

How to Prepare for An Inspection of Laboratories or Chemical Storage Areas by URI Safety and Risk Management or an outside agency

1. Maintain all areas in a neat and orderly condition. First impressions count. Make sure all areas are under your control. Look behind every door.
2. Comply with all the requirements listed on the Laboratory Inspection Form.
3. Review the URI Laboratory Waste Guidebook and keep a copy in the lab.
4. Store chemicals properly by hazard class, not in alphabetical order.
5. Have an inventory of all the chemicals in your labs.
6. Have a Material Safety Data Sheet and follow the guidelines for safe use of each chemical.
7. Make sure all containers of chemicals and chemical products have the proper labels identifying the chemicals and their hazards. Use the full chemical name. No abbreviations.
8. Know what to do in the event of a major emergency. Evacuate to a safe place and dial the campus police for assistance [874-2121] in the event of a medical emergency, fire, or major chemical spill.
9. Be current in the hazardous waste training for all laboratory personnel. Call PDLOT at 874-5199 to register for a class.
10. Manage your HAZARDOUS WASTE properly.
 - a. The hazardous waste must be located in the laboratory and under the control of the person generating the waste.
 - b. Each container must be compatible with the waste material being stored: check the MSDS.
 - c. Each container must be sturdy, leak-proof, and of appropriate size.
 - d. Each container must have a tight fitting cap and be closed at all times except when adding waste.
 - e. Each waste container must be clearly identified with a “HAZARDOUS WASTE” label.
 - f. Segregate incompatible substances: do not mix in the same container.
 - g. Liquid waste containers must have secondary containment.
 - h. No more than one container of each type of hazardous waste can be stored at one time. No more than a total of 55 gallons of hazardous waste or one quart of acutely hazardous waste can be stored at one time in any one satellite area.
 - i. Wear appropriate personal protective gear (PPE) when handling hazardous waste and other chemicals: chemical splash goggles, gloves, etc.
 - j. Post emergency response and hazard communication information on chemical storage areas and laboratories.
 - k. Know the location of exits, fire extinguishers, spill control materials, MSDS, and other emergency equipment.
 - l. Have appropriate spill kit materials for the chemicals used in the area.
 - m. Inspect hazardous waste storage areas weekly.
 - n. Contact Safety and Risk Management to schedule a pick-up of hazardous waste or schedule a major chemical clean out. No hazardous chemicals should be disposed to the trash or poured down the sink. Do not abandon a pile of chemicals on the floor, tabletop, or hallway. All clean-outs must be done in a very controlled manner. Consult with Safety and Risk if you need assistance. Call 874-2618.