chemical Storage

- Dispose of old/expired chemicals through EH&S.
- Store chemicals in secure areas, preferably closed cabinet (open shelves must have a ¼ in lip). All containers must have a secure screw top cap. Single stack chemical containers. Store chemicals in the upright position.
- Ensure storage areas and chemical containers are clean (free of rust, leaks...).
- Store chemicals according to compatibility. Here is a chart of [incompatible chemicals](#).
- Limit amount of flammable liquids stored outside a flammable storage cabinet to 10 gallons. 25 gallons allowed if in safety cans.
- Carcinogens, highly toxic and reproductive toxins are stored and used in a designated and labeled area. No open bench use. Ensure lab safety plan is available.

Chemical labeling

- Ensure integrity of the manufacturer label and replace damaged labels. Label all secondary containers with chemical name (no formulas or abbreviations) and hazard identity, including non-hazardous substances, the name of the responsible party and date of preparation. Include expiration date if applicable.
- Label vacuum flasks as “Used” with contents. Do not label as “waste”.

Housekeeping

- Maintain clear work surfaces, aisles and egress. No spills on counters or floors. No tripping hazards.
- Organize and store supplies away from chemicals. Store heavy supplies on lower shelves and more than 18” from sprinklers if on higher shelves.

Sharps

- Do not store sharps or blades on benches or loose in drawers.
- Clearly label sharp disposal containers. Do not recap needles.
- Use sturdy cardboard box to dispose of broken glass. Label clearly.

Chemical Waste Management

- Use secondary containment to store waste containers and label storage site "Satellite Accumulation Area".
- Use EH&S hazardous waste tag and include accumulation start date, contents (with %), hazard class and generator's signature.
- Keep containers closed at all time when not adding waste.
- Request waste pick-up through EH&S when container is $\frac{3}{4}$ full and/or before 1 year past accumulation start date.

Building Condition

- Ensure no ceiling or floor tiles are loose, damaged or missing.
- Ensure there are no unsealed holes through floor, ceilings, or walls.

Additional Guidance

- Safety should be incorporated into employee work plans and student grade structures and enforced as any other key responsibility/dimension.
- All laboratory doors must be kept locked when not occupied by lab staff. Measures must be taken to secure hazardous material and recognize/respond to security threats.