MRL Annual Lab Safety Inspection Short Form
This summary of what inspection teams will look for during inspections is intended to aid self-inspection prior to the official inspection. For more detail and explanation, see the long form and its instructions here: http://cmm.mrl.illinois.edu/safetyinspection.

General Safety
- Door signs: current (dated within the last 12 mos.) and accurate information in all sections
- Housekeeping: general state of the lab does not create a hazard
- Equipment: covers in place; over-crowding; secure, stable placement; water/drain lines secure
- SOPs* for processes (should be included in the LSM* for your lab and include training records)

Electrical Safety
- Obstructed electrical panels/disconnects
- Overloaded, damaged, worn outlets; damaged power cords
- Electrical equipment (instruments, computers, etc.) on the floor
- Temporary use of extension cords; electrical connections/junctions/power strips off the floor

Emergency Equipment
- Spill kit, first aid kit, fire extinguishers‡, showers‡ & eye wash stations‡: accessible, in good condition, and marked with appropriate signs‡ in rooms so equipped

Chemical Safety
- Eating/drinking in laboratories is prohibited
- LSM, CHP & chemical inventory available, complete, and up to date.
- Appropriate PPE* available and used (lab coats, glasses, goggles, face shields, gloves, etc.)
- Chems stored properly, including secondary containment; stored by compatibility, etc.
- Peroxidizables: storage, labeling (shelf-life), and testing records
- Chem. waste storage & disposal management
- Gas cylinders are secured at all times, capped when not in use, etc.
- Labeling of cabinets/refrigerators to ensure only non-food items stored
- Fume hoods: inspection label, use, cleanliness, etc.
- Presence of mercury devices (thermometers, etc.)

Radiation Safety
  Radioactive Materials and X-Ray equipment
  - Contamination survey records and material disposal records up to date
  - Storage/inventory of materials
  - X-Ray equipment: function of interlocks & shielding, test records
  *Lasers
  - Laser registration (Class IIIb, IV)
  - Laser safety (shielding, beam blocks, PPE, warning lights, etc.)

Biological Safety
- Only rare instances exist in MRL – see the long form.

* SOP: standard operating procedure  CHP: chemical hygiene plan  LSM: lab safety manual
PPE: personal protective equipment