



Laboratory Commissioning Checklist

Location: _____

Date: _____

Lab Postings				
Inspected	Acceptable	Deficient	N/A	Comments
Emergency Response Flipchart is readily available				
Evacuation routes are posted				
LARA SDS Locator Poster is visible				
Work-related injury procedure is available				
GHS Label Sign is posted				
Haz Waste locations are identified				
No PPE outside poster is posted to doors				
Glove Selection Chart is available in teaching labs				
Signage is posted for all safety equip				
Contact information is up to date on door sign				
Appropriate symbols are present on the door sign				

PPE (Personal Protective Equipment), etc.				
Inspected	Acceptable	Deficient	N/A	Comments
Disposable gloves are present				
Solvent or Thermal gloves are present/worn				
First Aid Kit Inspected/filled within one year				

Chemical Hygiene Plan (CHP) Status				
Inspected	Acceptable	Deficient	N/A	Comments
CHP Documentation Binder is available				
Standard Operating Procedures (SOP) are available				
CHP Document Binder is updated and signed				

Chemical List/Inventory				
Inspected	Acceptable	Deficient	N/A	Comments
A list or inventory of the lab's hazardous chemicals is readily available				

Chemical Safety				
Inspected	Acceptable	Deficient	N/A	Comments
Flammable chemicals are not near sources of ignition				
Damaged hoses or tubing is not used				

Chemical Storage Cabinets				
Inspected	Acceptable	Deficient	N/A	Comments
The integrity of the corrosive storage cabinet and shelves is not compromised				

Flammable liquid storage cabinet (FLSC) is not damaged				
Flammable liquids are stored in an approved FLSC				

Chemical Storage				
Inspected	Acceptable	Deficient	N/A	Comments
Chemicals are stored in a secure location such as a cupboard, cabinet, or flammable materials storage cabinet; Containers are not stored on the floor				
Large containers are not stored above shoulder level				
Incompatible chemicals are not stored together				
Corrosive chemicals are stored on a chemically resistant containment tray or cabinet				
Peroxide forming chemicals are dated upon receipt & upon opening per the Peroxide Forming Chemicals SOP				
Pyrophoric chemicals are properly isolated from exposure to atmosphere per the Pyrophoric Materials SOP				
No flammable liquids are allowed to be stored in refrigerators, cold rooms or freezers unless they are specifically designed, & placarded, for this purpose				
Chemical storage areas are visually identified				
Hazardous chemicals & chemical waste are not stored beneath sinks				
Water reactive chemicals are properly isolated from exposure to water or any form of moisture				

Electrical				
Inspected	Acceptable	Deficient	N/A	Comments
An unobstructed area of 36" (or 42" for 150-600V) is maintained in front of electrical panels				
All electrical service cords are periodically checked for integrity. If cord insulation is frayed, cracked or missing, the corresponding piece of equipment is removed from service until the cord is properly repaired or replaced				
There are no missing electrical panel covers				
There are no missing knockouts on electrical panels or boxes				
There are no missing electrical outlet covers				
There are no unauthorized modified electrical components				
No multi-outlet wall taps or outlet extenders are observed				
Electrical receptacles within 6' of water, e.g., sinks, eyewash stations, etc., are protected with Ground Fault Circuit Interrupters (GFCI)				

Emergency Lighting				
Inspected	Acceptable	Deficient	N/A	Comments
Emergency light fixture and/or components are present and working properly				Being addressed in all spaces by EHS

Emergency Shower and/or Eyewash				
Inspected	Acceptable	Deficient	N/A	Comments
Emergency shower and/or eyewash are readily accessible at all times				
Emergency shower and/or eyewash has been inspected within one year				
Weekly inspections of the eyewash/shower are being conducted and documented, per ANSI Z358.1				
Components of the emergency eyewash station are not missing or damaged				
Dust caps are present on emergency eyewash station				

Environmental				
Inspected	Acceptable	Deficient	N/A	Comments
Chemicals are not stored or used near drains				
Chemicals are not disposed to sanitary sewer or storm drain				
Mercury thermometers are not used in lab				

Extension Cords				
Inspected	Acceptable	Deficient	N/A	Comments
Power strips are only used in the laboratory for computers and related ancillary accessories				
Extension cords and outlet extenders are not used as permanent electrical sources				

Fire and Life Safety				
Inspected	Acceptable	Deficient	N/A	Comments
A clearance of 36" is maintained in all aisles				
Fire pull stations are accessible at all times				
Supplies are not stacked within 18" of sprinkler heads				
Fire doors remain closed at all times, unless they use a hold-open mechanism that is controlled by the building fire alarm panel. Fire doors are not propped open with wedges, rocks or other similar materials				
Emergency exit signs from labs are clearly marked and visible at all times				Being addressed at EHS level
Fire extinguisher is accessible at all times				
Fire extinguisher tamper seal is present and intact				
Fire extinguisher is inspected annually & documented on the inspection tag				

A Class D extinguisher is readily available for working with combustibile metals. Extinguisher type is matched to the metal(s) in use				
Fire extinguishers are mounted off the floor in a readily visible and accessible location				
Fire Blankets present				

Fume Hood Safety				
Inspected	Acceptable	Deficient	N/A	Comments
Fume hood exhaust alarm is functioning				
Fume hood sash is able to freely move up and down				
Chemicals or equipment are not stored in the fume hood				
No source(s) of ignition near flammable chemicals				
Fume hood air flow monitor is not in alarm				
Fume hood has exhaust flow				
Fume hood is certified within the last year				

Gas Cylinders				
Inspected	Acceptable	Deficient	N/A	Comments
Unobstructed access is maintained around the gas cylinders for quick response in an emergency				
All tubing is checked for integrity. If tubing is damaged, cracked or missing, it is removed from service until properly repaired or replaced				
There are no sources of ignition near flammable gas				
A chain, bracket or other restraining device is used at all times to prevent cylinders from falling				
Cylinders of oxygen and other oxidizers are stored at least 20 feet from flammable gas containers or combustible materials unless separated by a noncombustible barrier not less than 5 feet high, having a fire-resistance rating of ½ hour				
Flammable gas cylinders have a flash arrestor				
Compressed gas cylinders have a full/empty tag				
Compressed gas cylinders are labeled with the name of the chemical and the primary hazard associated with that chemical, (flammable, oxidizer, toxic, etc.)				
Toxic gases are ventilated properly with appropriate engineering controls				
Cylinders have valve protection caps on at all times except when they are secured and connected to dispensing equipment. Empty gas cylinders are stored securely with the valve protection cap in place				
All sizes of compressed gas cylinders are secured in an upright position away from excessive heat,				

highly combustible materials, and areas where they might be damaged.				
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General Safety				
Inspected	Acceptable	Deficient	N/A	Comments
All refrigerators and microwaves in the lab have appropriate labels identifying for non-food usage				
All belts, pulleys, conveyor systems, rotating shafts, gears, etc. are guarded to protect employees from possible injury and comply with MIOSHA regulations				
Vacuum pumps are placed on spill trays to contain oil spills, if the equipment fails or leaks				

Hazardous Waste				
Inspected	Acceptable	Deficient	N/A	Comments
Hazardous waste labels are available				
All chemicals are stored according to class and separate storage areas are provided for incompatible chemicals				
Process has an in-line waste cap ("in-line" waste describes the process when chemical waste flows through tubing and collects in a container).				
Secondary containment is provided				
With the exception of detergents and other cleansers, hazardous chemicals and chemical waste are not being stored beneath sinks				

Sharps Waste				
Inspected	Acceptable	Deficient	N/A	Comments
Sufficient sharps containers are available				
Dust pan and broom available				

General				
Inspected	Acceptable	Deficient	N/A	Comments
Glove dispensers are installed				
Paper Towel Dispensers are installed				
Trash cans are present				
Personnel working in the lab know the location of Safety Data Sheet (SDS) for the chemicals in the lab				
Lab personnel observe and follow lab SOPs				
Spill Kit is available and stocked				

OVERALL RECOMMENDATIONS

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ACKNOWLEDGEMENT OF REVIEW & RECOMMENDATIONS

Faculty / Dept. Chair Signature		Date	
Laboratory Supervisor Signature		Date	
EHS Representative Signature		Date	