Laboratory Management Checklist

This checklist is intended to assist with laboratory management. Please note there may be additional requirements for your specific laboratory.

☐ Chemical Hygiene Plan (CHP) created/ reviewed / updated annually
☐ CHP reviewed by all lab personnel
☐ Emergency contacts are posted by the phone
☐ Laboratory doors have proper universal signage
☐ Mandatory training courses have been provided and documented for all lab personnel
☐ Lab personnel have registered in the Occupational Health Registry
☐ EHS Assist on-line hazardous chemical inventory has been reviewed and updated within the past year.
☐ Lab specific standard operating procedures (SOPs) are written and available in the CHP
☐ Material Safety Data Sheets are accessible to lab personnel
☐ Chemical and biological spill kits are available
☐ First aid kit is available and contents are not expired
☐ Appropriate personal protective equipment (PPE) is available for lab personnel
☐ Chemicals are stored appropriately
☐ Eyewashes are flushed and documented weekly
☐ Appropriate hazard warning labels or stickers are placed on equipment/containers
☐ Biosafety cabinet has been certified within the last year
☐ Walkways and safety equipment are clear of obstructions
☐ There is at least 18 inches clearance from the bottom of the sprinkler heads
☐ Food and beverages are not permitted in the lab or stored in lab refrigerators/freezers

When applicable:

☐ Institutional Biosafety Manual has been reviewed by all lab personnel
☐ Exposure Control Plan is available, updated annually and reviewed by lab personnel
☐ Animal protocols have been approved by IACUC
☐ All radiation safety requirements have been met to store or use radioactive materials
☐ Protocols involving biohazards including human source material to the Institutional Biosafety Committee
☐ Reviewed controlled substance policy
☐ Registered Class 3B or 4 lasers with EHS