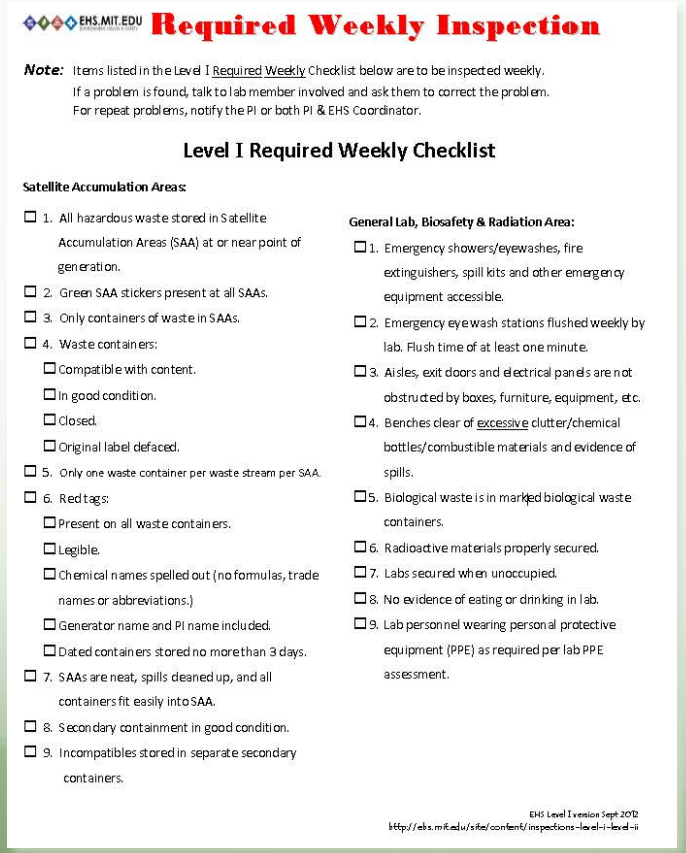
Best Practices for Level I Inspections

What is a Level I Inspection?

- Performed weekly, generally by EHS rep.
- Required by EPA.



EHS.MIT.EDU **Required Weekly Inspection**

Note: Items listed in the Level I Required Weekly Checklist below are to be inspected weekly.
If a problem is found, talk to lab member involved and ask them to correct the problem.
For repeat problems, notify the PI or both PI & EHS Coordinator.

Level I Required Weekly Checklist

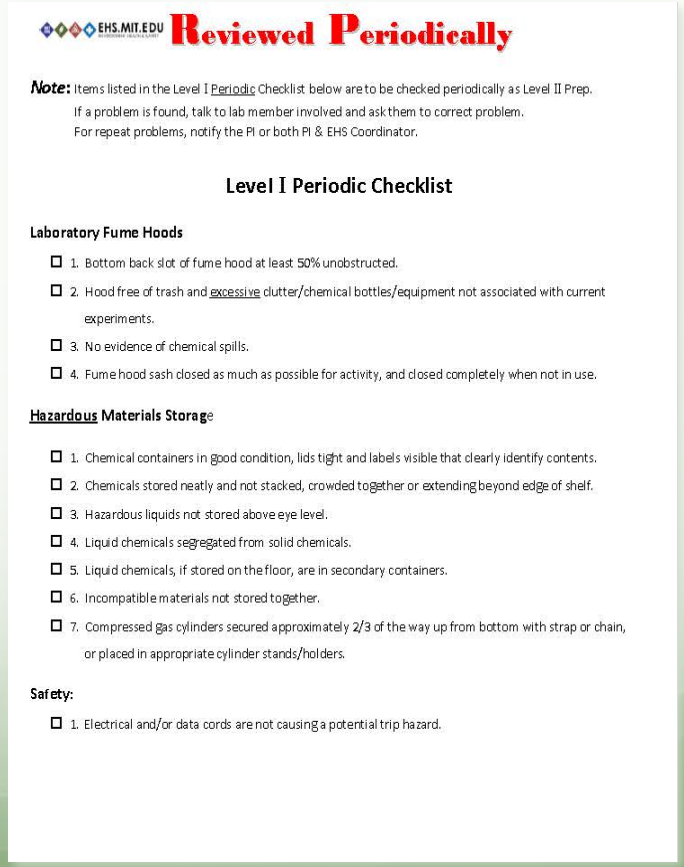
Satellite Accumulation Areas:

- ☐ 1. All hazardous waste stored in Satellite Accumulation Areas (SAA) at or near point of generation.
- ☐ 2. Green SAA stickers present at all SAAs.
- ☐ 3. Only containers of waste in SAAs.
- ☐ 4. Waste containers:
  - ☐ Compatible with content.
  - ☐ In good condition.
  - ☐ Closed.
  - ☐ Original label defaced.
- ☐ 5. Only one waste container per waste stream per SAA.
- ☐ 6. Red tags:
  - ☐ Present on all waste containers.
  - ☐ Legible.
  - ☐ Chemical names spelled out (no formulas, trade names or abbreviations.)
  - ☐ Generator name and PI name included.
  - ☐ Dated containers stored no more than 3 days.
- ☐ 7. SAAs are neat, spills cleaned up, and all containers fit easily into SAA.
- ☐ 8. Secondary containment in good condition.
- ☐ 9. Incompatibles stored in separate secondary containers.

General Lab, Biosafety & Radiation Area:

- ☐ 1. Emergency showers/eyewashes, fire extinguishers, spill kits and other emergency equipment accessible.
- ☐ 2. Emergency eye wash stations flushed weekly by lab. Flush time of at least one minute.
- ☐ 3. Aisles, exit doors and electrical panels are not obstructed by boxes, furniture, equipment, etc.
- ☐ 4. Benches clear of excessive clutter/chemical bottles/combustible materials and evidence of spills.
- ☐ 5. Biological waste is in marked biological waste containers.
- ☐ 6. Radioactive materials properly secured.
- ☐ 7. Labs secured when unoccupied.
- ☐ 8. No evidence of eating or drinking in lab.
- ☐ 9. Lab personnel wearing personal protective equipment (PPE) as required per lab PPE assessment.

EHS Level I version Sept 2012
http://ehs.mit.edu/site/content/inspections-level-i-level-ii



EHS.MIT.EDU **Reviewed Periodically**

Note: Items listed in the Level I Periodic Checklist below are to be checked periodically as Level II Prep.
If a problem is found, talk to lab member involved and ask them to correct problem.
For repeat problems, notify the PI or both PI & EHS Coordinator.

Level I Periodic Checklist

Laboratory Fume Hoods

- ☐ 1. Bottom back slot of fume hood at least 50% unobstructed.
- ☐ 2. Hood free of trash and excessive clutter/chemical bottles/equipment not associated with current experiments.
- ☐ 3. No evidence of chemical spills.
- ☐ 4. Fume hood sash closed as much as possible for activity, and closed completely when not in use.

Hazardous Materials Storage

- ☐ 1. Chemical containers in good condition, lids tight and labels visible that clearly identify contents.
- ☐ 2. Chemicals stored neatly and not stacked, crowded together or extending beyond edge of shelf.
- ☐ 3. Hazardous liquids not stored above eye level.
- ☐ 4. Liquid chemicals segregated from solid chemicals.
- ☐ 5. Liquid chemicals, if stored on the floor, are in secondary containers.
- ☐ 6. Incompatible materials not stored together.
- ☐ 7. Compressed gas cylinders secured approximately 2/3 of the way up from bottom with strap or chain, or placed in appropriate cylinder stands/holders.

Safety:

- ☐ 1. Electrical and/or data cords are not causing a potential trip hazard.

Providing Effective Inspections

- Resources from EHS:
  - Level I Checklist and Guidance at https://ehs.mit.edu/site/content/inspections-level-i-level-ii.
  - Housekeeping Guidance at https://ehs.mit.edu/site/sites/default/files/files/Housekeeping_Guidance.pdf
- Don't treat the inspection as something you have to do – use it as an opportunity to:
  - understand your lab better,
  - interact with other lab members,
  - and address issues as they arise.

Level I Basics – Weekly List

- Satellite Accumulation Areas (SAAs)
  - All hazardous waste stored in Satellite Accumulation Areas (SAA) at or near point of generation.
  - Green SAA stickers present at all SAAs.
  - Only containers of waste in SAAs.
  - Waste containers compatible with content, in good condition, closed and original label defaced.
  - One waste container per waste stream per SAA.
  - Red tags present on all waste containers, legible, filled out appropriately, and dated containers filled no more than 3 days old.
  - SAAs neat, spills cleaned up, and all containers fit easily into SAA.
  - Secondary containment in good condition.
  - Incompatibles stored in separate secondary containers.

Level I Basics – Weekly List

- General Lab, Biosafety, and Radiation Areas
  - Emergency showers/eyewashes, fire extinguishers, spill kits and other emergency equipment accessible.
  - **Emergency eye wash stations in labs flushed weekly by lab**. Flush for at least one minute.
  - Aisles, exit doors and electrical panels are not obstructed by boxes, furniture, equipment, etc.
  - Benches clear of excessive clutter/chemical bottles/combustible materials and evidence of spills.
  - Labs secured when unoccupied.
  - No evidence of eating or drinking in lab.
  - Lab personnel wearing personal protective equipment (PPE) as required per lab PPE assessment.
  - Biological waste is in marked biological waste containers.
  - Radioactive materials properly secured.

Level I Basics – "Periodic" List

- Laboratory Fume Hoods:
  - Bottom back slot of fume hood at least 50% unobstructed.
  - Fume hood free of trash and excessive clutter/chemical bottles/equipment not associated with current experiments.
  - No evidence of chemical spills.
  - Fume hood sash closed as much as possible for activity, and closed completely when not in use.
- Safety:
  - Electrical and/or data cords are not causing a potential trip hazard.

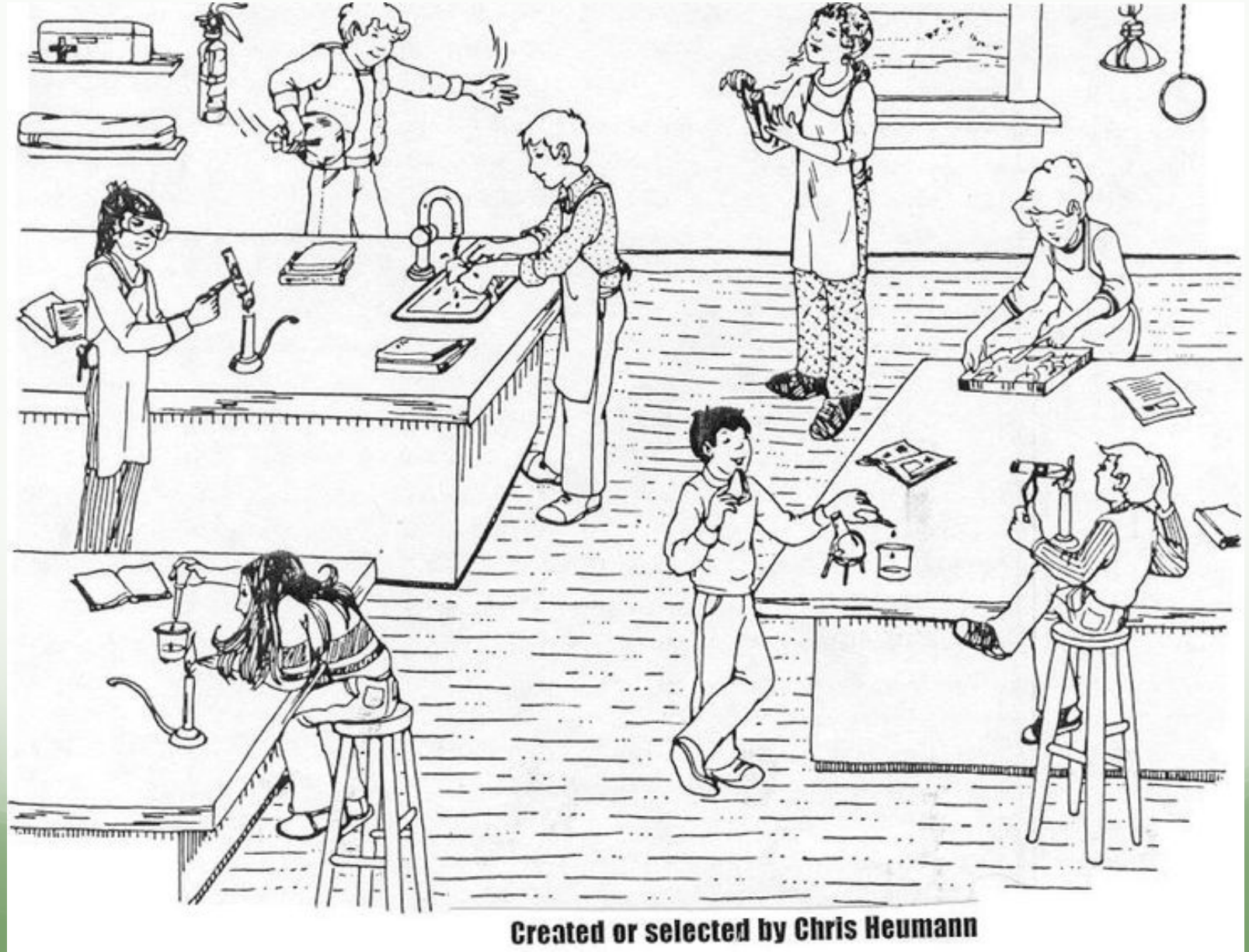
Level I Basics – “Periodic” List

- Hazardous Materials Storage:
  - Chemical containers in good condition, lids tight and labels visible that clearly identify contents.
  - Chemicals stored neatly and not stacked, crowded together or extending beyond edge of shelf.
  - Hazardous liquids not stored above eye level.
  - Liquid chemicals segregated from solid chemicals.
  - Liquid chemicals, if stored on the floor, are in secondary containers.
  - Incompatible materials not stored together.
  - Compressed gas cylinders secured approximately 2/3 of the way up from bottom with strap or chain, or placed in appropriate cylinder stands/holders.

Other Items

- Don't limit yourself to the checklist.
- Walk through each room/bay during your weekly inspections.
  - Opportunity to talk with your lab-mates and answer any safety-related questions they have.
  - Learn who has a good grasp of safe work practices and who might need more guidance.
  - Identify problems as they occur, not 6 months later.

Time for an inspection!



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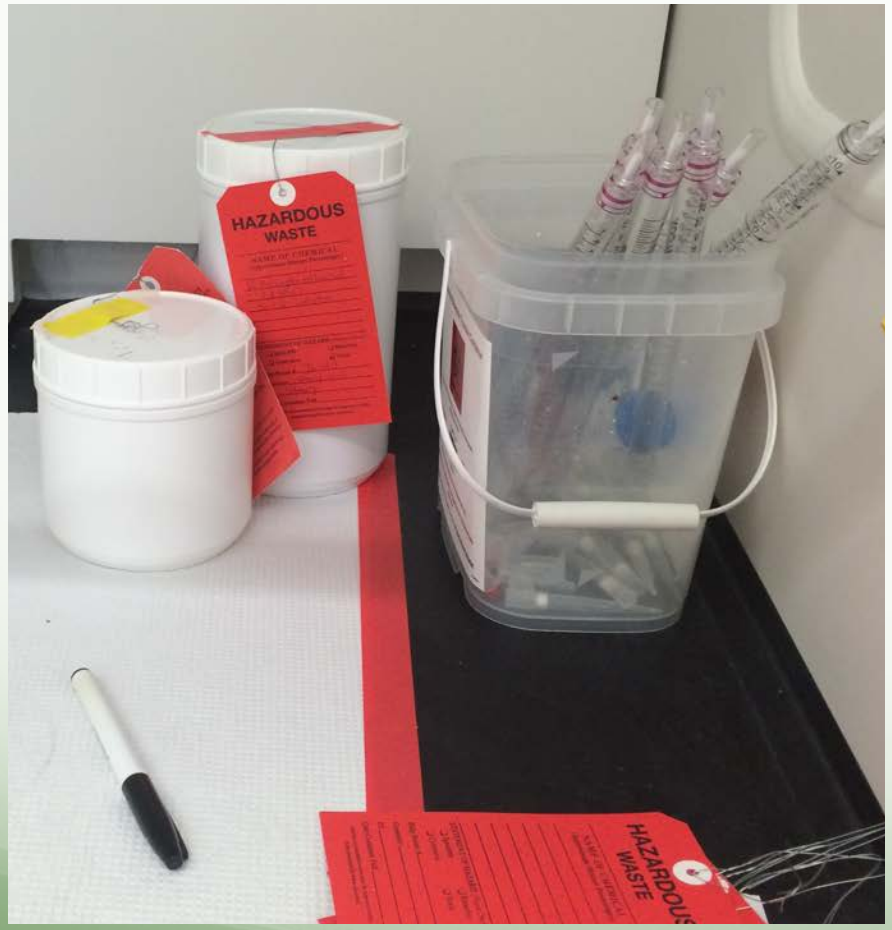

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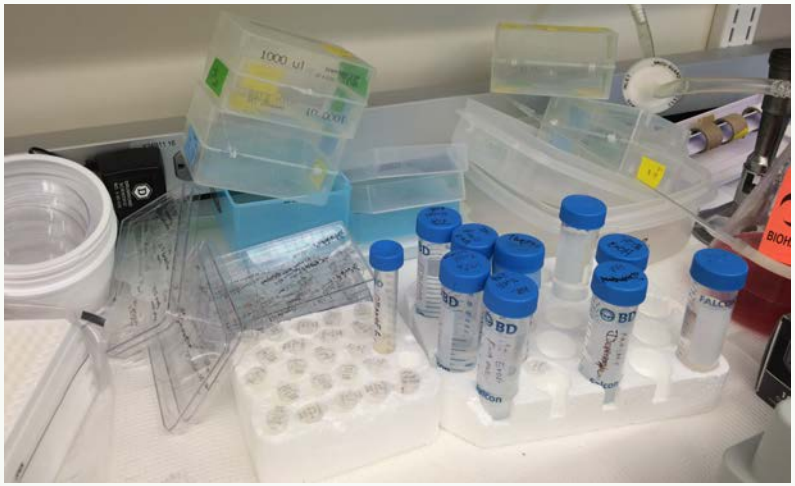

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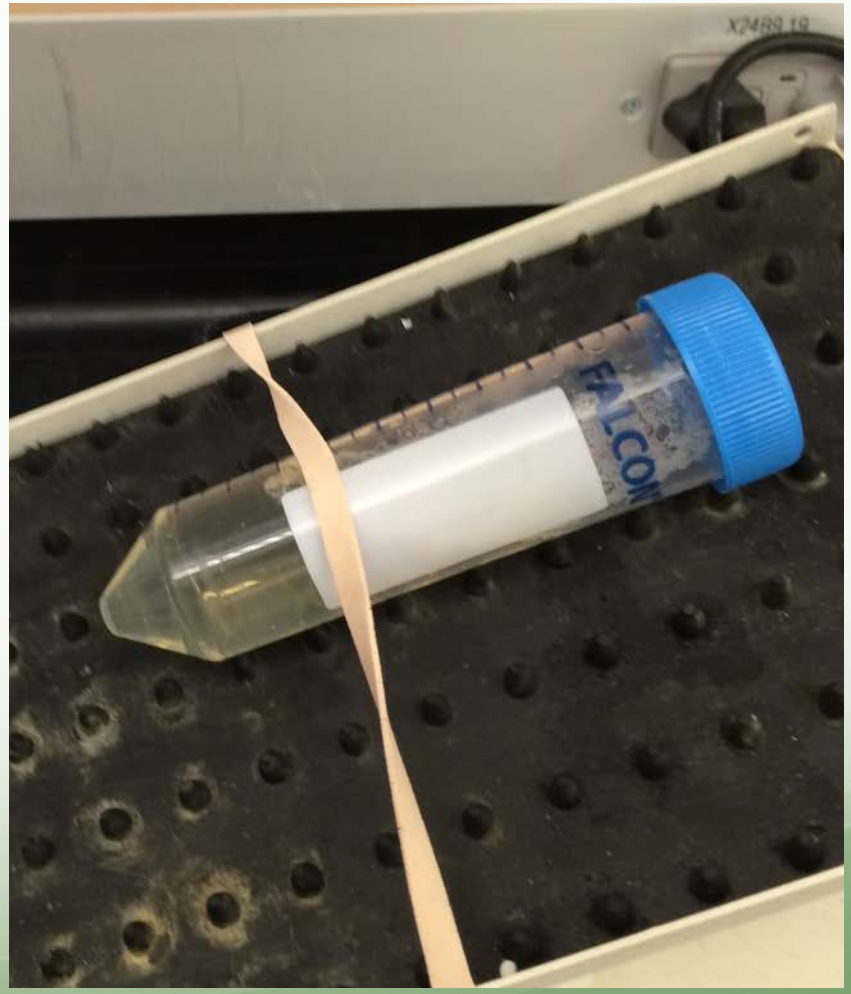

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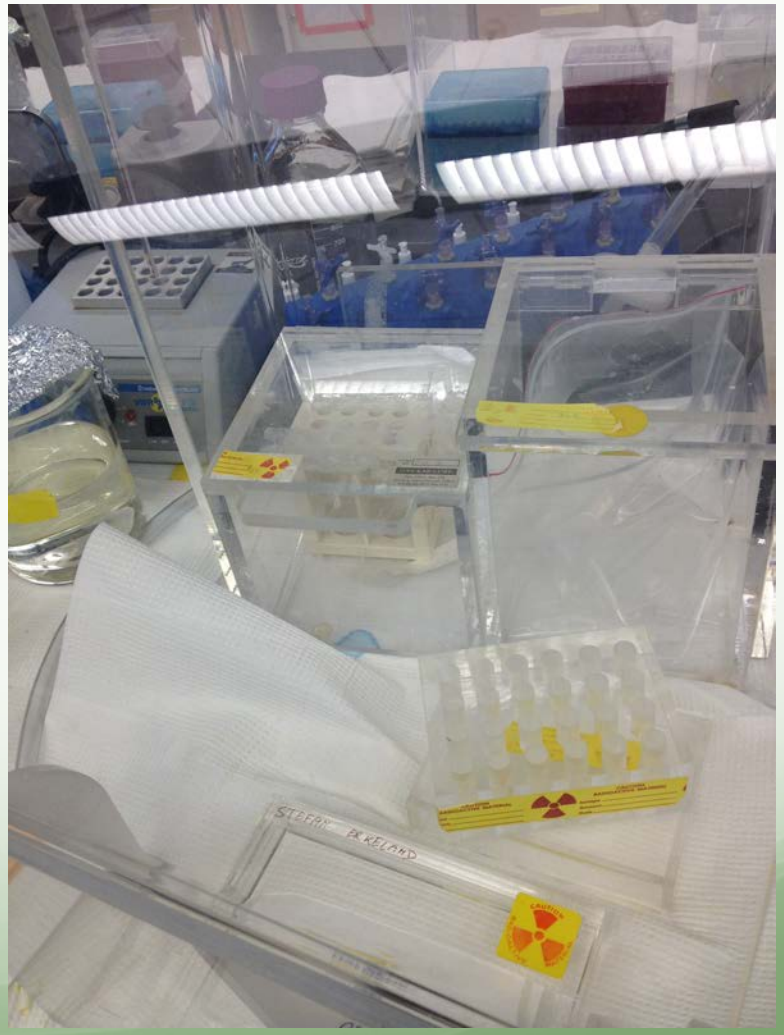

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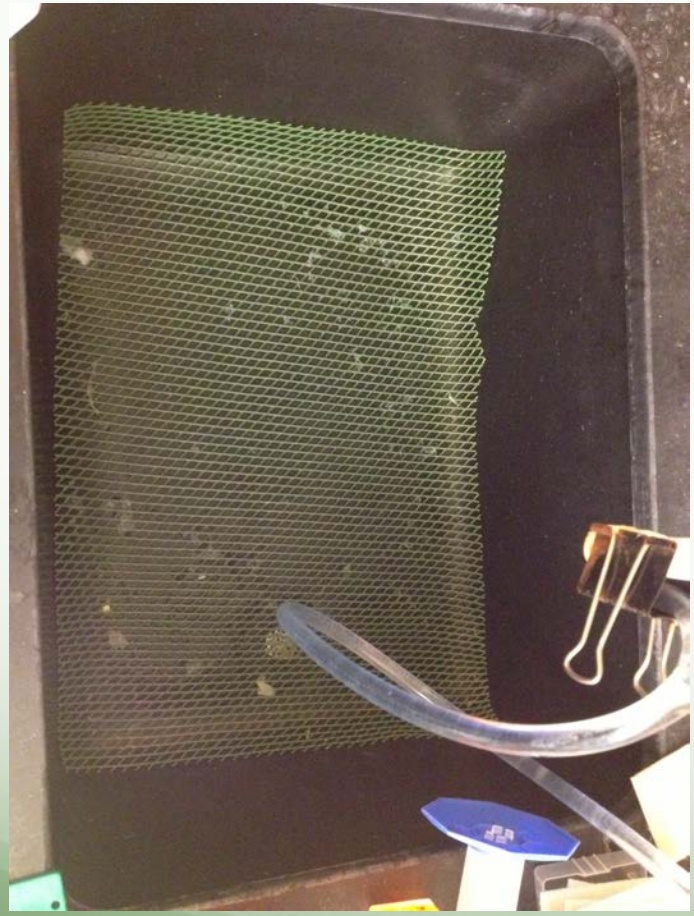

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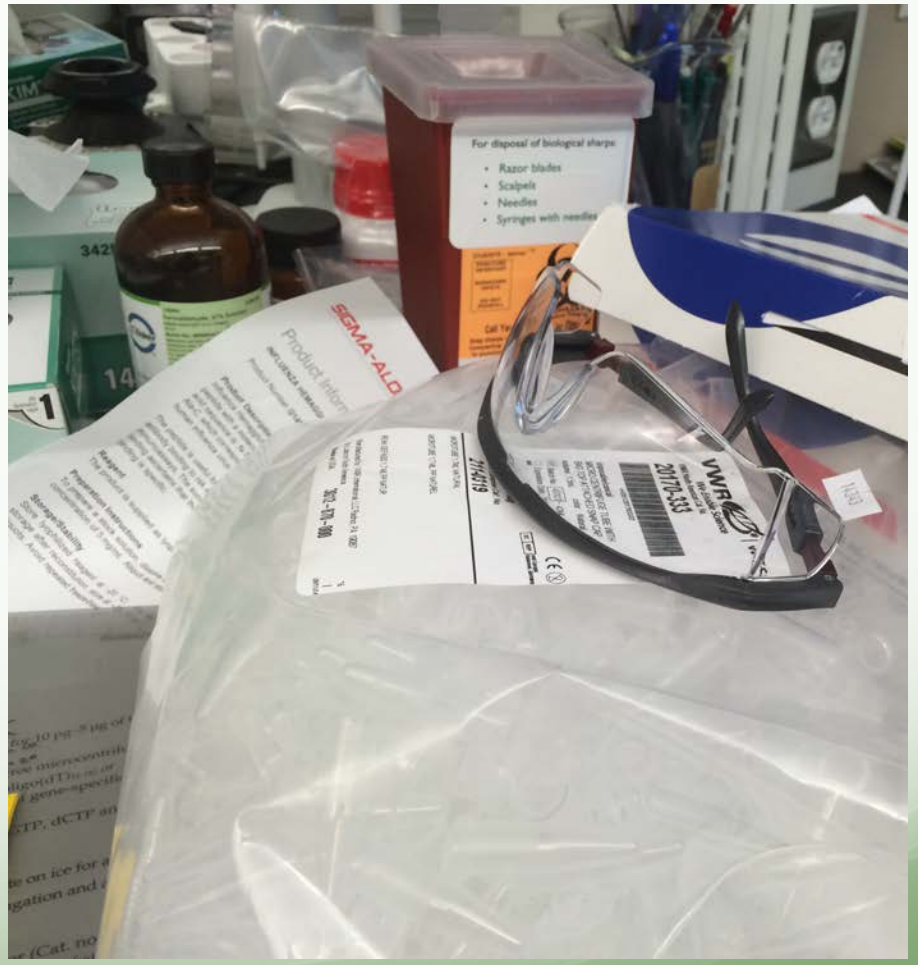

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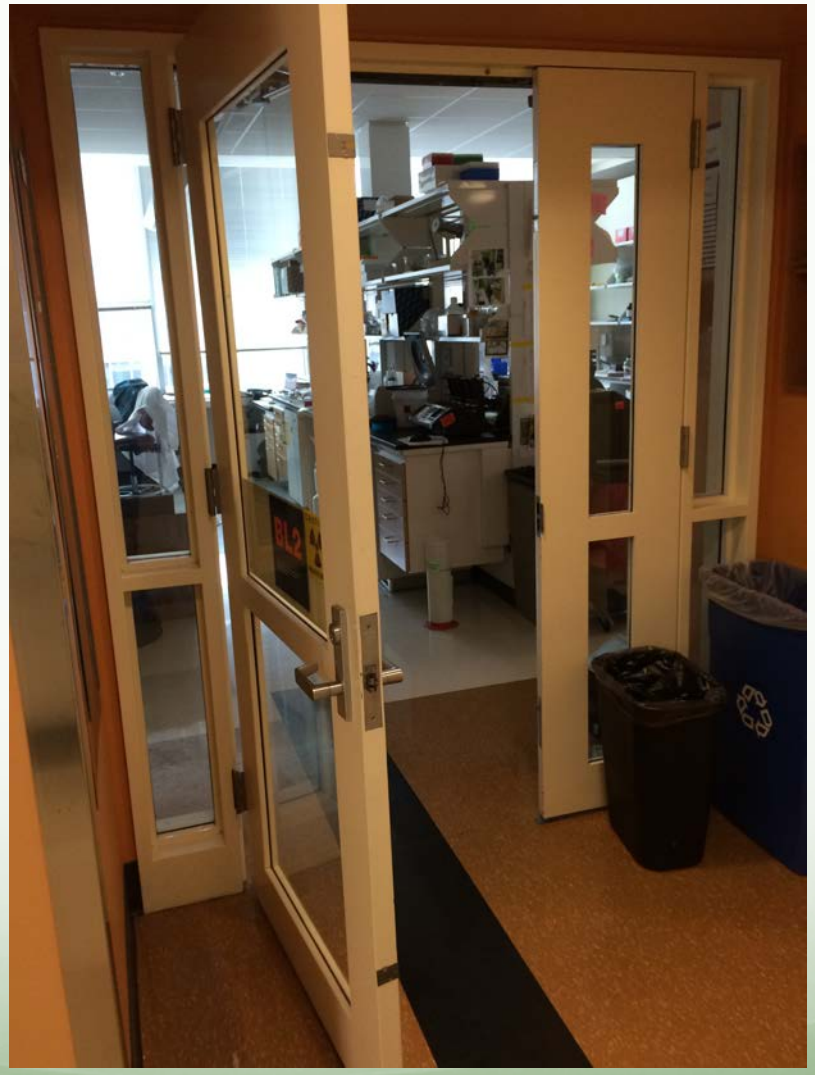

Inspection Follow-up

- You found some issues, now what?
  - If you can tell who might be responsible for an issue, approach them directly.
  - For general problems:
    - Talk to lab members to get more information if you are uncertain about something you saw.
    - Email friendly reminders to the lab about safe practices.
    - Discuss the issue at a group meeting.
- If the issue(s) is not resolved:
  - Have your PI/Supervisor discuss the issue with the lab.
  - Contact your EHS Coordinator (Mary) for assistance.