

# DOHS Safety Survey

1. Date survey conducted:

2. Who is the lead PI for this room?

3. Who is the primary point of contact for this room?

4. Select the hazards present in this room.

- ☐ Acute toxins
- ☐ Carcinogens (1, 2A, 2B)
- ☐ Reproductive toxins (1A, 1B, 2)
- ☐ Oxidizers
- ☐ Pyrophorics
- ☐ Select toxins
- ☐ Corrosives
- ☐ Flammables
- ☐ Biological Materials (including infectious agents, recombinant materials, and toxins)
- ☐ Creation of Transgenic Animals
- ☐ Class 3B Lasers
- ☐ Class 4 Lasers
- ☐ Radiation
- ☐ Noise
- ☐ Cryogenics
- ☐ Flammable gases
- ☐ 3-D Printers
- ☐ Others (if selected, please note the hazards in the comments box)
- ☐ N/A

Comments:

5. Discussed the requirement to report injuries, odors, and other hazardous conditions.~

Yes

No

N/A

6. Is this either a laboratory, a laboratory with an attached cold room, a laboratory with an attached equipment room, or a standalone equipment room? If this room is a standalone cold room, select "No" and go to the next section.

Yes

No

6.1. Please describe this room:

- ☐ Laboratory without attached cold or equipment room(s)
- ☐ Laboratory with attached cold room(s) ONLY
- ☐ Laboratory with attached equipment room(s) ONLY
- ☐ Laboratory with attached cold AND equipment room(s)
- ☐ Standalone equipment room

6.2. Instruction: [EQ] = Questions that are applicable to equipment rooms. You may select N/A for all other questions without the (EQ) designation when conducting a survey of a standalone equipment room.

6.3. Is this room registered or unregistered?

- ☐ Registered
- ☐ Unregistered

6.4. Do lab personnel occupy/work in any other rooms? If yes, please list campus, building, and room number(s).

Yes

No

Comments:

6.5. Is this lab a shared space? What other labs utilize this space?

Yes

No

Comments:

6.6. If animals are worked with in the space, has proper transportation and containment of animals and disposal of carcasses been verified during the survey?

Yes

No

N/A

6.7. Is gas anesthesia used in this lab?

Yes

No

6.8. Does this lab work with chemicals that require Chemical Monitoring under regulatory guidance?

Yes

No

6.8.1. Select the following chemicals the lab works with:

☐ DCM/Dichloromethane/Methylene Chloride

☐ Ethylene Oxide

☐ Formaldehyde

☐ Nitric Oxide

☐ Xylene

6.9. Is the lab enrolled in chemical monitoring and are they aware of monitoring requirements for this chemical?

Yes

No

## 6.10. Registration Documents

6.11. Is the "Registration Documents" section applicable to this room?

Yes

No

6.11.1. Registered Labs Only: All biological materials present are registered.~

Yes

No

N/A

Comments:

6.11.2. Registered Labs Only: Personnel lists are accurate, and staff have e-signed registration documents.

Yes

No

N/A

6.11.3. [EQ] Registered Labs Only: Locations are accurate on registration documents.~

Yes

No

N/A

6.11.4. Registered Labs Only: All annual reviews of registrations are complete.

Yes

No

N/A

## 6.12. Safety Training

6.13. Is the "Safety Training" section applicable to this room? (This section is applicable in most spaces, with the exception of standalone equipment rooms.)

Yes

No

6.13.1. All lab staff have reviewed the Chemical Hygiene Plan.~

Yes

No

N/A

6.13.2. Lab Staff are up to date with all applicable specialized training (e.g., shipper, laser safety, other).

Yes

No

N/A

6.13.3. Lab staff are up to date with Lab Safety Training.

Yes

No

N/A

6.13.4. Registered Labs Only: Lab staff are up to date with Blood Borne Pathogen Training (if applicable).

Yes

No

N/A

6.13.5. Registered Labs Only: Lab Biosafety Manual is available to staff and annual reviews are documented.

Yes

No

N/A

6.13.6. Registered Labs Only: All lab staff have reviewed the Exposure Control Plan.

Yes

No

N/A

## 6.14. Signage & Safety Equipment

6.15. Is the "Signage & Safety Equipment" section applicable to this room?

Yes

No

6.15.1. All applicable signage is displayed in the lab and staff are familiar with their contents (e.g., 1-2-3, Chemical Safety Guide, Waste Disposal Guide).

Yes

No

N/A

6.15.2. [EQ] Accurate hazard warning signage (i.e., UV, Laser, Radioactive, LAAPP, special equipment (cryogenic, etc.)) has been displayed on lab door, if applicable.

Yes

No

N/A

6.15.3. Handwashing sink, soap, and paper towels are available, and sink is unobstructed.

Yes

No

N/A

6.15.4. Eyewash is available, unobstructed, in good working order and documented as flushed weekly.

Yes

No

N/A

6.15.5. Safety shower is available, unobstructed, and documented as flushed within the past 12 months.

Yes

No

N/A

6.15.6. [EQ] Lab equipment is properly labeled to indicate hazards.

Yes

No

N/A

6.15.7. Lab microwave oven(s), refrigerators, freezers clearly labeled "No Food or Drink."

Yes

No

N/A

6.15.8. [EQ] Registered Labs Only: An accurate BSL sign is displayed on the door.

Yes

No

N/A

## 6.16. Biological Safety Cabinet (BSC)

6.17. Is the "Biological Safety Cabinet (BSC)" section applicable to this room?

☒ Yes☐ No

6.17.1. Biological Safety Cabinet (BSC) has been certified within the last year.

☒ Yes☐ No☐ N/A

6.17.2. BSC date of last certification:

6.17.3. BSC airflow is unobstructed.

☒ Yes☐ No☐ N/A

6.17.4. There is no evidence of the use of open flames/flammable gases inside of the BSC.

☒ Yes☐ No☐ N/A

6.17.5. BSC sash is between the minimum (8") and the maximum recommended sash height.

☒ Yes☐ No☐ N/A

6.17.6. Registered Labs Only: Potentially infectious agents are manipulated within a BSC (if required by the registration document).~

☒ Yes☐ No☐ N/A

6.17.7. Does this lab contain multiple Biosafety Cabinets?

☒ Yes☐ No

Comments:

## 6.18. Chemical Fume Hood (CFH) & Other Local Exhaust

6.19. Is the "Chemical Fume Hood (CFH) & Other Local Exhaust" section applicable to this room?

☒ Yes☐ No

6.19.1. Chemical Fume Hood has been certified within the last year.

☒ Yes☐ No☐ N/A

6.19.2. CFH date of last certification:

6.19.3. Air foil and rear baffle are unobstructed.

Yes

No

N/A

6.19.4. CFH is free of unnecessary stored items.

Yes

No

N/A

6.19.5. CFH airflow is unobstructed.

Yes

No

N/A

6.19.6. CFH sash is between the minimum and the maximum recommended sash height (noted on affixed sticker).

Yes

No

N/A

6.19.7. Does this lab contain multiple chemical fume hoods?

Yes

No

Comments:

6.19.8. All other required local exhaust certification has been obtained (i.e., downdraft tables, histology cabinets, elephant trunks, animal racks, autoclave vents, cage change stations, canopy hoods, slot hoods).

Yes

No

N/A

Comments:

## 6.20. Gas Cylinders

6.21. Is the "Gas Cylinders" section applicable to this room?

Yes

No

6.21.1. [EQ] All cylinders are properly secured and labeled; caps are on all reserve cylinders, and there are no excess cylinders stored in the lab.

Yes

No

N/A

6.21.2. [EQ] Hazardous gases (i.e. oxidizers and flammables) are appropriately segregated.

Yes

No

N/A

6.21.3. [EQ] Appropriate speciality (flammable, corrosive, toxic, oxidizing) gas signage is available in the lab.

6.21.4. [EQ] Asphyxiants are only used and stored in ventilated rooms.

6.21.5. [EQ] Hazardous gases are only used and stored in ventilated rooms.

## 6.22. Chemicals

6.23. Is the "Chemicals" section applicable to this room?

6.23.1. The lab has a list of ALL the particularly hazardous substances (PHSs) present/used within their lab.~

6.23.2. The lab has written SOPs for ALL PHSs that document the laboratory-specific procedures for the safe handling, storage, and disposal of these chemicals.~

6.23.3. The designated areas used are appropriate for the Particularly Hazardous Substances/procedure and are clearly marked with proper signage.

6.23.4. Peroxide formers are dated upon receipt and opening; stored, tested, and discarded in accordance with the NIH Chemical Hygiene Plan (CHP), or satellite equivalent.~

6.23.5. Flammables kept outside of flammable cabinet storage are only those in active use.

6.23.6. Refrigerated flammables are stored only in hazard-rated refrigeration units.



6.23.7. [EQ] Chemicals have been segregated properly by hazard class and in accordance with the NIH Chemical Hygiene Plan (or satellite equivalent).

6.23.8. [EQ] No hazardous materials are stored above eye level.

6.23.9. [EQ] All chemical containers within lab are securely closed.

6.23.10. [EQ] All chemical containers are properly labeled with name of chemical, date, and associated hazards.

6.23.11. Corrosives are stored in corrosion resistant and ventilated cabinet(s), in secondary containment, and never under sinks or with aqueous solutions.

6.23.12. There is evidence that staff are familiar with special handling requirements for ASP section K chemicals (if applicable).

## 6.24. Waste Management

6.25. Is the "Waste Management" section applicable to this room?

6.25.1. DEP and DRS are contacted to obtain waste management information before generating multi-hazardous waste (i.e., waste containing more than one hazard type).~

6.25.2. Lab waste is collected, stored, and disposed of in accordance with the NIH Waste Disposal Guide, Chemical Safety Guide and, if applicable, off-site waste disposal policies for satellite locations.

☒ Yes☐ No☐ N/A

6.25.3. MPW containers are not filled past  $\frac{3}{4}$  and are  $\leq 40$  lbs.

☒ Yes☐ No☐ N/A

6.25.4. MPW containers are double bagged with supplied bags.

☒ Yes☐ No☐ N/A

6.25.5. All instruments or analyzers that are connected directly to the drain have been approved by DEP (or equivalent).

☒ Yes☐ No☐ N/A

6.25.6. All waste tubing is properly and completely secured into the carboy or other waste container.

☒ Yes☐ No☐ N/A

6.25.7. Sharps containers are used for sharps only and disposed of when  $\frac{3}{4}$  full as MPW or through chemical waste services/DEP, or equivalent.

☒ Yes☐ No☐ N/A

6.25.8. There is no presence of uncapped or otherwise exposed sharps.

☒ Yes☐ No☐ N/A

6.25.9. Chemical waste is labeled (including start date).

☒ Yes☐ No☐ N/A

6.25.10. Chemical waste containers present have not been in use for more than 60 days.

☒ Yes☐ No☐ N/A

6.25.11. Waste containers on the benchtop have secondary containment.

☒ Yes☐ No☐ N/A

6.25.12. Waste containers on the floor have secondary containment large enough to contain the liquid in the waste container if it leaked.

☒ Yes☐ No☐ N/A

6.25.13. Toner cartridges and pipette tip racks are separated and recycled in accordance with the NIH Waste Disposal guide.

☒ Yes☐ No☐ N/A

6.25.14. Lab staff is aware of the NIH Environmental Management System Website (NEMS).

☒ Yes☐ No☐ N/A

6.25.15. Registered Labs Only: Biohazardous waste is chemically decontaminated or autoclaved and disposed as MPW, if indicated in the IBC-approved registration document.~

☒ Yes☐ No☐ N/A

## 6.26. General Practices & Procedures

6.27. Is the "General Practices & Procedures" section applicable to this room?

☒ Yes☐ No

6.27.1. There is evidence of the use of safer sharps devices (plastic razor blades, plastic pipettes, blade holders, blunt needles, etc.).~

☒ Yes☐ No☐ N/A

6.27.2. Appropriate disinfectant is used for organism(s) and work surfaces.~

☒ Yes☐ No☐ N/A

6.27.3. Absorbent pads are clean.

☒ Yes☐ No☐ N/A

6.27.4. Vacuum lines have in-line filters (HEPA or equivalent efficiency).

☒ Yes☐ No☐ N/A

6.27.5. [EQ] There is no evidence of consumption of food and drinks in lab areas.

☒ Yes☐ No☐ N/A

6.27.6. Furniture items within the lab are non-porous and cleanable or have a non-porous covering (i.e., no cloth chairs, rugs, cloth bulletin boards).

☒ Yes☐ No☐ N/A

6.27.7. [EQ] No slip, trip, or fall hazards in the lab (e.g., glass, water, cords on floor).

Yes

No

N/A

6.27.8. Non-research related plants are not present in the lab.

Yes

No

N/A

6.27.9. Non-research related animals are not present in the lab.

Yes

No

N/A

6.27.10. [EQ] Registered Labs Only: No discrepancies identified in the biological inventory during spot checks.

Yes

No

N/A

6.27.11. Registered Labs Only: Unbreakable secondary containment with hazard labels is present for transport of biological materials outside of the lab.

Yes

No

N/A

## 6.28. Fire Protection

6.29. Is the "Fire Protection" section applicable to this room?

Yes

No

6.29.1. Sprinkler heads are free of obstructions with an 18" clearance.

Yes

No

N/A

6.29.2. [EQ] Lab is free of open penetrations (e.g., walls, ceilings, floor, etc.).

Yes

No

N/A

6.29.3. Doors to labs are kept closed to ensure fire protection and negative directional air flow from general occupancy, corridor, and office areas.

Yes

No

N/A

6.29.4. Doors to hazardous storage (e.g., flammable, corrosive cabinets) are kept closed to ensure protection from fire.

Yes

No

N/A

6.29.5. [EQ] All exits, passage routes, and corridors within the lab are unobstructed (i.e., have the appropriate clearance for egress based on building requirements).

Yes

No

N/A

## 6.30. Electrical

6.31. Is the "Electrical" section applicable to this room?

Yes

No

6.31.1. [EQ] Equipment is free of frayed/damaged wiring.

Yes

No

N/A

6.31.2. [EQ] Outlets, electrical strips, and extension cords used in the lab aren't overloaded or daisy-chained.

Yes

No

N/A

6.31.3. [EQ] There are no permanent extension cords.

Yes

No

N/A

6.31.4. [EQ] All electrical equipment (e.g., computers/power strips) is raised off the floor.

Yes

No

N/A

6.31.5. [EQ] Electrical outlets within 1 meter of water sources are protected by G.F.C.I. (Ground Fault Circuit Interrupter).

Yes

No

N/A

6.31.6. There are no portable space heaters.

Yes

No

6.31.7. Electrical panels and breakers are unobstructed (36-inch clearance).

Yes

No

N/A

## 6.32. Personal Protective Equipment

6.33. Is the "Personal Protective Equipment" section applicable to this room?

Yes

No

6.33.1. Occupants are properly attired (e.g., no exposed skin, closed toed shoes).

Yes

No

N/A

6.33.2. Lab staff have been trained on proper procedures for wearing PPE outside of the lab (i.e., one glove rule, proper route).

Yes

No

N/A

6.33.3. [EQ] Personal protective equipment is available (e.g., gloves, lab coats, goggles/face shield; For Registered Labs Only: disposable solid front, liquid resistant gowns/aprons, etc.).

Yes

No

N/A

6.33.4. [EQ] All personal protective equipment required for work being performed in the lab is worn by staff (e.g., gloves, lab coats, goggles/face shield; For Registered Labs Only: disposable solid front, liquid resistant gowns/aprons, etc.).

Yes

No

N/A

6.33.5. Registered Labs Only: Personnel required to use respiratory protection are enrolled in the Respiratory Protection Program.

Yes

No

N/A

#### 6.34. Bite, Scratch, Splash, Exposure (BSSE) Kits – Old World NHPs

6.35. Is the "Bite, Scratch, Splash, Exposure (BSSE) Kits" section applicable to this room?

Yes

No

6.35.1. Registered Labs Only: The BSSE kit is accessible to all personnel working where NHP tissues, blood, and body fluids are used.

Yes

No

N/A

6.35.2. Registered Labs Only: BSSE SOP for the handling of Old-World NHP unfixed tissue, blood, and/or body fluid related exposures is approved (by the IC Safety Committee and DOHS). ~

Yes

No

N/A

6.35.3. Registered Labs Only: Staff are aware of the BSSE kit (location and utility).~

Yes

No

N/A

6.35.4. Registered Labs Only: Staff know how to get or who to contact for replacement valacyclovir upon expiration or use.~

Yes

No

N/A

6.35.5. Registered Labs Only: Valacyclovir is stored between 55°-77°F.

Yes

No

N/A

6.35.6. Registered Labs Only: Valacyclovir is within expiration date.

Yes

No

N/A

6.35.7. Registered Labs Only: Signage is present in the room indicating the presence of the BSSE kit.

Yes

No

N/A

6.35.8. Registered Labs Only: BSSE kit components are not expired.

Yes

No

N/A

## 6.36. Centrifuges

6.37. Is the "Centrifuges" section applicable to this room?

Yes

No

6.37.1. [EQ] Containment devices (safety cups or sealed rotor) have properly fitted O-rings in place.

Yes

No

N/A

6.37.2. [EQ] Registered Labs Only: Safety cups and rotors used with biohazardous materials are only opened within a BSC.

Yes

No

N/A

## 6.38. Cryogenics

6.39. Is the "Cryogenics" section applicable to this room?

Yes

No

6.39.1. Cryogenics are stored in approved posted areas.

Yes

No

N/A

6.39.2. Cryogenic PPE is available (e.g., face shield, cryogenic loose-fitting gloves, goggles, etc.).

Yes

No

N/A

6.39.3. Cryogen PPE is being used by staff.

Yes

No

N/A

6.39.4. Cryogen PPE and safety signage is clearly posted at entry and usage areas.

Yes

No

6.39.5. Cryogenics are stored in areas with adequate ventilation (i.e. Tanks are not stored in confined spaces, areas with insufficient air circulation or too large for its storage area).

Yes

No

## 6.40. Lasers

6.41. Is the "Lasers" section applicable to this room?

Yes

No

6.41.1. NOTICE laser-controlled area sign(s) posted during periods of service on fully enclosed equipment containing Class 3B or Class 4 services.~

Yes

No

N/A

6.41.2. DANGER or WARNING laser-controlled area sign(s) posted in areas containing Class 3B or 4 lasers.

Yes

No

N/A

6.41.3. Appropriate laser safety eyewear is present.

Yes

No

N/A

6.41.4. Appropriate laser safety eyewear is being used by staff.

Yes

No

N/A



## 6.42. Miscellaneous

6.43. Is the "Miscellaneous" section applicable to this room?

Yes

No

6.43.1. [EQ] PI (or lab representative) made themselves available to the safety representative during or after the survey.

Yes

No

N/A

6.43.2. [EQ] Survey reflects all observed safety findings.

Yes

No

N/A

7. Is this room one of the following: a standalone cold room or a lab with at least one attached cold room?

Yes

No

7.1. The cold room door has an emergency release.

Yes

No

N/A

7.2. The cold room door has a proper seal.

Yes

No

N/A

7.3. The cold room is free of paper products.

Yes

No

N/A

7.4. The cold room is free of mold.

Yes

No

N/A

7.5. A current Cold Room Information Sheet (POC sign) is posted on the door.

Yes

No

N/A

7.6. The Preventing Mold Growth sign is posted on the door.

Yes

No

N/A

7.7. Asphyxiants are not used or stored in the cold room.

Yes

No

N/A

7.8. Hazardous gases are not used and stored in the cold room.

Yes

No

N/A

7.9. Cold room is free from usage and storage of flammables, oxidizing, and corrosive chemicals.

Yes

No

7.10. Cold room is free from usage and storage of cryogenics or compressed gases.

Yes

No

7.11. Cold room survey reflects all observed safety findings. test test test

Yes

No

N/A