

**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  | YES | NO | N/A |
| Refrigerators  | YES | NO | N/A |
| Work benches   | YES | NO | N/A |
| Hood   | YES | NO | N/A |
| Sink/P-trap  | YES | NO | N/A |
| 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: \_\_\_\_\_

---