



Indiana University Laboratory Chemical Safety Monthly Checklist

Is Your Lab In Compliance?

Each item listed below are common violations found during annual lab safety audits at IU. This list does not include all possible violations. Its use is voluntary and is only considered to be a resource tool to help achieve lab safety compliance.

Check your lab every month to ensure your lab is safe!

Month	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Person assigned to complete checklist												
Every container is labeled												
All faded handwritten labels are rewritten												
Chemicals are segregated properly												
Gas cylinders are stored properly												
Full waste containers are scheduled for EHS pickup												
Unused or expired chemicals are scheduled for EHS pickup												
Good housekeeping is practiced throughout the lab												
All chemical containers are sealed												

Monthly Checklist Instructions

- 1) The PI assigns a lab worker to complete the checklist each month
- 2) The checklist is posted on a wall in the lab
- 3) Each month the person assigned to complete the checklist will look for the following violations throughout the lab:

Every container is labeled: all bottles, flasks, beakers, sample vials, etc. must be labeled with the chemical name. Abbreviations are accepted as long as a log indicating what each abbreviation stands for is posted in the lab. Chemical formulas and structures are not acceptable.

All faded handwritten labels are rewritten: handwritten labels fade very quickly under fluorescent lights. All containers should be checked to see that handwritten labels have not faded.

Chemicals are segregated properly: chemicals should be segregated according to their hazard class. Refer to IU's Chemical Segregation and Storage Chart for information on how to properly segregate and store chemicals. For a copy of the segregation chart visit: <http://www.ehs.iu.edu/docs/Chemical-Segregation-Chart.pdf>

Gas cylinders are stored properly: cylinders should be segregated and stored according to their hazard class and no more than two cylinders should be secured per chain. Cylinders that are not in use should have the regulator removed and the cap replaced on them. For more information visit: <https://protect.iu.edu/environmental-health/occupational-safety/equipment/gas-cylinder.html#intro>.

Full waste containers are scheduled for EHS pickup: waste containers that are full or are no longer being added to should be scheduled for pickup by EHS. To request an EHS waste pickup go to <http://www.ehs.iu.edu/topics/environmental-management/waste-management/index.shtml>.

Unused or expired chemicals are scheduled for EHS pickup: chemicals that are no longer being used should be scheduled for an EHS waste pickup. Expiration dates should be checked on chemical containers especially those that form peroxides such as Tetrahydrofuran, Diethyl Ether, and Dioxane, etc. Expired chemicals should be scheduled for an EHS waste pickup. To request an EHS waste pickup go to: <http://www.ehs.iu.edu/topics/environmental-management/waste-management/index.shtml>.

Good housekeeping is practiced throughout the lab: bench tops should not be cluttered with materials and chemicals. Good housekeeping is practiced to minimize unsafe work conditions, e.g. no spills, broken tiles or ceiling panels, leaking pipes, dangling cords, etc. Keep chemicals in designated areas and put materials away at the end of each day/shift. Keep freezers defrosted.

All chemical containers are sealed: to prevent leakage, odors or reaction with air, tightly seal all containers. Make sure that caps and other closures are tight on all chemical containers. A limited exception is freshly-generated mixtures such as acids and organics that may generate gas pressure sufficient to burst a tightly sealed bottle. Use commercially available vent caps or keep the lids loose until sufficient time passes to complete the reactions, and then tightly close the lids.

- 4) All violations found are corrected.
- 5) Once all of the items have been addressed, the person assigned will place a check mark next to each item on the list for that month.

Questions? Contact IU Office of Environmental, Health, and Safety at 812-855-6311
<http://www.ehs.iu.edu/index.shtml>