



Environmental Health & Safety

New Mexico State University
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Lab Safety Inspection Form

Building Name / Bldg. Number:	Inspection Date:
Room Number:	Inspector Name(s):
Department:	Primary Contact / PI:

Violation Description		Severity Score
1. ACCESS DOOR POSTINGS & OTHER SAFETY POSTINGS / SIGNS		
a. Primary & secondary contact information (names & phone #'s) is not posted on access door		1
b. General hazard warnings & entry restrictions are not posted on access door		1
c. Emergency phone numbers are not posted near phones or on access door		1
d. No posting(s) delineating areas where food / drink is not allowed (chemical use & chemical storage areas) and where food / drink is allowed		1
2. REQUIRED SAFETY EQUIPMENT		
a. Fire extinguisher is not available within 75 feet		0
b. Fire extinguisher is obstructed		2
c. Fire extinguisher is sitting on floor or not properly mounted		0
d. Fire extinguisher has not been inspected within the last year		0
e. Fire extinguisher seal is broken or extinguisher is not fully charged		2
f. Fire extinguisher is not appropriate for type of fire hazards present		0
g. Emergency shower is not available within 10 seconds travel time		0
h. Emergency shower is obstructed		2
i. Emergency shower has not been inspected within the last year		0
j. Eyewash is not available within 10 seconds travel time		0
k. Eyewash is obstructed		2
l. Eyewash has not been inspected within the last year		0
m. Exit signs / Emergency lighting is inadequate		0
n. Appropriate chemical spill kits are not available		0
3. PERSONAL PROTECTIVE EQUIPMENT		
a. Appropriate PPE (eyewear, gloves, lab coat, apron, etc.) is not readily available		5
b. Appropriate PPE is not worn when required or as posted		5
4. GENERAL HAZARDS		
a. Area walkways or doorways are obstructed		2

b. Excess clutter is present in the area		2
c. Evidence of eating / drinking or food / drink stored in an area where hazardous chemicals are used or stored		5
d. Area access is not secure		1
e. Restricted area is not negatively pressured relative to unrestricted areas (air flows from restricted area into unrestricted areas)		0
5. SAFETY PROCEDURES		
a. Lab-specific emergency procedures are not available		2
b. Written chemical spill procedures are not available		2
c. Written standard operating procedures (SOPs) for high hazard materials / processes are not available		2
6. CHEMICAL INVENTORY / CHEMICAL SAFETY DATA SHEETS		
a. Printed copy of room chemical inventory is not available		1
b. Room chemical inventory is not in or is not accurate in the EH&S web-based inventory database		2
c. Chemical Safety Data Sheets (SDS) are not readily available for all hazardous chemicals within 10 minutes		4
7. ELECTRICAL HAZARDS		
a. Electrical cord poses a tripping hazard		2
b. Extension cord being used as a permanent outlet (in use > 90 days)		2
c. Daisy chaining of extension cords and / or surge protectors		5
d. Powerstrip (with surge protection) used for high power equipment		3
e. Electrical cord runs through walls, floors, or ceiling		3
f. Frayed or damaged electrical cord		5
g. 3-pronged plug altered (i.e. ground prong is cut off)		5
h. Electrical outlet installed near a sink or water source is not a GFCI outlet		0
i. Electrical panel or disconnect is obstructed		2
8. COMPRESSED GAS CYLINDERS		
a. Gas cylinder not properly secured (individual chain or cable is recommended)		5
b. Empty gas cylinder not labeled "Empty"		1
c. Gas cylinder cap is not on a cylinder that is not in use or regulator is attached while cylinder is stored		3
d. Teflon tape used on a compressed gas compression fitting		1
e. Gas cylinder not labeled with contents		5
f. Room ventilation is inadequate where gas cylinders are used		0
g. Plumbing downstream of compressed gas regulator is not rated to withstand max delivery pressure of the regulator		2
h. Toxic or corrosive gas cylinder is not in a mechanically vented closure or does not have a bonnet vent regulator		5
i. Room containing toxic or corrosive gas cylinders does not have an appropriate gas detection system		5
j. Less than 20 feet of separation between oxidizing gas cylinders and flammable gas cylinders		2
k. More than 3 flammable and/or oxygen gas cylinders stored in a room		2
l. Less than 20 feet of separation between a hydrogen gas cylinder and flammable materials or oxidizers		2
m. Less than 25 feet of separation between a hydrogen gas cylinder and an open flame or ignition source		2
n. Less than 50 feet of separation between a hydrogen gas cylinder and flammable gas cylinders, air intakes or air compressors		2
o. "HYDROGEN - FLAMMABLE GAS - NO SMOKING / NO OPEN FLAMES" warning placard not posted near hydrogen gas cylinder		1

9. CHEMICAL STORAGE / CHEMICAL CONTAINER LABELING		
a. Unlabeled chemical container(s) [chemicals that are not in use / in process]		5
b. Chemical container(s) not properly labeled (i.e. labeled using chemical abbreviations, formulas or acronyms. Chemical hazard statement is missing)		3
c. Incompatible chemicals are not physically segregated in storage		5
d. Storage trays or secondary containers are incompatible with the chemical		1
e. Glass chemical containers (> 500 ml) are stored above eye level		1
f. Chemical containers on the floor or near a drain are not in secondary containment or not surrounded by absorbent		2
g. Chemical containers are stacked on top of each other		2
h. Flammable liquid storage is not appropriate for the class and / or quantity		5
i. High hazard chemicals are not in marked storage		2
j. Chemical / chemical waste container is not properly closed		4
k. Improper chemical storage (not otherwise specified)		3
10. CHEMICAL / HAZARDOUS WASTES		
a. Unlabeled chemical waste container(s)		5
b. Chemical waste container label is not complete or is inaccurate (i.e. container contents / chemical composition of waste is not the on label)		3
c. Chemical waste info / label is available but label is not physically attached to individual waste container		1
d. Chemical waste is not in a compatible container		3
e. Liquid chemical waste container is over 75% full		1
f. Chemical waste container leaking or evidence of spills / leakage in a waste storage area		2
g. Liquid chemical waste containers stored on the floor or near drains are not in secondary containment or not surrounded by absorbent		2
h. Incompatible chemical wastes are not physically segregated		5
i. "Waste Accumulation Point" sign is not posted at a designated "Waste Accumulation Point"		1
j. The designated "Waste Coordinator" contact information (name & phone number) is missing or inaccurate on a posted "Waste Accumulation Point" sign		1
k. Area "Waste Accumulation Point" is needed but not established (a "Waste Accumulation Point" must be established in the room where hazardous waste is generated)		1
l. No "Waste Coordinator" has been assigned to a designated "Waste Accumulation Point"		1
m. No more than 55 gallons of waste at any one designated "Waste Accumulation Point"		3
n. No more than one quart of acutely hazardous waste at any one designated "Waste Accumulation Point"		3
11. LAB REFRIGERATORS, FREEZERS & MICROWAVE OVENS		
a. Lab refrigerator, freezer, or microwave oven is not posted with a "No Food or Drink" sign		2
b. Food / drink found in a lab refrigerator, freezer, or microwave oven		5
c. Flammable / volatile liquids stored in a refrigerator that is not intrinsically safe (lab-safe / explosion-proof)		2
12. EXPLOSIVE / HIGHLY REACTIVE MATERIALS		
a. Peroxide forming chemicals are not marked with receipt date, open date, and disposal / test date		5
b. Written SOPs for handling highly reactive or explosive materials are not available		2
13. MECHANICAL EQUIPMENT HAZARDS		
a. No guards or warnings posted on equipment with accessible belts, pulley drives or rotating parts		3
b. No warning posted on unattended operating mechanical equipment		2
c. Equipment stop switch is not easily accessible to the operator		2

d. Mechanical equipment is not properly secured (i.e. bolted to the floor)		2
e. Equipment electrical disconnects are obstructed		2
14. CHEMICAL FUME HOODS & BIOSAFETY CABINETS		
a. Non-functioning fume hood is not posted "Out of Service"		0
b. Hazardous materials or processes that require ventilation are being handled / performed in a non-functioning fume hood		5
c. Air flow indicator (manometer, digital gauge, tissue paper, etc.) is not present on fume hood		1
d. Sash is not closed when fume hood is unattended		1
e. Chemicals are permanently stored in a fume hood		1
f. Large equipment inside a fume hood is not elevated at least 2 inches		2
g. Materials inside a fume hood are closer than 6 inches from the sash opening		2
h. Airflow through the fume hood baffles or baffle exhaust slots is blocked		2
i. Fume hood airflow face velocity has not been verified by EH&S within the last year		0
j. Non-functioning biosafety cabinet is not posted "Out of Service"		0
k. Biological materials or processes that require a functioning biosafety cabinet are being handled / performed in a non-functioning biosafety cabinet		5
l. Biosafety cabinet has not been inspected within the last year		0
15. SAFETY TRAINING		
a. No training record of required General Employee Safety and/or a lack of comprehension was displayed by one or more workers		5
b. No training record of required EH&S Hazard Communication (HAZCOM) training and/or a lack of comprehension was displayed by one or more workers		5
c. No training record of required EH&S Lab Standard training and/or a lack of comprehension was displayed by one or more workers		5
d. No training record for required Annual Lab Standard Refresher training by one or more workers		2
e. No training record for required EH&S Hazardous Waste Management training and/or a lack of comprehension was displayed by the designated Waste Coordinator		5
f. No training record for other applicable safety training (i.e. Radiation, Biosafety, Blood-borne Pathogen, Laser Safety) by one or more workers		5

Note: For zero (0) point violations, EH&S will either submit work orders to correct the violations or advise the responsible party on what actions need to be taken to correct the violations.

Total Violation Severity Score	Laboratory Safety Rank
0 to 4	Outstanding
5 to 10	Excellent
11 to 15	Good
16 to 20	Average
21 to 25	Poor
>25	Failing