



Environmental Health & Safety

New Mexico State University
 MSC 3578
 P.O. Box 30001
 Las Cruces, NM 88003-8001
 Tel: (575) 646-3327 Fax: (575) 646-7898

Lab Safety Inspection Form

Building Name / Bldg. Number:	Inspection Date:
Room Number:	Inspector Name(s):
Department:	Primary Contact / PI:

Violation Description		Severity Score
1. ACCESS DOOR POSTINGS & OTHER SAFETY POSTINGS / SIGNS		
a. Primary & secondary contact information (names & phone #'s) is not posted on access door		1
b. General hazard warnings & entry restrictions are not posted on access door		1
c. Emergency phone numbers are not posted near phones or on access door		1
d. No posting(s) delineating areas where food / drink is not allowed (chemical use & chemical storage areas) and where food / drink is allowed		1
2. REQUIRED SAFETY EQUIPMENT		
a. Fire extinguisher is not available within 75 feet		0
b. Fire extinguisher is obstructed		2
c. Fire extinguisher is sitting on floor or not properly mounted		0
d. Fire extinguisher has not been inspected within the last year		0
e. Fire extinguisher seal is broken or extinguisher is not fully charged		2
f. Fire extinguisher is not appropriate for type of fire hazards present		0
g. Safety shower is not available within 10 seconds travel time		0
h. Safety shower is obstructed		2
i. Safety shower has not been inspected by EH&S within the last year		0
j. Eyewash is not available within 10 seconds travel time		0
k. Eyewash is obstructed		2
l. Eyewash has not been inspected by EH&S within the last year		0
m. Exit signs / Emergency lighting is inadequate		0
n. Appropriate chemical spill kits are not available		2
3. PERSONAL PROTECTIVE EQUIPMENT		
a. Appropriate PPE (eyewear, gloves, lab coat, apron, etc.) is not readily available		5
b. Appropriate PPE is not worn when required or as posted		5
4. GENERAL HAZARDS		
a. Area walkways or doorways are obstructed		2

b. Excess clutter is present in the area		2
c. Evidence of eating / drinking or food / drink stored in an area where hazardous chemicals are used or stored		5
d. Area access is not secure		1
e. Restricted area is not negatively pressured relative to unrestricted areas (air flows from restricted area into unrestricted areas)		0
5. SAFETY PROCEDURES		
a. Lab-specific emergency procedures are not available		2
b. Written chemical spill procedures are not available		2
c. Written standard operating procedures (SOPs) for high hazard materials / processes are not available		2
6. CHEMICAL INVENTORY / CHEMICAL SAFETY DATA SHEETS		
a. Printed copy of room chemical inventory is not available		1
b. Room chemical inventory is not in or is not accurate in the EH&S web-based inventory database		2
c. Chemical Safety Data Sheets (SDS) are not readily available for all chemicals within 10 minutes		4
7. ELECTRICAL HAZARDS		
a. Electrical cord poses a tripping hazard		2
b. Extension cord being used as a permanent outlet (in use > 90 days)		2
c. Daisy chaining of extension cords and / or surge protectors		5
d. Powerstrip (with surge protection) used for high power equipment		3
e. Electrical cord runs through walls, floors, or ceiling		3
f. Frayed or damaged electrical cord		5
g. 3-pronged plug altered (i.e. ground prong is cut off)		5
h. Electrical outlet that is installed near a sink or water source is not a GFCI outlet		0
i. Electrical panel or disconnect is obstructed		2
8. COMPRESSED GAS CYLINDERS		
a. Gas cylinder not properly secured (individual chain or cable is recommended)		5
b. Empty gas cylinder not labeled "Empty"		1
c. Gas cylinder cap is not on a cylinder that is not in use or regulator is attached while cylinder is stored		3
d. Teflon tape used on gas cylinder compression fitting		1
e. Gas cylinder not labeled with contents		5
f. Room ventilation is inadequate where gas cylinders are used		0
g. Plumbing downstream of the gas cylinder regulator is not rated to withstand max delivery pressure of the regulator		2
h. Toxic or corrosive gas cylinder is not in a mechanically vented closure or does not have a bonnet vent regulator		5
i. Room containing toxic or corrosive gas cylinders does not have an appropriate gas detection system		5
j. Less than 20 feet of separation between oxidizing gas cylinders and flammable gas cylinders		2
k. More than 3 flammable and/or oxygen gas cylinders stored in a room		2
l. Less than 20 feet of separation between a hydrogen gas cylinder and flammable materials or oxidizers		2
m. Less than 25 feet of separation between a hydrogen gas cylinder and an open flame or ignition source		2
n. Less than 50 feet of separation between a hydrogen gas cylinder and flammable gas cylinders, air intakes or air compressors		2
o. "HYDROGEN - FLAMMABLE GAS - NO SMOKING / NO OPEN FLAMES" warning placard not posted near hydrogen gas cylinder		1

9. CHEMICAL STORAGE / CHEMICAL CONTAINER LABELING		
a. Unlabeled chemical container(s) [chemicals that are not in use / in process]		5
b. Chemical container(s) not properly labeled (i.e. labeled using chemical abbreviations, formulas or acronyms. Chemical hazard statement is missing)		3
c. Incompatible chemicals are not physically segregated in storage		5
d. Storage trays or secondary containers are incompatible with the chemical		1
e. Glass chemical containers (> 500 ml)are stored above eye level		1
f. Chemical containers on the floor or near a drain are not in secondary containment or not surrounded by absorbent		2
g. Chemical containers are stacked on top of each other		2
h. Flammable liquid storage is not appropriate for the class and / or quantity		5
i. High hazard chemicals are not in marked storage		2
10. CHEMICAL / HAZARDOUS WASTES		
a. Unlabeled chemical waste container(s)		5
b. Chemical waste container label is not complete or is inaccurate (i.e. container contents / chemical composition of waste is not the on label)		3
c. Chemical waste info / label is available but label is not physically attached to individual waste container		1
d. Chemical waste container is not properly closed		4
e. Chemical waste is not in a compatible container		3
f. Liquid chemical waste container is over 75% full		1
g. Chemical waste container leaking or evidence of spills / leakage in a waste storage area		2
h. Liquid chemical waste containers stored on the floor or near drains are not in secondary containment or not surrounded by absorbent		2
i. Incompatible chemical wastes are not physically segregated		5
j. "Waste Accumulation Point" sign is not posted at a designated "Waste Accumulation Point"		1
k. The designated "Waste Coordinator" contact information (name & phone number) is missing or inaccurate on a posted "Waste Accumulation Point" sign		1
l. Area "Waste Accumulation Point" is needed but not established (a "Waste Accumulation Point" must be established in the room where hazardous waste is generated)		1
m. No "Waste Coordinator" has been assigned to a designated "Waste Accumulation Point"		1
11. LAB REFRIGERATORS, FREEZERS & MICROWAVE OVENS		
a. Lab refrigerator, freezer, or microwave oven is not posted with a "No Food or Drink" sign		2
b. Food / drink found in a lab refrigerator, freezer, or microwave oven		5
12. EXPLOSIVE / HIGHLY REACTIVE MATERIALS		
a. Peroxide forming chemicals are not marked with receipt date, open date, and disposal / test date		5
b. Written SOPs for handling highly reactive or explosive materials are not available		2
13. MECHANICAL EQUIPMENT HAZARDS		
a. No guards or warnings posted on equipment with accessible belts, pulley drives or rotating parts		3
b. No warning posted on unattended operating mechanical equipment		2
c. Equipment stop switch is not easily accessible to the operator		2
d. Mechanical equipment is not properly secured (i.e. bolted to the floor)		2
e. Equipment electrical disconnects are obstructed		2

14. CHEMICAL FUME HOODS & BIOSAFETY CABINETS		
a. Non-functioning fume hood is not posted "Out of Service"		1
b. Hazardous materials or processes that require ventilation are being handled / performed in a non-functioning fume hood		5
c. Air flow indicator (manometer, digital gauge, tissue paper, etc.) is not present on fume hood		1
d. Sash is not closed when fume hood is unattended		1
e. Chemicals are permanently stored in a fume hood		1
f. Large equipment inside a fume hood is not elevated at least 2 inches		2
g. Materials inside a fume hood are closer than 6 inches from the sash opening		2
h. Airflow through the fume hood baffles or baffle exhaust slots is blocked		2
i. Fume hood airflow face velocity has not been verified by EH&S within the last year		0
j. Non-functioning biosafety cabinet is not posted "Out of Service"		1
k. Biological materials or processes that require a functioning biosafety cabinet are being handled / performed in a non-functioning biosafety cabinet		5
l. Biosafety cabinet has not been inspected within the last year		0
15. SAFETY TRAINING		
a. No training record of required EH&S Employee Safety / HAZCOM training and/or a lack of comprehension was displayed by one or more workers		5
b. No training record of required EH&S Lab Standard training (if applicable) and/or a lack of comprehension was displayed by one or more workers		5
c. No training record for required annual Lab Standard Refresher training (if applicable) by one or more workers		2
d. No training record for required EH&S Hazardous Waste Management training and/or a lack of comprehension was displayed by the designated Waste Coordinator		5
e. No training record for other applicable safety training (i.e. Radiation, Biosafety, Blood-borne Pathogen, Laser Safety) by one or more workers		5

Note: For zero (0) point violations, EH&S will either submit work orders to correct the violations or advise the responsible party on what actions need to be taken to correct the violations.