



- Navigation
 - [Home](#)
 - [Survey](#)
 - [Institutional Chemical Safety Committee](#)
 - [Laboratory Chemical Safety Manual](#)
 - [Logout](#)
- Education
 - [Training](#)
- [My Contact Info](#)

LABORATORY CHEMICAL SAFETY SELF-EVALUATION

Reference: LABORATORY CHEMICAL SAFETY MANUAL (LCSM or the Manual)

This checklist is a series of statements that walk you through the important sections of the Manual. If you disagree with a statement on the checklist, it indicates a deficiency related to the Manual. Each section or statement is followed by a reference to a location in the Manual which provides information on how to correct the deficiency. The checklist can be used to document compliance with the Manual. It can also help users orient themselves with the Manual.

	Agree?		N/A	Comments
	Yes	No		
A. RESPONSIBILITIES / RIGHTS / TRAINING (see Getting Started in the Manual)				
1. Every employee associated with the laboratory is aware of their responsibilities under the Manual (see Getting Started, Section 2).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
2. Every employee working in the laboratory has completed the on-line Laboratory Chemical Safety Training (see Getting Started, Section 3.1).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
3. Every employee has read and understands the Manual (see Getting Started, Section 3.2).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
4. Every employee working in the laboratory has been provided training and information by the laboratory supervisor to ensure that they are appraised of the specific hazards present in the work area (see Getting Started, Section 3.3)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
B. PLANNING CHEMICAL USE / PRIOR APPROVAL / ACQUISITION (see General Laboratory Chemical Safety Practices, Standard Operating Procedures, Sections 1.1 - 1.3 of the Manual):				
1. All chemicals and the manner in which they are intended to be used are scrutinized by the user to identify potential hazards before acquiring the material or conducting a procedure (see Standard Operation Procedures, Section 1.1.1).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
2. The laboratory is categorized as either Chemical Safety Level 1 or 2, based on the chemical hazards review, or prior approval is requested for Chemical Safety Level 3 status (see Standard Operating Procedures, Section 1.1.2).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
3. Appropriate chemical safety level signs and emergency contact information are posted on all doors to the lab (see Standard Operating Procedures, Section 1.1.3).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
4. Hazard controls and emergency equipment are planned and acquired or developed to adequately control any identified hazards to a negligible level (see Standard Operating Procedures, Section 1.1.4).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
5. An approved safety shower and eyewash is provided within the work area for immediate use (within 10-15 seconds).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
6. An appropriate fire extinguisher is available (within 75 feet) to areas where flammable or combustible materials are used or stored.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
7. A fire alarm and telephone for emergency use are nearby (within 50 feet).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
8. A PPE hazard assessment survey has been conducted and documented to assess the need for personal protective equipment (see Standard Operating Procedures, Section 1.1.4.6).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
9. Chemicals are acquired in the smallest practical quantity for the application and within University storage quantity requirements and are dispensed in the minimum amount necessary for immediate use (see Standard Operating Procedures, Section 1.3).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

10. Information on the hazards of chemicals, safe handling operations, hazard control measures, proper storage and waste disposal, and emergency procedures is known to those who will be involved before any hazardous chemical is received or any hazardous procedure is conducted.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
C. LABELING/IDENTIFICATION OF CHEMICALS (see Standard Operating Procedures, Section 1.4 of the Manual):				
1. All original labeled chemicals are dated when received, when opened and also as to the date they must be disposed of.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
2. Chemicals that are transferred to new containers are labeled with the full chemical name (no abbreviations or structural formulae), a warning describing the material's main hazard (e.g. flammable, corrosive), and a date of transfer.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
3. Containers of non-hazardous substances (e.g. water) are labeled to avoid confusion.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
4. Synthesized, unnamed chemicals are labeled by their reactants (or by a useful generic description) and possible products and with their probable hazards.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
5. Damaged labels are promptly replaced.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
D. CHEMICAL INVENTORY (see Standard Operating Procedures, Section 1.5 of the Manual):				
1. A complete and current chemical inventory is readily accessible to anyone entering the laboratory.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
2. The inventory is examined and updated at least annually and those chemicals which: have been kept beyond their appropriate shelf life; have deteriorated; have questionable labels; are leaking; have corroded caps or have developed any other problem, have been properly disposed of.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
E. CHEMICAL STORAGE (see Standard Operating Procedures, Section 1.6 of the Manual):				
1. No more than ten gallons of flammable liquids are stored outside of a flammable liquid storage cabinet or safety cans.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
2. Quantities of particularly and extremely hazardous chemicals (e.g. highly toxic chemicals, carcinogens, reproductive toxins, highly hazardous compressed gases, etc.) are kept at a bare minimum.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
3. Every chemical has a definite storage place and is returned to that location after each use.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
4. Flammable chemicals are not stored near ignition sources or with combustible materials; oxidizing agents are not stored on or with combustible materials; pyrophoric chemicals are not stored in a manner in which they could come in contact with the air; water-reactive chemicals are not stored in a manner in which they could come in contact with water, including moisture in air, etc.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
5. Bench tops and fume hoods are not used for long term storage.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
6. Chemicals are not stored in locations where they may impact the environment if they should spill or leak (e.g. in a sink or near a drain) unless there is secondary containment.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
7. Flammable liquids that require cold storage are only stored in a flammable storage refrigerator or an explosion-proof refrigerator or freezer.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
8. Flammable liquids are not stored in carboys.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
9. Corrosive chemicals are not stored above eye level.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
10. Compressed gas cylinders are secured to prevent them from falling.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
11. Compressed gases, volatile hazardous liquids liquefied gases and solidified gases are not stored in confined spaces (e.g. cold rooms).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
12. Chemicals (including compressed gases) not stored in corridors or stair well.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

F. DISTRIBUTION OF CHEMICALS (see Standard Operating Procedures, Section 1.7 of Manual):				
1. When chemicals are transported it is done in a manner that reflects the potential danger posed by the specific chemical.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
G. GENERAL USE OF CHEMICALS (see Standard Operating Procedures, Section 1.8 of Manual):				
1. Everyone is knowledgeable of the hazards associated with the chemicals they are using or producing or the procedures they are conducting.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
2. Everyone knows how to obtain copies of material safety data sheets (MSDSs) for the chemicals in the laboratory.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
3. Everyone understands and uses the hazard controls employed.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
4. Personal protective equipment specified in the documented hazard assessment is worn by all persons where chemicals are stored or used.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
5. A lab coat or a chemical-resistant apron is worn when the potential for body contact with hazardous chemicals exists.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
6. Appropriate gloves are worn when the potential for hand contact with hazardous chemical exists.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
7. Close-toe shoes are worn at all times in the laboratory (no sandals or perforated shoes).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
8. If respirators are used, the user is enrolled in the UA Respiratory Protection Program.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
9. Everyone knows the emergency procedures.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
10. Access to all safety and emergency equipment (emergency shower and eyewash, fire extinguisher, fume hoods, etc.), exits and laboratory or building egress paths, are unobstructed at all times.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
11. Chemical exposures are avoided by any route.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
12. Skin contact with chemicals is avoided under all circumstances.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
13. Eating, drinking, smoking, chewing gum or tobacco, storing food or applying cosmetics are prohibited areas where chemicals are used or stored.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
14. Glassware containers or utensils usually meant for the consumption of food or beverages are not used in laboratory operations and vice versa.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
15. Fume hoods or other exhausted enclosures are used for operations which may result in the release of appreciable amounts of hazardous or odorous chemicals.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
16. Materials stored in the hood are kept to a bare minimum and are kept at least six inches inside the face of the hood.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
17. Fume hood sashes are kept closed as far as possible and at least below the maximum marked open position, as indicated on the hood certification sticker (see Work Practices For Chemical Fume Hoods and Proper Sash Position on Air Sentry Fume Hoods – PDF format).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
18. Hands are washed prior to leaving the laboratory and after handling chemicals. Used PPE is left in the laboratory.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
19. Work areas are kept clean and uncluttered with chemicals and equipment being properly labeled and stored.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
H. FLAMMABLE CHEMICALS (see Standard Operating Procedures, Section 1.9 of the Manual):				
1. Flammable chemicals are not used, generated or stored near potential ignition sources (e.g. open flames, static electricity, burning tobacco, hot surfaces).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
I. EXPLOSIVE / IMPLOSIVE CONDITIONS (see Standard Operating Procedures, Section 1.10 of the Manual):				
1. All storage and work with these substances are confined to a designated area which is conspicuously posted with appropriate	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

designated area signs.				
2. Barriers such as shields barricades and guards and appropriate personal protective equipment are used whenever these reactions are in progress or whenever these materials are used or stored.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
3. Written contingency plans, equipment, and materials to minimize exposure of people and property in case of accident, are available.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
J. SELECT CARCINOGENS, REPRODUCTIVE TOXINS OR HIGHLY TOXIC CHEMICALS (see Standard Operating Procedures, Section 1.11 of the Manual):				
1. All storage and work with these substances are confined to a designated area which is conspicuously posted with appropriate designated area signs.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
2. Procedures involving volatile chemicals and those operations involving the generation of aerosols are conducted in some type of containment device (e.g. fume hood, glove box).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
3. Gases vapors and aerosols discharged from experiments involving these chemical are trapped or condensed to avoid contaminating vacuum pumps or discharging substantial quantities to fume hood exhaust air.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
4. Discharges from vacuum pumps are vented to an exhausted air system (e.g. fume hood).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
5. All containers, equipment, materials and wastes potentially contaminated with these chemicals are appropriately identified with appropriate special hazard labels.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
6. Contaminated apparatus, glassware, clothing and shoes are thoroughly decontaminated or properly disposed of.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
7. Contaminated work surfaces are thoroughly decontaminated before normal work is resumed.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
8. Written contingency plans, equipment, and materials to minimize exposure of people and property in case of accident, are available.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
K. CHEMICAL DISPOSAL (see Standard Operating Procedures, Section 1.12 of the Manual and Hazardous Waste Disposal Basic Poster):				
1. All hazardous wastes are contained in approved waste containers (containers must have tight fitting lids).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
2. All hazardous wastes are identified with U of A hazardous waste tags which are legibly completed in #2 pencil or ball point pen.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
3. Solid and liquid wastes are not mixed.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
4. When different liquid wastes or different solid wastes are mixed they are compatible and are combined according to the compatibility groups outlined in the Manual.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
5. All waste containers are capped and sealed except when actively adding or removing materials from them (i.e. no funnels sticking out of the top of containers for days).	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
6. Chemicals are not intentionally disposed of by evaporation in the fume hood.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
7. Those responsible for hazardous waste disposal are notified when the waste is ready for collection.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
8. Chemicals (with the limited exceptions listed in the Manual) are not introduced into the sewer system.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
9. Contaminated articles are decontaminated before use or disposed of as non-hazardous trash.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
10. Contaminated broken glassware is disposed of in a broken glass receptacle.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

11. Contaminated sharps, including razors needles or other sharp metallic or plastic objects capable of inflicting a puncture wound or incision, are disposed of into plastic sharps containers.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
L. HAZARDOUS WASTE REDUCTION (see Standard Operating Procedures, Section 1.13 of the Manual):				
1. Every reasonable effort is made to reduce the generation of hazardous waste.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
M. CLOSE-OUT PROCEDURE FOR DEPARTING PERSONNEL (see Standard Operating Procedures, Section 1.14 of the Manual)				
1. All hazardous chemicals belonging to departing laboratory personnel are either donated to a responsible party or properly disposed of prior to that individual leaving the University or the laboratory.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
N. VALIDATION OF SAFETY EQUIPMENT (see Environmental and Medical Surveillance, Validation of Safety Equipment, Section 2.1 of the Manual):				
1. Fume hoods have been inspected by Fac. Mgmt. and tested in the last year.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
2. Emergency eyewashes and safety showers have been inspected and tested by Fac. Mgmt. in the last three months. Sink-mounted eyewashes have been testing by lab personnel in the last three months.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
3. Fire extinguishers have been inspected by Fac. Mgmt. in the last year and checked by lab personnel in the last month.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
4. All other safety equipment is inspected and tested at a frequency which is recommended by the manufacturer and/or a frequency which will ensure their proper functioning.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
O. LABORATORY INSPECTIONS (see Environmental and Medical Surveillance, Laboratory Chemical Safety Self-Evaluations, Section 2.2 of the Manual):				
1. Laboratory chemical safety self-evaluations are conducted at least annually.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
P. RECORDKEEPING (see Recordkeeping, General Documentation Procedures, Section 3.1 of the Manual)				
1. Adequate documentation is kept to demonstrate compliance with all provisions of the Manual, including employee training records, self-evaluations, PPE hazard assessments, prior approval requests and chemical inventory.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
2. Supervisor's Reports of Employee Injury/Illness are filed for all emergency events, work-related injuries, or illnesses or accidents that could have resulted in injury.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

I have read and understand the Laboratory Chemical Safety Manual and understand my responsibilities with regards to laboratory chemical safety.

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