

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/lstraining.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, 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 Jan 7, 2019. Please email a completed copy to the FSHN Safety Committee, ATTN: Jeanne Stewart at jws1@iastate.edu . Updated 04/30/18 EHS MT