

Nitric Acid Inspection Preparedness Checklist

Review each item below and answer Yes or No for compliance. If you answer any of the items with No, please review the requirements and implement them as soon as possible. These items are directly from the Nitric Acid Security Plan (NASP), which can be found on our website at http://www.stonybrook.edu/ehs/lab/dhs_chem_sec.shtml

If you have any questions, please contact either Kim Gates (kim.gates@stonybrook.edu) or Walter Julias (walter.julias@stonybrook.edu).

Question	Yes	No	Requirements
Is access to nitric acid restricted by physical means (locked cabinet / storage area, containers kept locked except when in use, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	Nitric acid must be kept in a locked storage cabinet when not in use. Just locking the lab / store room door is not sufficient. Only documented authorized users may be allowed to have access to the cabinet, either in the form of a key or the combination to the lock.
Have all individuals, including the PI / Supervisor, completed ELS 024 – Nitric Acid Safety and Security training?	<input type="checkbox"/>	<input type="checkbox"/>	All persons having access must complete ELS 024, including the Principal Investigator or area Supervisor
Have all individuals having physical access to nitric acid been given <i>documented</i> area-specific training?	<input type="checkbox"/>	<input type="checkbox"/>	All direct reports must have area-specific training which must be documented. The Nitric Acid Security Plan has a template for documenting this training
Have all individuals having access to nitric acid been listed on the Authorized Users list for the area?	<input type="checkbox"/>	<input type="checkbox"/>	All authorized users must be documented. The NASP has a template for listing authorized users
Is all nitric acid use documented with a running inventory?	<input type="checkbox"/>	<input type="checkbox"/>	All use (gains/loss) needs to be documented. The NASP has a running inventory template for tracking gains/loss for each container
Has a Monthly Inventory Certification been documented each month to compare gains/loss of nitric acid?	<input type="checkbox"/>	<input type="checkbox"/>	Monthly Inventory Certifications are required to be completed every month
Has nitric acid inventory been reported to EH&S at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	Inventory must be reported to EH&S at least annually. You can either submit the Monthly inventory form, or the new Annual inventory form from the NASP
If there was any unaccounted loss of nitric acid, was that loss documented and reported to UPD / EH&S	<input type="checkbox"/>	<input type="checkbox"/>	All unaccounted for losses must be reported within two (2) hours to University Police and EH&S
Are all documents above available for viewing upon request?	<input type="checkbox"/>	<input type="checkbox"/>	All documentation related to nitric acid storage and use must be kept on file for a minimum of three (3) years, either from the date of generation, or the date the document was last updated, whichever is longer.