

# APHIS SAFETY INSPECTION CHECKLIST

## Laboratories

USDA-APHIS  
**INSTRUCTIONS:** Questions regarding specific standards may be directed to the Program Safety Manager, CDSHO or APHIS Safety Manager, at 4700 River Road, Unit 124, Riverdale, MD 20737-1228. Refer to the APHIS Safety and Health Manual for additional information.

NAME OF INSPECTOR	ADDRESS OF FACILITY INSPECTED	DATE OF INSPECTION

Complete all items ("X" one column). A "Not Applicable" (N/A) column is provided because all items and conditions may not apply to each area. Explain all "NO" responses in Section N - Corrective action

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	YES	NO	N/A		YES	NO	N/A
<b>A. Refrigerator &amp; Environmental Chambers:</b>				<b>D. Emergency Showers and Eye Wash Stations:</b>			
1. Are the proper types of refrigerators being used, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Are emergency showers and eye wash stations within 10 seconds or 100 feet of hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are refrigerators properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Are they within 10 feet of corrosives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is food prohibited in the laboratory refrigerators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Is the shower water flow rate 30 gpm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Can walk-in refrigerators be opened from inside, even when locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Is the eye wash flow rate 0.4 gpm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are fire alarms or warning devices installed inside walk-in environmental chambers and refrigerators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Are they tested every 7 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Autoclaves and Sterilizers:</b>				<b>E. Laboratory Hoods:</b>			
6. Are all safety valves and safety interlocks checked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Are containers and equipment at least 6 inches back from the face of the hood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the Door gasket in good condition and sealing properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Is the airflow not obstructed by the arrangement of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are temperature and pressure gauges legible and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Is the storage of chemicals or non-essential apparatus in the hood prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are drains clean and free flowing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Is the hood performance checked annually and/or anytime a malfunction is suspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are protective gloves available for handling hot items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Is the hood smoke tested annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are procedures for autoclaving liquids clearly posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. If the hood sash is required to be partially closed for proper operation, is the hood labeled and the appropriate sash closure point clearly indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are only authorized personnel allowed to use autoclaves and sterilizers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Are hood performance records maintained and accessible to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Compressed Gases:</b>				<b>F. Hazardous Chemical Storage:</b>			
13. Are cylinders fastened securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Are flammable chemicals stored in specialized storage rooms or cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are cylinders stored upright?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Is chemical compatibility considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are cylinders capped except when in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Is spark-proof electrical equipment provided in flammable storage rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are flammables stored away from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Are chemical storage rooms ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are cylinders legibly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Are provisions made to prevent excessive heat or freezing of stored chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are empty cylinders marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. Does an inventory system exist for receiving chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are gauges for oxygen regulators marked "use no oil"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Are records kept on the shelf life of chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Have compressed gas cylinders received a pressure test in the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Are chemical containers labeled properly and clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>F. Hazardous Chemical Storage: (continued)</b>	YES	NO	N/A
41. Do emergency cleanup procedures and equipment exist for chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Are adequate adsorptive materials and neutralizing agents available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Has the fire department been notified of any hazardous chemicals or pesticides stored at the location, if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Are aisles and emergency exit routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Hazardous Waste:</b>			
45. Are hazardous waste containers in good condition and free from leaks, spills, or damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Are the containers properly closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Are hazardous wastes compatible with containers being used for storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Are incompatible hazardous wastes separated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Are spill containment supplies available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Are employees trained in spill cleanup procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Are "Hazardous Waste Storage" signs posted (Flammable, NO SMOKING" etc. if necessary?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Are containers properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Are procedures written for disposal of waste materials, including hazardous chemicals, biological waste, and radioactive waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Are monthly records maintained of hazardous waste generation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Is the waste collected, stored and disposed of in accordance with applicable regulations (e.g., 40 CFR, Parts 261, 262 etc?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Are programs in place to minimize waste, when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. Personal Protective Equipment:</b>			
57. Is the appropriate personal protective equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Are employees trained in the handling, use, and care of the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Are respirators stored in a convenient and sanitary location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Are respirators inspected routinely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Have employees who are required to wear respirators received medical approval, as described in Section 6, Chapter 2 of the APHIS Safety and Health manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>I. Biological Safety Program:</b>	YES	NO	N/A
62. Brucella, Chlamydia, Leptospira Laboratories, Biosafety Level 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is access limited or restricted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are work surfaces decontaminated daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are work surfaces decontaminated after any spill of viable material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Are bench tops impervious to water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Are all areas readily accessible for cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Is a sink available for hand washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is an autoclave available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Are infectious wastes decontaminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Is eating, drinking, and applying cosmetics prohibited in the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Are wastes stored in leak proof durable containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Are warning signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Is there an insect and rodent control program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Are laboratory coats, gowns, smocks, uniforms, or safety glasses worn in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Are only needle-locking syringes or disposable syringes used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Are waste syringes and other sharps properly disposed of in puncture-resistant, leak proof containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Is a safety manual available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Are biological safety cabinets or other physical containment devices used for procedures with a potential for creating infectious aerosols?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Is Biosafety Level 3 containment equipment available, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J. Infectious Waste:</b>			
64. Is infectious waste contained and stored in a manner which affords protection from animals, weather, and does not provide a breeding place or food source for insects and rodents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Is infectious waste stored in containers which are impervious to moisture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. Do waste containers have a strength sufficient to preclude ripping, tearing, leaking or bursting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Are waste containers labeled properly? (red or orange in color with biohazard label)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Are sharps stored in rigid puncture-resistant containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Are autoclaves routinely tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Is infectious waste disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**K. Records:**

Are the following written records or materials available?

- a. Employee safety training?
- b. OSHA injury and illness records?
- c. Material safety data sheets?
- d. List or inventory of hazardous chemicals?
- e. Emergency procedures?
- f. Chemical Hygiene Plan?
- g. Safety Manual?
- h. Safety inspections and assessments?
- i. Exposure monitoring data?
- j. Medical surveillance data?

YES	NO	N/A

**L. Miscellaneous:**

- a. Are broken glass containers available?
- b. Are no eating, drinking, and smoking restrictions enforced?
- c. Do employees participate in the Occupational Medical Monitoring Program
- d. Are employees trained to know the symptoms of chemical exposure?

YES	NO	N/A

**M. Other** (Enter items not listed in this checklist that are applicable to your section)

N. Corrective Action

ITEM NO.	DEFICIENCIES IDENTIFIED	REQUIRED ACTIONS TO CORRECT DEFICIENCIES	ACCOMPLISHMENT