

San Francisco State University
Environmental Health & Occupational Safety Department
Self-Inspection Checklist for Storage of Hazardous Materials

Responsible Person: _____ Department: _____ Building: _____ Room: _____	<input type="checkbox"/> 1 st Qtr <input type="checkbox"/> 2 nd Qtr <input type="checkbox"/> 3 rd Qtr <input type="checkbox"/> 4 th Qtr	Due Date _____ _____ _____ _____
--	--	---

As a condition of the campus hazardous materials permit, SFSU must comply with the Hazardous Materials Ordinance, Article 12, Section 1161, which requires quarterly **self-inspections** of all areas containing hazardous materials or hazardous waste. Please take the completed form(s) to the stockroom or forward directly to Linda Vadura, COSE Health & Safety Specialist c/o Dean's Office by the due date.

Check whether this room is in compliance with each item listed below.

<input checked="" type="checkbox"/> YES	This is a requirement for this room and is in compliance.
<input checked="" type="checkbox"/> NO	This is a requirement for this room, but is NOT in compliance during this self-audit.
<input checked="" type="checkbox"/> N/A	This is not applicable in this room OR this is not applicable during this particular quarter.

In Compliance?

OK	NO	N/A		Notes/Date Corrected
1. EMERGENCY PROVISIONS				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Emergency eye wash, if any, works and has sufficient water flow.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Emergency equipment (i.e., eye washes, showers, fire extinguishers) is accessible.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. All exit routes, aisles, and emergency doors are free from obstruction.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Emergency information is posted in the room.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Fire extinguishers, if any, are fully charged, sealed, and mounted on wall.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Electrical shut-off panel doors can be opened and are accessible. (3 ft clearance)	_____
2. REQUIRED RECORDKEEPING				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. A current inventory of chemicals used or stored in the lab is available.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Material Safety Data Sheets (MSDS) for every chemical on the inventory are available on file or on-line during working hours. (<i>Website bookmarked</i>)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. All new staff & student employees in this lab/room have had safety training.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Chemical Hygiene Plan and other written safety procedures are available.	_____
3. HOUSEKEEPING PRACTICES				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Refrigerators, microwaves, or freezers in hazmat areas are labeled "NO Food or Beverages" – no sodas, snacks or other food stored inside	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Food and beverage containers are absent in areas where hazardous materials are used or stored.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Fume hoods, counters, and secondary containers are free of spilled material.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Incompatible chemicals on counters/shelves are segregated to prevent mixing.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Chemical and waste containers are wiped clean to avoid cross-contamination.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Gloves, dust masks, & goggles stored in a clean area or bag when not in use.	_____
4. COMPRESSED GAS CYLINDERS <input type="checkbox"/> No cylinders in room				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Gas cylinders are clearly labeled identifying their contents.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Cylinders are secured with two chains or straps to a fixed counter or wall.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Fuel gas cylinders are stored at least 20 ft from oxygen gas or spark sources.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. When not "in use", regulators are removed and replaced with cylinder caps.	_____

Self-Inspection Checklist for Storage of Hazardous Materials

Room: _____

Due on: _____

In Compliance?

OK NO N/A

Notes/Date Corrected

5. CHEMICAL STORAGE

<1L stored in room

- A. Chemical containers are stored by hazard class* using separate cabinets or trays to catch leaks and prevent incompatible liquids from causing unwanted reactions. _____
- B. All chemical containers such as bottles, cans, beakers, flasks, and vials have a legible label or tag stating the contents and appropriate warnings. _____
- C. All containers are stored upright and secure and shelves have earthquake bracing to prevent chemicals from toppling over. _____
- D. Containers are capped or closed when material is not being added or removed. _____
- E. Solvents and other hazardous liquids are stored off the floor. _____

6. FLAMMABLE MATERIALS

<1L stored in room

- A. Class IA/IB Flammable liquids are stored in NFPA compliant flammable storage cabinets—w/self-closing doors. (i.e, ethyl ether, tetrahydrofuran, acetone, acetaldehyde, ethanol) ** _____
- B. Flammable liquids and gases are stored away from open flames, spark sources, strong oxidizers, hydrogen or oxygen cylinders, and distillation units. _____
- C. Flammable solids are stored in metal or ceramic containers away from solvents. _____
- D. Combustible scrap (*not daily trash*) & oily rags are in metal “safety” disposal cans. _____
- E. Flammables that require refrigeration are only stored in refrigerators marked as “**Explosion-Proof**”. _____
- F. Halogenated solvents (*i.e., chloroform*), that are not flammable, are not stored in cabinets labeled “**Flammables Storage**”. _____

7. HAZARDOUS WASTE

None stored in room

- A. Posted signs identify designated Satellite Accumulation Areas (SAA's). _____
- B. Different waste types are separated by secondary containers or space: (*i.e., sharps, chemical waste & hazardous lab trash, biological waste, and radioisotopes.*) _____
- C. Every container, with even a drop of waste in it, has a dated, **signed**, and completed waste ID tag. (*“Hazardous” waste tags are for chemical waste.*) _____
- D. Hazardous chemical waste is within **60 days** of the accumulation start date written on the tag. (*Take containers to stockroom if full or expired.*) _____
- E. Waste containers are closed, except when waste is being added. *Funnels are not caps.* _____

* HAZARD CLASSES: organic acids, inorganic acids, oxidizers, flammable solvents, halogenated organic solvents, peroxide-formers, hydrides, air reactives, water reactives, and flammable solids. (*Note: Keep nitric acid and acetic acid separated.*)

** CLASS IA & 1B FLAMMABLE LIQUIDS: i.e., pentane, methanol, petroleum ether, acrolein, hexane, methyl ethyl ether, toluene, MEK, isopropanol

Comments: _____

Signature of Person Performing the Self-Inspection

Telephone Number

Date