

## Lab Safety Checklist

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Power Check

[Batteries](#) of all types and sizes power many lab devices, from balances to clocks to calculators. Remember to check:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Balances  | <input type="checkbox"/> Digital thermometers                     | <input type="checkbox"/> Pen meters (all types) |
| <input type="checkbox"/> Calculators   | <input type="checkbox"/> Flashlights (white light, UV, and IR)    | <input type="checkbox"/> Probeware              |
| <input type="checkbox"/> Clocks, pencil sharpeners, and wireless devices (mouses, remote controls, and pointers) | <input type="checkbox"/> Physics meters (voltmeters, multimeters) | <input type="checkbox"/> Timers                 |

To check batteries, remove the battery cover, and examine the battery and terminals. Rotate the batteries if they are A-type batteries. If there is any sign of corrosion, put on gloves and carefully remove the battery. Place corroded batteries in a resealable bag, and store with chemical waste for pickup by the designated authority. Battery terminals may be cleaned with a cotton swab and white vinegar. Do not replace batteries until the housing is dry.

### Chemical Supply and Storage Check

Check your classroom and storage rooms for chemicals that can no longer be safely used.

- ☐ Every chemical container should have a “received date” or “solution prepared date” on the bottle or label. Check the [safety data sheet](#) (SDS) for information on the stability of the chemical.
- ☐ Common acids, like nitric and sulfuric, discolor with age and should be disposed of when they discolor.
- ☐ [Buffers](#) are particularly age sensitive and should be tested regularly.
- ☐ Examine the lids of chemical containers also. If there are signs of residue buildup around the lid, the chemical may need to be disposed of.
- ☐ Test papers have expiration dates also and may not register results accurately after they expire.

#### Additional Items

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

Most chemical handling and safety questions can be answered on the chemical [safety data sheet](#). Many local fire departments are also happy to help you complete a chemical safety and storage inspection. Don't forget to update your chemical inventory after disposal and list any [chemical](#) that needs to be reordered.

# Lab Safety Checklist (continued)

## Biology Supply Check

Biology classrooms, like chemistry classrooms, have chemicals that need to be checked for expiration dates. Additionally, several other common supplies need examination as well.

- ☐ [Growth media](#) needs to be checked for expiration and the presence of growing organisms if the media was not sealed and sterile. Prepared media in petri dishes or test tubes can dry out and crack, rendering them unusable, and they should be replaced. Melt-and-pour media can dry out. If it is pulling away from the side of the bottle, plan on a replacement.
- ☐ Prepared media with antibiotics need to be disposed of; these may not have expiration dates.
- ☐ Seeds can have a shelf life of several years, but if they have been exposed to humid or hot conditions, make plans for a decreased germination rate or [order new seeds](#).
- ☐ [Microscopes](#) need to be cleaned and light sources checked so that they are in working order. Check out this helpful [microscope care and use mat](#).
- ☐ Lens paper should be checked for water damage due to high humidity.
- ☐ [Preserved specimens](#) should be usable if they have been stored properly at room temperature and out of direct sunlight. Check that specimens in pails are still submerged in preservative. Ensure bagged specimens have remained sealed and have no leaks. For information on dissection safety, storage, and disposal, click [here](#).

### Additional Items

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## General Lab Equipment Check

- |  |  |
|--|--|
| <input type="checkbox"/> Check electrical equipment, connections, and wires.   | <input type="checkbox"/> Confirm that gas lines are operational.   |
| <input type="checkbox"/> Check hot plates for oxidation and chemical residue on the heating surface.   | <input type="checkbox"/> Check membranes in meters and <a href="#">probeware</a> to ensure they have not dried out or cracked and check the amount of and condition of the storage solution. Calibrate and test the meters (after rehydration if they were dry). In many cases, membranes need to be replaced every 1–2 years depending on their usage and storage. Check your manual for further information. |
| <input type="checkbox"/> Clean out lab refrigerators/freezers and dispose of old, opened materials and check expiration dates of contents.                       | <input type="checkbox"/> Check and replace light bulbs in growth chambers and light banks.   |
| <input type="checkbox"/> Confirm temperatures for refrigerators and freezers.  | <input type="checkbox"/> <a href="#">Clean models</a> and check the labeling.  |
| <input type="checkbox"/> Confirm calibration of equipment such as balances, thermometers, and pH meters.   | <input type="checkbox"/> Make sure sink drains run freely and are clean.   |
| <input type="checkbox"/> Check the condition of your water baths. Hopefully, they were drained. If not, clean them according to the manufacturer's instructions. | <input type="checkbox"/> Check textbooks and other paper products for mold.  |
| <input type="checkbox"/> Verify that water baths and incubators hold their temperature.  |  |

### Additional Items

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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

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# Lab Safety Checklist (continued)

## Safety Equipment and PPE Check

- ☐ **Eyewash:** Check water flow and pressure. Clean the basin, nozzle heads, and handle.
- ☐ **Safety shower:** Check water flow and pressure. Clean the shower head and handle. Let the water run into a bucket until it runs clear.
- ☐ **Fume/exhaust hood:** Check the flow rate with a piece of paper or cloth. When the hood is on, the paper or cloth should be drawn to the exhaust outlet. Check and replace the filter if need be.
- ☐ **Goggles and face shields:** Clean and count both. Others may have used the science department PPE.
- ☐ **Goggle sanitizing cabinet and bulb:** Check the UV bulb in the goggle cabinet to make sure it is operational and that goggles are still being sanitized properly.
- ☐ **Chemical spill SOCs:** Spill SOCs should be dry and the outer cover intact.
- ☐ **Handwashing stations:** Restock with soap, paper towels, and hand sanitizer.
- ☐ **Face masks:** Have a ready supply of [disposable face masks](#).
- ☐ **Gloves:** Check [gloves](#) for signs of degradation. Your fingers and hand should not perforate the gloves.
- ☐ **Fire extinguisher and last inspection date:** Check that the fire extinguisher is in the correct location and that it has been inspected. If an inspection has not taken place, contact your local fire department or the fire inspector directly.
- ☐ **First aid kits:** Check for expiration dates on any chemicals or other items in the first aid kit. Make sure it is in the proper location.
- ☐ **Mold growth:** Check the interior and exterior of cabinets and drawers, as well as the ceiling and vents, for mold growth.

### Additional Items

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