

## Annual Food Science and Human Nutrition Department Laboratory Safety Checklist

_____ Professor-in-charge	_____ Room No. & Building	_____ Date reviewed by PI
------------------------------	------------------------------	------------------------------

Checklist completed by:		
_____ Name	_____ Title	_____ Phone

\_\_\_\_ The Laboratory Safety Manual (LSM) has been reviewed with all laboratory personnel. A link to the LSM is located on the lab computer. Yearly LSM review checkoff list for the lab is in the lab safety binder. The direct link to the LSM: (<http://publications.ehs.iastate.edu/labsm/files/assets/basic-html/page-1.html>)

\_\_\_\_ Every person working in the laboratory has completed a safety check-in form and a copy has been placed in the lab safety binder. Safety check-out forms are completed for appropriate laboratory personnel & copies are located in the lab safety binder. Navigation to website: [EHS website/Laboratory/Resources for Laboratories/Publications & Forms/Laboratory Check-In form](#) Direct link to the forms: **Check-In:** new faculty/staff/student (<https://www.ehs.iastate.edu/forms/LabCheckin.pdf>) or **Check-Out** (<https://www.ehs.iastate.edu/forms/LabCheckout.pdf>)

\_\_\_\_ Lab Site-Specific Safety Training is performed every year with all lab personnel and has been documented in the lab safety binder. Navigation to website for a **group** EHS Site-Specific Safety Training form: [EHS website/Laboratory/Resources for Laboratories/Publications & Forms/Site Specific Training](#). Direct link: <https://www.ehs.iastate.edu/forms/sstraining.pdf> . Direct link to an Individual Laboratory Safety Training History form: <https://www.ehs.iastate.edu/forms/straining.pdf> .

\_\_\_\_ Hazard Inventories have been filled out on-line for each new lab member (or updated for new methods that each lab member is using). Navigation to website: [EHS website/Laboratory/Resources for Laboratories/Publications & Forms/Hazard Inventory Form](#). Direct link: <https://hazard-inventory.ehs.iastate.edu/>

\_\_\_\_ Each lab member has performed a "Training Needs Assessment" of safety training courses as recommended by EH&S. For the training needs assessment: go to [www.learn.iastate.edu](http://www.learn.iastate.edu), login using your Net-ID and password, click on My Menu (not Topics), then select My Safety Training Needs, then select New and answer the questions. Direct link for the guide document: <https://www.ehs.iastate.edu/sites/default/files/uploads/publications/handouts/MySafetyTraining.pdf>

\_\_\_\_ The Standard Operating Procedures (SOP) forms for each similar group of methods performed in the lab have been completed and are placed in the lab safety binder. Navigation to website: [EHS website/Laboratory/Resources for Laboratories/Publications & Forms/Standard Operating Procedure template](#). Direct link to EHS SOP library: (<https://www.ehs.iastate.edu/laboratory/SOPs/library>)

\_\_\_\_ The annual chemical inventory update has been completed and uploaded to the [EH&S Chemical Inventory](#) database. Safety Data Sheets (SDS) are available in the lab from the companies where the chemicals were purchased and are up-to-date for all chemicals. Direct link: (<http://www.ehs.iastate.edu/laboratory/chemical-inventory>)

\_\_\_\_ Yearly lab safety survey inspections and Radiation Safety Lab Audit have been performed and completed forms are placed in the lab safety binder. Direct link to EH&S's yearly General Lab Safety Survey sheet, X-ray and Biosafety Level (BSL)1, BSL2, and Radioactive Materials and BSL1 or Radiation Safety Lab Audit form depending upon your lab needs. Direct link: (<http://www.ehs.iastate.edu/laboratory/forms/survey-forms> )

\_\_\_\_ Alarms for Ultralow -80°C freezers are tested (and results recorded) every 6 months and alarm batteries (for models with battery back-up) have been replaced as needed. Ultralow compressors should be cleaned every 3 months.

\_\_\_\_ Eyewash stations are being tested on a monthly basis by lab personnel. A record of testing is located near each station that is tested. Records should include date of testing and the tester's initials.

\_\_\_\_ Laboratory Emergency Action Plan has been completed & is posted in the lab by the exit door. A template for this form is found at <https://www.ehs.iastate.edu/laboratory/forms/eap> .

This form will be due Feb 1, 2018. Please email a completed copy to the FSHN Safety Committee, ATTN: Jeanne Stewart at [jws1@iastate.edu](mailto:jws1@iastate.edu) .