

Required Weekly Inspection

Note: Items listed in the Level I Required Weekly Checklist below are to be inspected weekly.
If a problem is found, talk to lab member involved and ask them to correct the problem.
For repeat problems, notify the PI or both PI and EHS Coordinator.

Level I Required Weekly Checklist

Satellite Accumulation Areas:

- 1. All hazardous waste stored in Satellite Accumulation Areas (SAA) at or near point of generation.
- 2. Green SAA stickers present at all SAAs.
- 3. Only containers of waste in SAAs.
- 4. Waste containers:
 - Compatible with content.
 - In good condition.
 - Closed.
 - Original label defaced.
- 5. Only one waste container per waste stream per SAA.
- 6. Red tags:
 - Present on all waste containers.
 - Legible.
 - Chemical names spelled out (no formulas, trade names or abbreviations.)
 - Applicable hazard(s) checked.
 - Generator name and PI name included.
 - Dated containers stored no more than 3 days.
- 7. SAAs are neat, spills cleaned up, and all containers fit easily into SAA.
- 8. Secondary containment in good condition.
- 9. Incompatibles stored in separate secondary containers.

General Lab, Biosafety and Radiation Area:

- 1. Emergency showers/eyewashes, fire extinguishers, spill kits and other emergency equipment accessible.
- 2. Emergency eye wash stations in labs flushed weekly by lab. Flush for at least one minute.
- 3. Aisles, exit doors and electrical panels are not obstructed by boxes, furniture, equipment, etc.
- 4. Benches clear of excessive clutter/chemical bottles/combustible materials and evidence of spills.
- 5. Labs secured when unoccupied.
- 6. No evidence of eating or drinking in lab.
- 7. Lab personnel wearing personal protective equipment (PPE) as required per lab PPE assessment.
- 8. Biological waste is in marked biological waste containers.
- 9. Radioactive materials properly secured.

See other side for Periodic Checklist.

Reviewed Periodically

Note: Items listed in the Level I Periodic Checklist below are to be checked periodically as Level II Preparation.

If a problem is found, talk to lab member involved and ask them to correct problem.

For repeat problems, notify the PI or both PI and EHS Coordinator.

Level I Periodic Checklist

Laboratory Fume Hoods:

- 1. Bottom back slot of fume hood at least 50% unobstructed.
- 2. Fume hood free of trash and excessive clutter/chemical bottles/equipment not associated with current experiments.
- 3. No evidence of chemical spills.
- 4. Fume hood sash closed as much as possible for activity, and closed completely when not in use.

Hazardous Materials Storage:

- 1. Chemical containers in good condition, lids tight and labels visible that clearly identify contents.
- 2. Chemicals stored neatly and not stacked, crowded together or extending beyond edge of shelf.
- 3. Hazardous liquids not stored above eye level.
- 4. Liquid chemicals segregated from solid chemicals.
- 5. Liquid chemicals, if stored on the floor, are in secondary containers.
- 6. Incompatible materials not stored together.
- 7. Compressed gas cylinders secured approximately 2/3 of the way up from bottom with strap or chain, or placed in appropriate cylinder stands/holders.

Safety:

- 1. Electrical and/or data cords are not causing a potential trip hazard.

See other side for Required Weekly Checklist.

<http://ehs.mit.edu/site/content/inspections-level-i-level-ii>
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