



## Laboratory Management Checklist

This checklist is intended to assist with laboratory management. Please note there may be additional requirements for your specific laboratory.

- Chemical Hygiene Plan (CHP) created/ reviewed / updated annually
- CHP reviewed by all lab personnel
- Emergency contacts are posted by the phone
- Laboratory doors have proper universal signage
- Mandatory training courses have been provided and documented for all lab personnel
- Lab personnel have registered in the Occupational Health Registry
- EHS Assist on-line hazardous chemical inventory has been reviewed and updated within the past year.
- Lab specific standard operating procedures (SOPs) are written and available in the CHP
- Material Safety Data Sheets are accessible to lab personnel
- Chemical and biological spill kits are available
- First aid kit is available and contents are not expired
- Appropriate personal protective equipment (PPE) is available for lab personnel
- Chemicals are stored appropriately
- Eyewashes are flushed and documented weekly
- Appropriate hazard warning labels or stickers are placed on equipment/containers
- Biosafety cabinet has been certified within the last year
- Walkways and safety equipment are clear of obstructions
- There is at least 18 inches clearance from the bottom of the sprinkler heads

- Food and beverages are not permitted in the lab or stored in lab refrigerators/freezers

When applicable:

- Institutional Biosafety Manual has been reviewed by all lab personnel
- Exposure Control Plan is available, updated annually and reviewed by lab personnel
- Animal protocols have been approved by IACUC
- All radiation safety requirements have been met to store or use radioactive materials
- Protocols involving biohazards including human source material to the Institutional Biosafety Committee
- Reviewed controlled substance policy
- Registered Class 3B or 4 lasers with EHS

