APPENDIX V
UNIVERSITY OF ARKANSAS AT LITTLE ROCK
Radiation Safety Office
AUDIT CHECKLIST

Primary Investigator: ___________________________ Assistant: ___________________________
Laboratory: ___________________________ Department: ___________________________ Date: ______
Slot: _______________ Phone: ___________________________ Inspected by: ___________________________

PHYSICAL FACILITY

1. Are biological safety cabinets certified annually? YES NO N/A
2. Are sinks operational? YES NO N/A
3. Are emergency showers and eyewashes accessible and unobstructed? YES NO N/A
4. Are appropriate warning signs and notices posted (radiation, chemicals, biohazard, in-case-of-emergency-contact)? YES NO N/A

WORK PRACTICES

5. Is eating, drinking, smoking, and cosmetic application prohibited? YES NO N/A
6. Are foods and beverages not stored in the laboratory? YES NO N/A
7. Is personal apparel appropriate? YES NO N/A
8. Are appropriate protective devices (gloves, aprons, gowns, goggles, etc.) provided and properly used in all work areas in which chemicals, blood and body fluids are handled? YES NO N/A
9. Is personal housekeeping adequate? YES NO N/A

PROCUREMENT, DISTRIBUTION, AND STORAGE

10. Are hazardous substances properly segregated in a well identified area with adequate ventilation? YES NO N/A
11. Are all containers properly labeled? YES NO N/A
12. Is the integrity of chemical containers maintained (i.e. No leakage, cracked cap, etc)? YES NO N/A
13. Are flammable and combustible storage limits adhered to? YES NO N/A
14. Are flammable and combustible liquids not stored in conventional refrigerators? YES NO N/A
15. Is each lab refrigerator labeled to indicate whether or not it is acceptable for liquid flammable storage? | YES | NO | N/A

16. Are cylinders of all gases having Health Hazard Ratings of 3 or 4 and cylinders of gases having a Health Hazard Rating of 2 with no physiological warning properties kept in a continuously mechanically ventilated hood or other continuously ventilated enclosure? | YES | NO | N/A

17. Are all gas cylinders secured in place to prevent falling? | YES | NO | N/A

**INFORMATION AND TRAINING**

18. Is a UA LITTLE ROCK Safety Manual available? | YES | NO | N/A

19. Is an MSDS readily available for each chemical/radioactive substance? | YES | NO | N/A

20. Do employees have ready access to MSDS Notebook? | YES | NO | N/A

21. Have Employees received appropriate information and training on the OSHA Hazard Communication Standard, Lab Safety Standard, Radiation Safety and Biohazard Safety? | YES | NO | N/A

22. Is required training documented for all employees? | YES | NO | N/A

**FIRE SAFETY**

23. Are ABC fire extinguishers available? | YES | NO | N/A

24. Are extinguishers properly mounted on wall or located near the exit door? | YES | NO | N/A

25. Are fire extinguishers inspected monthly? | YES | NO | N/A

26. Are fire extinguishers in good condition, fully charged and unobstructed? | YES | NO | N/A

27. Is each phone posted with the fire reporting number (569-3400)? | YES | NO | N/A

28. Are electrical cords, plugs, and receptacles in good condition? | YES | NO | N/A

29. Are all extension cords in use appropriate? | YES | NO | N/A

30. Are power strips used properly? | YES | NO | N/A

31. Are items stored at least three feet from electrical panels? | YES | NO | N/A

32. Is combustible storage: Orderly? | YES | NO | N/A

33. from sprinkler? | YES | NO | N/A

34. Separated from heat source? | YES | NO | N/A

35. Are rated floor, ceiling and wall penetrations sealed? | YES | NO | N/A

**WASTE DISPOSAL**
36. Are infectious such as biohazard waste and bacteriologic wastes safely disposed of in containers or red bags?  
   YES  NO  N/A

37. Are all hazardous wastes which are ignitable, corrosive, reactive, toxic, or acutely hazardous disposed of safely in labeled containers?  
   YES  NO  N/A

38. Are all waste sharps discarded in puncture-resistant containers that have been properly labeled to warn handlers of the potential hazard?  
   YES  NO  N/A

39. Are correct disposal methods used when disposing of chemicals in the sanitary sewer?  
   YES  NO  N/A

**RADIATION SAFETY**

40. Are radioactive materials used in this lab?  
   YES  NO  N/A

41. Are appropriate radiation warning signs and notices posted:
   - Doors
   - Refrigerators
   - Work benches
   - Hood
   - Sink/P-trap
   - Storage/Waste Containers
   YES  NO  N/A

42. Are spill trays or absorbent pads used in areas where radioactive materials are manipulated?  
   YES  NO  N/A

43. Are laboratory survey records up to date (at least monthly)?  
   YES  NO  N/A

44. Do inventory/disposal records reflect use?  
   YES  NO  N/A

45. Are waste disposal procedures appropriate?  
   YES  NO  N/A

46. Are appropriate personnel monitoring in use?  
   YES  NO  N/A

47. Is copy of current Radiation Safety Manual available?  
   YES  NO  N/A

48. Is survey meter available and functioning?  
   YES  NO  N/A

   Date of last calibration: ____________________________

49. Are radiation use areas secured when unattended?  
   YES  NO  N/A

50. Are use areas designated on laboratory diagram?  
   YES  NO  N/A

Comments: ________________________________________________