



Molecular Design Institute

Department of Chemistry

New York University

Safety Inspection Checklist

General Safety

- Certificate of Fitness holder is present in the lab during lab operation
- All C14s are visibly posted Brown and Silver entrance doors of the lab space
- Fire Department Permits are current and posted
- Exit doors in the lab are unobstructed
- No Food/Drink signage posted in lab area
- General use area housekeeping is satisfactory – please note any inadequacies in the comments section on page 3
- Aisles are free of trip hazards
- All lab personnel have received appropriate safety training, instrument training, etc.
- Safety Data Sheets (SDS) are available / Lab personnel know how to access SDSs
- Standard Operating Procedures (SOPs) are available
- Emergency contacts are posted in the lab
- Emergency phone is functioning

Chemical Safety

- Chemical containers and bottles are properly capped
- Large chemical bottles are removed from bench space into storage closet (at the end of the work day)
- Chemical inventory is updated in BioRaft
- All chemical bottles / vials are clearly labeled
- Chemical bottles are stored in an upright position
- Chemical bottles are placed in secondary containment trays

- Chemical storage follows compatibility rulings
- Peroxide formers are dated/tested (every six months)
- Chemical Waste containers are properly labeled to reflect ALL waste chemicals
- Chemical fume hood sashes closed when not in use

Personal Protective Equipment

- Lab coats are worn
- Proper gloves are worn and/or available
- Safety goggles are worn
- Lab personnel are dressed in appropriate lab attire (no open-toed shoes, shorts, etc.)

Equipment

- Eyewash stations are tested weekly and marked in eyewash safety log
- Eyewash stations are unobstructed
- Safety shower is unobstructed
- First-aid kit is stocked and easily accessible (kits can be picked up from Rm 150)
- Spill kit is readily available in the lab
- Glass disposal boxes are available in the lab
- Sharps containers are available in the lab
- Chemical Fume hoods are operating properly (i.e. adequate air flow)
- "Out-of-Service" fume hoods marked as such and not in use
- Mechanical means such as broom, dustpan, tongs, forceps, etc. available in the lab
- Oxygen sensor is available/functioning
 - Brown 6 location – in gas cylinder storage closet 653D
 - Brown 5 location – in front of MDI Cleanroom 558B
- Gas cylinders have been hydrostatically tested within the past 10 years
- Gas cylinders are secured and in an upright position
- Fire extinguishers checked monthly (if not, contact Facilities at x81001)

Hood /Workspace Inspection

Please use the chart below to list and comment on any hood or workspaces that require attention

Hood / Workspace Number	Comments (clutter, waste issues, hood sash open, etc.)