

Q #	Laboratory Safety Inspection Form Responses
1	The laboratory door must be closed and locked when no one is in the lab. Hazardous chemicals/biological material/radioactive material must be kept secured from unauthorized access.
2	Legs and feet must be covered when working in a lab. No shorts or sandals are permitted in a lab.
3	Depending on the specific hazard analysis for said lab (which is the responsibility of the Dept. Head or Principal Investigator), proper personal protective equipment must be used whenever there is a risk of exposure and when engineering controls are not a viable option.
4	The aisles must be clear for walking to the emergency eyewash and exit door in case of an emergency. The laboratory floor should not be used to store boxes and chemical containers.
5	Food and drink are strictly prohibited in laboratories, including desks in labs and areas where hazardous chemicals, biological materials and/or radioactive materials are stored and used.
6	All lab corridor doors should be posted with the name and 24 hour contact information for the responsible person (Principal Investigator) and a list of hazards found in the lab. A template is available on the EH&S web site <a href="http://www.stonybrook.edu/ehs/lab/labemerg.shtml">http://www.stonybrook.edu/ehs/lab/labemerg.shtml</a>
7	Post the University Police phone number and the lab emergency plan near the phone. A template is available on the EH&S web site <a href="http://www.stonybrook.edu/ehs/lab/labemerg.shtml">http://www.stonybrook.edu/ehs/lab/labemerg.shtml</a>
8	Do not block the emergency eyewash with lab equipment. Lab workers should be able to find the eyewash with their eyes closed.
9	Fume hoods are not to be used to store chemicals. They are designed to be used to protect lab workers handling hazardous materials. Storage and clutter will interfere with proper air flow.
10	Chemical containers must be identified with the product name and the appropriate hazard warning. Containers that come from the manufacturer (primary container) are labeled by the manufacturer. Any secondary container (rinse bottles, etc) that will not be under the control of the lab worker at all times must be labeled by the lab worker.
11	The total amount of flammable liquids (new, in use and waste) on bench tops and open shelves cannot exceed 25 gallons. If additional flammable liquids must be kept in the room, an approved flammable storage cabinet must be used.
12	Flammable chemicals can not be safely stored in domestic refrigerators. Flammable chemicals that need to be refrigerated must be stored in a laboratory safe refrigerator.
13	Cylinders must be transported, stored and used upright (with the valve up), and must be securely fastened to prevent them from falling or being knocked over. Suitable racks, straps, chains or stands are required to support cylinders.
14	Cylinder valves are to be protected with the protective cap when not in use (empty or full). "In Use" means that the cylinder and regulator are attached to another piece of equipment or the gas is in use during that work day.
15	Shelves and containers must be inspected weekly to confirm that no containers are leaking, bulging or have labels falling off and that the shelves are not rusted or have spilled materials on them.
16	Spill control equipment must be readily available to quickly respond to minor releases of the types of chemicals used and hazardous waste generated in your laboratory. It is the responsibility of each laboratory to purchase their own spill kits.
17	If, at any time, your laboratory does begin generating hazardous chemical waste, ensure that proper hazardous waste management procedures are followed. Visit our website at <a href="http://www.stonybrook.edu/ehs">http://www.stonybrook.edu/ehs</a> or call 632-6410 for further instruction.
18	Satellite Accumulation Area (SAA) must be under the control of the individual directly responsible for the process that generates the waste. SAA must be at or near each specific point of generation where wastes initially accumulate.

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19	Maximum capacity of containers stored at each SAA is 55 gallons of hazardous waste and/or one quart of acutely hazardous waste. When the amount of hazardous waste exceeds 55 gallons or the amount of acutely hazardous waste exceeds one quart, the excess waste shall be dated immediately and within 3 days, moved to the main storage area and come into compliance with all regulations pertaining to that area. To arrange for a hazardous waste pickup for waste that has exceeded its storage capacity, contact the EH&S Hazardous Waste Coordinator at 632-9677.
20	Containers must be in good condition (free of rust and/or structural damage).
21	Each container shall be marked with the words "Hazardous Waste".
22	Each container shall be marked with the full chemical names of all hazardous constituents (e.g., acetone, toluene); <u>do not use abbreviations or formulas.</u>
23	All hazardous waste storage containers must be kept closed unless adding or removing waste.
24	Secondary containment capable of containing 10% of the total volume of all waste containers being stored or 110% of the largest container must be used for all liquid hazardous waste containers stored at or near a drain. Contact the EH&S Hazardous Waste Coordinator at 632-9677 to request a proper secondary containment bin if needed.
25	Secondary containment must be in good condition (free of cracks, gaps and impervious to leaks). Secondary containment capable of containing 10% of the total volume of all waste containers being stored or 110% of the largest container must be used for all liquid hazardous waste containers stored at or near a drain. Contact the EH&S Hazardous Waste Coordinator at 632-9677 to request a proper secondary containment bin if needed.
26	If, at any time, your laboratory does begin generating regulated medical waste (RMW) or "sharps" waste, ensure that proper RMW management procedures are followed. Visit our website at <a href="http://www.stonybrook.edu/ehs">http://www.stonybrook.edu/ehs</a> or call 632-6410 for further instruction.
27	All sharps waste must be disposed of in a properly labeled, puncture-proof container that is kept closed when not in use.
28	All RMW must be disposed of by using a red RMW bag and stored within a properly labeled outer cardboard box or in another <b>approved</b> , alternative container (i.e. 55-gallon fiberboard drum).
29	All biological materials must be stored in a secure location to ensure that they are safe from inadvertent exposures and misuse by unauthorized users.
30	All labs using or storing infectious agents must post a biohazard sign that identifies the hazards and emergency contacts.
31	All personnel working at BSL2 or above must wear protective clothing (lab coats, gowns, or scrubs) when working with biohazardous materials.
32	All labs working with biological materials must disinfect benchtops daily and after any spills with a disinfectant effective for the biological agents in use.
33	Biological Safety Cabinets require annual certification to ensure that they will contain biohazardous materials and adequately protect lab personnel.
34	All rooms authorized for use with radioactive materials must have a "Caution Radioactive Materials" posted on the exterior door.
35	If, at any time, your laboratory does begin generating radioactive waste, contact the Manager of Radiation Safety at 632-9676 for further instruction.
36	If, at any time, your laboratory does begin generating mixed waste (e.g. scintillation fluid and any other mixture of radioactive and hazardous chemical waste), contact the Manager of Radiation Safety at 632-9676 for further instruction.
37	All containers used to dispose of radioactive waste must have a radioactive inventory log sheet and a "caution radioactive materials" sticker on the exterior of the container.

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38	All instruments used in the laboratory to detect and monitor radioactivity must be calibrated by Radiation Protective Services once per year.
39	All areas in the laboratory that are used for research with radioactive materials must be clearly delineated from nonradioactive material use areas.
40	The freezer, refrigerator, cabinet used to store vials of radioactive materials must be posted with "Caution Radioactive Materials" sticker.
41	Vials containing radioactive material within a freezer must be secured inside a "lock box" . RPS provides lock boxes, call 2-6410 to request one.