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?

<table>
<thead>
<tr>
<th>OK</th>
<th>NO</th>
<th>N/A</th>
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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.
### 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. |

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

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**Comments:**

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**Signature of Person Performing the Self-Inspection**  
**Telephone Number**  
**Date**