

## Cal Poly Self Inspection Checklist For Hazardous Materials

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Site Manager\*: \_\_\_\_\_ Inspector: \_\_\_\_\_ Dept. Safety Coordinator: \_\_\_\_\_

\*Site manager is defined as: lab/space owner, Principal Investigator, Cognizant Individual, etc. This is NOT the department or college Safety Coordinator.

### Instructions:

- On a yearly basis, one of these inspection forms is to be completed for each space
- Copies of the completed self-inspection form shall be sent to the department chair/head and site manager
- The site manager and Dept. Chair/Head must sign and date receipt of the inspection form below
- Items requiring corrective action shall be completed within 30-days and the updated inspection form shall be sent to the department chair/head and safety coordinator to close out the deficiencies
- This completed inspection form shall be available during an audit
- The department chair/head or designee shall submit a Facilities Service Request for corrective actions requiring maintenance service (extension 5555)

Questions regarding specific compliance requirements should be directed to Tom Featherstone, Hazardous Materials Specialist, Environmental Health & Safety at extension 6661 or email at [tfeather@calpoly.edu](mailto:tfeather@calpoly.edu).

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Site Manager: \_\_\_\_\_ Date: \_\_\_\_\_

SAFETY EQUIPMENT	YES	NO	N/A	Notes	Date Corrected
Are emergency eyewash and/or safety shower stations accessible and functioning?					
Are eyewashes and safety showers inspected and (both) tested <u>monthly</u> and records of testing available?					

Is a chemical fume hood(s) available and certified for use?					
<b>HAZARDOUS CHEMICALS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Notes</b>	<b>Date Corrected</b>
Is a complete, current Chemical Inventory readily available?					
Are Safety Data Sheets (SDSs) readily available for all hazardous materials listed on the rooms Chemical Inventory?					
Are <u>all</u> containers clearly labeled with the contents and applicable hazard(s) (e.g., flammable, corrosive, etc.)? This includes containers of stock solutions and non-hazardous materials, e.g., DI Water.					
Are chemicals segregated and stored by compatibility?					
Are gas cylinders secured in an upright position by two steel chains or steel cables?					
Have all employees who handle Hazardous Materials been trained in either Hazard Communication or Laboratory Safety (Chemical Hygiene Plan), with documentation?					
<b>HAZARDOUS WASTE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Notes</b>	<b>Date Corrected</b>
Is hazardous waste stored in proper containers that are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed?					
Are all hazardous waste containers labeled with the required information: initial date of accumulation, the words "Hazardous Waste", the contents of the container, the physical state, the hazard(s) and the name and address of the University?					
Are incompatible hazardous wastes segregated to prevent hazardous reactions in the event of a spill and placed in secondary containers for spill containment?					
Have all employees who handle Hazardous Waste received the required training?					