

# Environmental Health and Safety - AUDIT CHECKLIST

27

Building: \_\_\_\_\_ Rm. Numbers: \_\_\_\_\_ Labeled Radioactive \_\_\_\_\_  
 Facility Hazardous Material Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Hazardous Material Manager: \_\_\_\_\_

		Yes	No	Corrected	
<b>I. Documentation</b>					
1.	Received semi-annual inventory prior to audit . . . . .	( )	( )	( )	II
2.	Current information recorded on semi-annual inventory . . . . .	( )	( )	( )	II
3.	Documentation of HM Supervisor's CMPlan training . . . . .	( )	( )	( )	NT
4.	MSDS on file . . . . .	( )	( )	( )	MS
<b>Used Chemical Accumulation</b>					
1.	Hazardous Chemical Pick-up Form with Chemical containers . . . . .	( )	( )	( )	UC
2.	Containers labeled as to contents. . . . .	( )	( )	( )	UC
3.	Containers dated (m/d/y < 1yr accumulation). . . . .	( )	( )	( )	UC
4.	Chemical is compatible with container . . . . .	( )	( )	( )	SC
5.	Empty containers are triple rinsed with labels obliterated & no lids . . . . .	( )	( )	( )	EC
<b>Miscellaneous</b>					
1.	Authorized User List posted . . . . .	( )	( )	( )	AU
2.	P listed chemicals have hazard identification mark . . . . .	( )	( )	( )	PL
3.	Refrigerators (Chemical storage) contain no food items . . . . .	( )	( )	( )	FR
4.	Only authorized materials in laboratory . . . . .	( )	( )	( )	UM
5.	Approved Treatment Protocols being adhered to . . . . .	( )	( )	( )	AP
6.	Shipping containers in good condition or stored safely . . . . .	( )	( )	( )	DC
<b>Laboratory</b>					
1.	Sink Area(s)				
	A. Use (working) containers				
	ii. Labeled as to contents. . . . .	( )	( )	( )	NL
	iii. Appropriate lids . . . . .	( )	( )	( )	DC
	B. Original containers				
	iv. Life tagged correct information. . . . .	( )	( )	( )	NT
	v. Expired Inventory Life Tag date. . . . .	( )	( )	( )	EL
	vi. Damaged container (ie., cracked lid).. . . . .	( )	( )	( )	DC
	vii. Chemicals stored compatibly by RGN. . . . .	( )	( )	( )	IS
	viii. Chemicals shelf life not expired . . . . .	( )	( )	( )	ES
2.	Work Area(s)				
	A. Use (working) containers				
	ix. Labeled as to contents . . . . .	( )	( )	( )	NL
	x. Appropriate lids . . . . .	( )	( )	( )	DC
	B. Original containers				
	xi. Life tagged correct information. . . . .	( )	( )	( )	NT
	xii. Expired Inventory Life Tag date. . . . .	( )	( )	( )	EL
	xiii. Damaged container (ie., cracked lid).. . . . .	( )	( )	( )	DC
	xiv. Chemicals stored compatibly by RGN. . . . .	( )	( )	( )	IS
	xv. Chemicals shelf life not expired . . . . .	( )	( )	( )	ES
3.	Storage Area(s) (Shelves, cabinets, fumehood, ...)				
	A. Use (working) containers				
	xvi. Labeled as to contents . . . . .	( )	( )	( )	NL
	xvii. Appropriate lids . . . . .	( )	( )	( )	DC
	B. Original containers				
	xviii. Life tagged correct information. . . . .	( )	( )	( )	NT
	xix. Expired Inventory Life Tag date. . . . .	( )	( )	( )	EL
	xx. Damaged container (ie., cracked lid).. . . . .	( )	( )	( )	DC
	xxi. Chemicals stored compatibly by RGN. . . . .	( )	( )	( )	IS
	xxii. Chemicals shelf life not expired . . . . .	( )	( )	( )	ES

Inspector: \_\_\_\_\_

End Date: \_\_\_\_\_

Rev 3/01