

## West Chester University of Pennsylvania RESEARCH CHECKLIST - HAZARDOUS SUBSTANCES

The following checklist is designed to help you assess the environmental health and safety requirements of your research project. These requirements are applicable to everyone who works on the research project—principal investigators, technicians, students, visiting researchers, volunteers, etc. If you have questions, you may contact Environmental Health and Safety department (EHS) at (610) 436-3333. Please return a copy of this completed and signed checklist to the EHS for signature and recordkeeping. Please circle your appropriate responses in each of the “Laboratory Work Practices” and include any comments if applicable.

Laboratory Work Practices	Response	Comments
Material Safety Data Sheets are readily available to employees for hazardous materials in their work areas	Yes/No	
Appropriate personal protective equipment such as goggles, face shields, gloves and aprons are available and worn when handling chemicals.	Yes/No	
Working areas used for handling and storage of hazardous materials are adequately ventilated.	Yes/No	
Chemical fume hoods are not being used for storage.	Yes/No	
Hazardous materials are stored in a manner to segregate incompatibles		
Flammable liquids are stored and used away from ignition sources.	Yes/No	
Bulk quantities of flammable liquids are stored in approved storage cabinets.	Yes/No	
Bulk quantities of corrosive liquids are stored in approved storage cabinets.	Yes/No	
Hazardous material storage cabinets are properly labeled.	Yes/No	
“No Smoking” signs are posted.	Yes/No	
“No Food or Drink” signs are posted in laboratory.	Yes/No	
Primary & secondary chemical containers are labeled with identity and appropriate hazard warnings.	Yes/No	
WCU Hazardous Waste Disposal Procedures are followed when handling hazardous waste.	Yes/No	
Waste containers are appropriately tagged before arranging for disposal.	Yes/No	
Fire extinguishers <b>that</b> are available are the appropriate type for the hazard in the work area.	Yes/No	

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Principal Investigator – (PI)

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Date

\_\_\_\_\_  
PI Emergency Contact Phone Number

\_\_\_\_\_  
Environmental Health & Safety Specialist

\_\_\_\_\_  
Date