

Chapter 5 Inspection and Monitoring

5.1 Overview

Introduction Preventive maintenance, including inspections and monitoring, is a crucial part of ensuring health and safety in the laboratory environment. Lab supervisors and personnel should routinely conduct inspections. Documented inspections are to be conducted on a weekly, monthly, and annual basis. This section describes the recommended laboratory inspection process and schedule.

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5.2 Inspection of Hazardous Material and Waste Storage Units (B160 and B161)

Requirement The hazardous material and the waste storage areas must be inspected on a weekly basis to identify and promptly respond to potential hazards associated with long- and short-term hazardous material/waste storage, including container leakage. The results of the inspection and any corrective actions must be documented on the Hazardous Material/Dangerous Waste Storage Area/Unit Inspection Form.

Application This procedure applies to the hazardous material and waste storage units (B160 and B161).

Responsibility The hazardous material and waste storage unit inspections are performed by the Administrative Officer.

Inspection Frequency The hazardous material and waste storage areas should be inspected on a weekly basis.

Inspection Form A copy of the Hazardous Material/Dangerous Waste Storage Area/Unit Inspection Form is contained in the Appendix 11.

Procedure The procedure for inspecting the hazardous material and waste storage areas is as follows:

| Step | Action |
|------|---|
| 1 | Conduct weekly inspection. |
| 2 | Note any deviations, problems, and corrective action needed/taken. |
| 3 | Make sure that any deficiencies you find are corrected immediately and are documented in the inspection form. |
| 4 | Sign and date form. |
| 5 | Place the completed inspection form in your records. |

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5.2 Inspection of Hazardous Material and Waste Storage Units (B160 and B161), Continued

**Addressing
Nonconformity**

Upon inspection, if deficiencies are noted, conduct the following:

| Step | Action |
|-------------|---|
| 1 | Correct deficiency as soon as possible. |
| 2 | Document the correction on the inspection form. |
| 3 | Implement appropriate actions to avoid their recurrence, such as informing the responsible party, providing additional training, and instituting additional safeguards. |

Training

The person performing the inspection should be trained in this inspection procedure and should be familiar with the requirements related to hazardous material and waste storage.

Record

The completed Hazardous Material/Dangerous Waste Storage Area/Unit Inspection Forms must be kept in records for at least 3 years.

5.3 Inspection of Satellite Hazardous Material and Waste Storage Areas

Requirement The satellite hazardous material and waste storage areas must be inspected on a quarterly basis to identify and promptly respond to potential hazards associated with long- and short-term hazardous material/waste storage, including container leakage, proper segregation, etc. The results of the inspection and any corrective actions taken must be documented on the Hazardous Material/Dangerous Waste Storage Area/Unit Inspection Form.

Application This procedure applies to laboratory units that have satellite storage of hazardous materials and wastes. These currently include:

- Chemistry Lab
- Liquid Asphalt Lab
- Facility and Building Maintenance

Responsibility The inspection of satellite hazardous material and waste storage areas located in individual lab units is performed by the Administrative Officer.

Inspection Frequency Weekly

Inspection Form A copy of the Satellite Hazardous Material and Waste Storage Area Inspection Form is contained in Appendix 11.

Procedure The procedure for inspection of the satellite hazardous material and waste storage areas is as follows:

| Step | Action |
|------|---|
| 1 | Conduct weekly inspection. |
| 2 | Note any deviations, problems, and corrective action needed/taken. |
| 3 | Make sure that any deficiencies you find are corrected immediately and are documented in the inspection form. |
| 4 | Sign and date form. |
| 5 | Place the completed inspection form in your records. |

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5.3 Inspection of Satellite Hazardous Material and Waste Storage Areas, Continued

**Addressing
Nonconformity**

Upon inspection, if deficiencies are noted, conduct the following:

| Step | Action |
|------|---|
| 1 | Correct the deficiency as soon as possible. |
| 2 | Document the correction on the inspection form. |
| 3 | If appropriate, implement appropriate actions to avoid their recurrence, such as informing the responsible party, providing additional training, and instituting additional safeguards. |

Training

The person performing the inspection should be trained in this inspection procedure and should be familiar with the requirements related to hazardous material and waste storage in satellite storage areas.

Record

Completed Satellite Hazardous Material and Storage Area Inspection Log. Log must be kept in records for at least 3 years.

5.4 Laboratory Safety Equipment Inspections

Requirement PPE is to be inspected before each use. Other safety equipment such as, showers, eyewash stations, fire extinguishers, spill kits, first aid kits and fume hoods shall be inspected quarterly. Document all safety equipment inspections.

Application This procedure applies to all laboratory units.

Responsibility The inspection of safety equipment and other miscellaneous items is performed by the Section/Lab Supervisor.

Inspection Frequency Quarterly

Inspection Form A copy of the Monthly Laboratory Safety Equipment Checklist is contained in the Appendix 11.

Procedure The inspection procedures are as follows:

| Step | Action |
|------|---|
| 1 | Conduct quarterly inspection. |
| 2 | Note any deviations, problems, and corrective action needed/taken. |
| 3 | Make sure that any deficiencies you find are corrected immediately and are documented in the inspection form. |
| 4 | Sign and date form. |
| 5 | Route the completed inspection form to the Administrative Officer and a copy to the Chemical Hygiene Officer. |

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5.4 Laboratory Safety Equipment Inspections, Continued

**Addressing
Nonconformity**

Upon inspection, if deficiencies are noted, conduct the following:

| Step | Action |
|------|---|
| 1 | Correct deficiency as soon as possible. |
| 2 | Document the correction on the inspection form. |
| 3 | Implement appropriate actions to avoid their recurrence, such as informing the responsible party, providing additional training, and instituting additional safeguards. |

Training

The person performing the inspection should be trained in this inspection procedure and should be familiar with the proper operation of laboratory safety equipment.

Record

Completed Quarterly Laboratory Safety Equipment Checklist. Form must be kept for at least 3 years.

5.5 Annual Laboratory Safety Inspection

Requirement The annual comprehensive laboratory safety inspection must be conducted by the Administrative Officer, Laboratory Safety Committee member, the Chemical Hygiene Officer, personnel from the Safety and Health Services Office, applicable lab supervisors, and facility managers. The State Materials Engineer will be provided a copy of the annual report for his/her signature and/or any follow-up action items.

Application This procedure applies to all laboratory units, as well as Facilities and Equipment Management Operations.

Inspection Frequency Annually

Inspection Form A copy of the Annual Laboratory Safety Inspection Checklist is contained in the Appendix 11.

Procedure The inspection procedures are as follows:

| Step | Action |
|------|---|
| 1 | The annual inspection will be schedule in advance for maximum participation. |
| 2 | Note any deviations, problems, and corrective action needed/taken. |
| 3 | Make sure that any deficiencies you find are corrected immediately and are documented in the inspection form. |
| 4 | Sign and date form. |
| 5 | Forward the inspection form to WSDOT Materials Engineer for signature. |

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5.5 Annual Laboratory Safety Inspection, Continued

Addressing Nonconformity

Upon inspection, if deficiencies are noted, conduct the following:

| Step | Action |
|------|---|
| 1 | Correct deficiency as soon as possible. |
| 2 | Document the correction on the inspection form. |
| 3 | Implement appropriate actions to avoid their recurrence, such as informing the responsible party, providing additional training, and instituting additional safeguards. |
| 4 | Provide the completed inspection form noting discrepancies found and corrective action taken and route information to the Administrative Officer. |
| 5 | Administrative Officer will compile a report for the State Materials Engineer and retain the signed report. |

Training

The person performing the inspection should be trained in this inspection procedure and should be familiar with all facets of laboratory operations and health and safety requirements.

Record

Completed Annual Laboratory Safety Inspection Checklist. Must be kept for at least 5 years.

5.6 Chemical Inventory Management

Requirement In accordance with the requirements of the IFC and NFPA code, a chemical inventory is to be maintained.

Application All laboratory units that handle or store hazardous materials and chemicals.

Responsibility The Chemical Hygiene Officer is responsible for coordinating the Chemical Inventory for the entire facility. Each Section/Lab Supervisor is responsible for maintaining their Chemical Inventory databases and providing the Chemical Inventory Quarterly Reports the Chemical Hygiene Officer.

Frequency The Chemical Inventory is to be maintained on an ongoing basis.

Procedure The procedures for maintaining the chemical inventory are as follows:

| Step | Action |
|------|--|
| 1 | Upon receipt of a new chemical from an outside source, the section/ lab supervisor must add the new MSDS to the lab's MSDS binder |
| 2 | Update the chemical inventory data base. Quarterly report of the chemical inventory will be provided to the Chemical Hygiene Officer |

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5.6 Chemical Inventory Management, Continued

Procedure (continued)

| Step | Action |
|-------------|---|
| 3 | Ensure the new chemicals are stored in their proper location (that is, segregated by hazard class), have adequate ventilation, etc. |
| 4 | The Chemical Hygiene Officer will route the Quarterly Chemical inventory reports to the Administrative Officer. |
| 5 | The Administrative Officer will update this manual and the Materials Lab intranet on quarterly basis or as appropriate. |

Training

All Section/Lab Supervisors must be aware of this policy. The person conducting the annual inventory check must also be aware of proper chemical storage, handling, and disposal procedures.

Record

The chemical inventory must be updated on an on-going.
