



Chemical Safety Audit Check Guide for _____

Your Chemical Safety Approval has been scheduled for an audit. This check guide is to help you prepare for the audit. The audit will include, but is not limited to, a review of the following items.

Laboratory Information

- List all buildings and room numbers where hazardous chemicals are being used or stored.

Building	Room #	Building	Room #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OSHA Laboratory Standard Requirements

- Ensure a first aid kit and the components of a chemical spill kit are readily available.
- Ensure incompatible chemicals are properly segregated (combustible materials, corrosives, oxidizers, flammable liquids, highly toxic, and highly reactive).
- Check to ensure there no more than 10 gallons of flammable liquids stored outside of a certified flammable storage cabinet, and that there are less than 60 gallons of flammable liquids stored in each cabinet.
- Verify acids and bases are stored in a designated corrosives cabinet, concentrated acids and bases are stored in secondary containment and that all corrosive chemicals are stored below eye level.
- Verify particularly hazardous chemicals (carcinogens, developmental and reproductive toxins, and chemicals with a high degree of acute toxicity) are stored and used in designated areas.
- Secure gas cylinders upright with double chains or other approved securing method to a stable structure (e.g. wall or with clam shell/frame casing). Verify valve protection caps in place when the cylinders are not in use.
- Designate hazardous waste storage areas with correctly labeled containers for hazardous waste.
- If using sharps, ensure sharp containers are available.
- Verify general lab hygiene (e.g. organization, lack of clutter, no food or drink, etc.) is acceptable.
- Ensure an adequate supply of Personal Protective Equipment is available (e.g. nitrile gloves, safety glasses/goggles, laboratory coats [100% cotton if using flammables], etc.).
- Verify that all paperwork for chemical materials regulated by outside agencies (i.e. DEA controlled substances, ATF explosives, etc.) is available for inspection and up to date

OSHA Hazard Communication Requirements

- Ensure all laboratory entrances are posted with hazard warning signs.
- Ensure all required documentation is available for each laboratory worker for the inspection (e.g., General Laboratory Chemical Safety Training records, Laboratory-Specific Training records, Fighting Fires with Portable Fire Extinguishers Training records for the AH or ASC, laboratory incidents, etc.).
- Ensure that your Laboratory Chemical Hygiene Plan has been uploaded to the RLSS User Dashboard. Ensure that all workers have read and affirmed to both the Laboratory Chemical Hygiene Plan and the University Chemical Hygiene Plan through the RLSS User Dashboard.
- Ensure that a current and complete chemical inventory, along with all MSDS/SDSs, is available for review. You may either manually enter your chemical inventory into the RLSS User Dashboard chemical inventory and SDS management system, or contact the RLSS about uploading your existing digital hazardous chemical inventory records into the system. MSDSs will automatically become available for chemicals that are added to your electronic inventory
- Ensure all permanent containers and temporary/secondary containers are labeled appropriately. GHS compliant labels are available via the RLSS User Dashboard chemical inventory and SDS management system.
- Verify flammable storage locations are labeled with the GHS flammable pictogram and the phrase "FLAMMABLE – KEEP FIRE AWAY," designated areas are labeled with the "Designated Area Warning Label," emergency information is posted inside laboratory and refrigerators are labeled with no food and drink specifications.

For further information and assistance, visit our website at rlss.arizona.edu/chemical. If you have any questions, please contact RLSS at 520-626-6850 or rlss-chem-support@email.arizona.edu.