



MOUNT SINAI
SCHOOL OF
MEDICINE

Environmental Health and Safety Department Monthly Laboratory Fire Safety/EPA Compliance Checklist

Return completed
forms to Sal Tranchina
by the 25th of each
month.

Department _____ Building _____ Room # _____ Reviewer Name _____

PI Name _____ Signature _____ Date _____

Department Chair Signature _____ Date _____

<i>New York City Lab Permits / Certificate of Fitness</i>	Yes	No	*Corrective actions/comments
<p>1. Is there a Certificate of Fitness (C of F) issued by the Fire Commissioner of NYC that allows the lab to operate under the supervision of person(s) holding the certificate?</p> <p>Provide name(s) of employee holding the C of F, where located and expiration date.</p> <p>(One C of F certified employee per floor must be available at all times when labs are being operated. It is suggested <u>at least</u> two lab employees per floor obtain a C of F.)</p>			
<i>Signage</i>	Yes	No	*Corrective actions/comments
2. Is there a sign posted on all entrances to your lab in red letters on white background " LABORATORY - Potentially Hazardous Substances "?			
3. Is there a " NO SMOKING " sign posted on all door entrances as well as at least two that are conspicuously posted throughout the lab?			
4. Are all freezers/refrigerators used to store chemicals (except designated by design of manufacturer as explosion-proof) labeled with " STORE NO FLAMMABLES FLASHING BELOW 100°F "?			

** Corrective action must be completed prior to next monthly review or target dates must be provided and progress tracked to completion*

Fire Extinguishers / Exits	Yes	No	*Corrective actions/comments
5. Have all of the fire extinguishers in the lab been inspected each month and the tag initialed and dated? Provide date of last inspection.			
6. Are all of the fire extinguishers installed off of the floor on a designated hook or in a designated cabinet?			
7. Are all exits from labs clearly marked with a conspicuous "EXIT" sign? Are the exit paths maintained clear and open for proper egress?			
Emergency Shower / Eyewash	Yes	No	*Corrective Actions/Comments
8. Is there an emergency shower available in the lab? (Overhead or hand held showers must be provided where more than 5 gallons of corrosives or flammables are used/stored. They must be located within 25 feet of laboratory door and must remain accessible and unobstructed.)			
9. Is the overhead shower tested weekly and tag initialed and dated by engineering? (Hand held showers can be tested and documented by lab.) Provide date of last inspection.			
10. Is there an emergency eyewash available in the lab? (Labs using flammables and/or corrosives must have a readily accessible eyewash.)			
11. Is the eyewash tested weekly and documentation posted? Provide date.			
12. Are the shower and eyewash accessible and not blocked?			
13. Do lab personnel know the location of the eyewash and showers? List names of three employees questioned:			
Compressed gases	Yes	No	*Corrective actions/comments
14. Are <u>all</u> compressed gas cylinders secured in an upright position to a permanent building fixture, (other than plumbing or electrical conduit) or fastened on a cart or holder designed to secure the cylinder?			
15. Are caps in place on cylinders not in use or connected to equipment?			

*** Corrective action must be completed prior to next monthly review or target dates must be provided and progress tracked to completion**

16. Does the lab store a flammable gas cylinder(s)? Is it being used for an on-going operation?			
Chemical Use / Storage	Yes	No	*Corrective actions/comments
17. Is there a Material Safety Data Sheet (MSDS) available (either hard copy or electronic copy) for EVERY hazardous chemical in the laboratory? Are they readily accessible? Have all lab personnel read the MSDSs and understand the physical and chemical properties of the chemicals that they use? Quiz three employees on MSDSs and list their names: (Missing MSDS's can be obtained from the company that supplied the chemical or obtained through www.msds.com . User name: mssm; Password: msds)			
18. Are flammables stored in explosion-proof refrigerators/freezers? (If alcohol is used as preservative for specimens at a concentration of 20% or greater, the material may have a flash point of <100° F and, if so, must be stored in explosion-proof refrigerators.)			
19. Are all hazardous reagents, reaction products and solutions in the laboratory clearly and legibly labeled with the full chemical name of hazardous constituents, hazards, CAS#, storage requirements and expiration date, if applicable?			
20. Have any chemicals in storage exceeded their expiration date?			
21. Are peroxide-forming chemicals marked with the date received and date opened? Are these chemicals sent for disposal within the specified time limits for peroxide-forming chemicals or tested for peroxide formation? (Storage is limited to 3 months for Class A and 6 months for Class B and C peroxide-forming chemicals, calculated from the date received or date opened, whichever is longer.) List chemical name and date of oldest peroxide-forming chemical in storage.			
22. Are neutralizing or absorbing agents available where hazardous chemicals are stored?			
23. Are glass containers of chemicals or chemical waste stored in appropriate cabinets and not on the floor?			

*** Corrective action must be completed prior to next monthly review or target dates must be provided and progress tracked to completion**

24. Are incompatible chemicals (e.g., inorganic acids/oxidizers and flammable chemicals) segregated by distance or by secondary containment?			
25. Are food and beverages kept out of refrigerators used for chemical storage?			
Hazardous/Chemical Waste Management	Yes	No	*Corrective actions/comments
26. Is all chemical waste stored in the lab's designated satellite accumulation area (SAA)?			
27. Are all waste containers labeled with a MSMC waste label that lists the constituents? (Constituent names must be written out with no abbreviations or chemical formulas.)			
27. Are containers of liquid waste placed in secondary containment?			
28. Are incompatible waste containers segregated?			
29. Are waste containers kept securely closed except when adding waste?			
30. Are waste containers compatible with the waste and in good condition?			
31. Is the hazardous waste vendor promptly contacted for a pickup when a container is full?			
32. Are procedures for waste management and emergency contact information posted?			
Additional Comments			*Corrective actions

** Corrective action must be completed prior to next monthly review or target dates must be provided and progress tracked to completion*