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

Due Date

Responsible Person: ____________________________

Department: ____________________________

Building: ____________________________

Room: ____________________________

☐ 1st Qtr
☐ 2nd Qtr
☐ 3rd Qtr
☐ 4th Qtr

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.

☐ YES This is a requirement for this room and is in compliance.
☐ NO This is a requirement for this room, but is NOT in compliance during this self-audit.
☐ N/A This is not applicable in this room OR this is not applicable during this particular quarter.

In Compliance?
OK NO N/A

1. EMERGENCY PROVISIONS

☐ ☐ ☐ A. Emergency eye wash, if any, works and has sufficient water flow.
☐ ☐ ☐ B. Emergency equipment (i.e., eye washes, showers, fire extinguishers) is accessible.
☐ ☐ ☐ C. All exit routes, aisles, and emergency doors are free from obstruction.
☐ ☐ ☐ D. Emergency information is posted in the room.
☐ ☐ ☐ E. Fire extinguishers, if any, are fully charged, sealed, and mounted on wall.
☐ ☐ ☐ F. Electrical shut-off panel doors can be opened and are accessible. (3 ft clearance)

2. REQUIRED RECORDKEEPING

☐ ☐ ☐ A. A current inventory of chemicals used or stored in the lab is available.
☐ ☐ ☐ B. Material Safety Data Sheets (MSDS) for every chemical on the inventory are available on file or on-line during working hours. *(Website bookmarked)*
☐ ☐ ☐ C. All new staff & student employees in this lab/room have had safety training.
☐ ☐ ☐ D. Chemical Hygiene Plan and other written safety procedures are available.

3. HOUSEKEEPING PRACTICES

☐ ☐ ☐ A. Refrigerators, microwaves, or freezers in hazmat areas are labeled “NO Food or Beverages” – no sodas, snacks or other food stored inside
☐ ☐ ☐ B. Food and beverage containers are absent in areas where hazardous materials are used or stored.
☐ ☐ ☐ C. Fume hoods, counters, and secondary containers are free of spilled material.
☐ ☐ ☐ D. Incompatible chemicals on counters/shelves are segregated to prevent mixing.
☐ ☐ ☐ E. Chemical and waste containers are wiped clean to avoid cross-contamination.
☐ ☐ ☐ F. Gloves, dust masks, & goggles stored in a clean area or bag when not in use.

4. COMPRESSED GAS CYLINDERS ☐ No cylinders in room

☐ ☐ ☐ A. Gas cylinders are clearly labeled identifying their contents.
☐ ☐ ☐ B. Cylinders are secured with two chains or straps to a fixed counter or wall.
☐ ☐ ☐ C. Fuel gas cylinders are stored at least 20 ft from oxygen gas or spark sources.
☐ ☐ ☐ D. When not “in use”, regulators are removed and replaced with cylinder caps.
### Self-Inspection Checklist for Storage of Hazardous Materials

#### Room:   Due on:

<table>
<thead>
<tr>
<th>In Compliance?</th>
<th>OK NO N/A</th>
<th>Notes/Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. CHEMICAL STORAGE</td>
<td>☐ &lt;1L stored in room</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ A. Chemical containers are stored by hazard class* using separate cabinets or trays to catch leaks and prevent incompatible liquids from causing unwanted reactions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ B. All chemical containers such as bottles, cans, beakers, flasks, and vials have a legible label or tag stating the contents and appropriate warnings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ C. All containers are stored upright and secure and shelves have earthquake bracing to prevent chemicals from toppling over.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ D. Containers are capped or closed when material is not being added or removed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ E. Solvents and other hazardous liquids are stored off the floor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. FLAMMABLE MATERIALS</td>
<td>☐ &lt;1L stored in room</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ A. Class IA/IB Flammable liquids are stored in NFPA compliant flammable storage cabinets—w/self-closing doors. <em>(i.e., ethyl ether, tetrahydrofuran, acetone, acetaldehyde, ethanol)</em> **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ B. Flammable liquids and gases are stored away from open flames, spark sources, strong oxidizers, hydrogen or oxygen cylinders, and distillation units.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ C. Flammable solids are stored in metal or ceramic containers away from solvents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ D. Combustible scrap <em>(not daily trash)</em> &amp; oily rags are in metal “safety” disposal cans.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ E. Flammables that require refrigeration are only stored in refrigerators marked as “Explosion-Proof”.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ F. Halogenated solvents <em>(i.e., chloroform)</em>, that are not flammable, are not stored in cabinets labeled “Flammables Storage”.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. HAZARDOUS WASTE</td>
<td>☐ None stored in room</td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ A. Posted signs identify designated Satellite Accumulation Areas (SAA’s).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ B. Different waste types are separated by secondary containers or space: <em>(i.e., sharps, chemical waste &amp; hazardous lab trash, biological waste, and radioisotopes)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ C. Every container, with even a drop of waste in it, has a dated, <strong>signed</strong>, and completed waste ID tag. <em>(“Hazardous” waste tags are for chemical waste.)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ D. Hazardous chemical waste is within <strong>60 days</strong> of the accumulation start date written on the tag. <em>(Take containers to stockroom if full or expired.)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ ☐ E. Waste containers are closed, except when waste is being added. <em>Funnels are not caps.</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* **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** __________