

Chemical Handling, Storage and Disposal Checklist - Industry Vetted

Template Information

Template ID	chemical-handling-storage-disposal
Version	v1.0
Language	English (en)
Number of Check Items	36
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This checklist was developed by our Industry Expert Partners to provide a complete guide for safe chemical handling, storage, and disposal. It covers PPE, handling procedures, spill prevention/response, proper storage, disposal methods, and regulatory compliance.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 36 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Chemical Handling, Storage and Disposal Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Personal Protective Equipment (PPE) and Safety Measures	Required PPE (gloves, goggles, face shields, respirators) is available and properly used when handling chemicals.		
2	Personal Protective Equipment (PPE) and Safety Measures	Emergency eyewash stations and safety showers are accessible and tested regularly.		
3	Personal Protective Equipment (PPE) and Safety Measures	Spill kits are fully stocked and easily accessible in areas where chemicals are stored or used.		
4	Personal Protective Equipment (PPE) and Safety Measures	SDS (Safety Data Sheets) are available, up-to-date, and easily accessible for all chemicals on site.		
5	Personal Protective Equipment (PPE) and Safety Measures	Chemical handling procedures are clearly communicated, and employees are properly trained.		
6	Chemical Handling	Secondary containment is used when transporting hazardous liquids within the facility.		
7	Chemical Handling	Chemical transfer equipment (pumps, hoses, funnels) is in good condition and used correctly.		
8	Chemical Handling	Proper ventilation is in place when working with volatile chemicals.		
9	Chemical Handling	Incompatible chemicals are never mixed or stored together.		
10	Chemical Handling	Proper handling procedures are followed when transferring, mixing, or dispensing chemicals.		
11	Spill Prevention and Response	Spill containment measures (drip trays, absorbents) are in place where necessary.		
12	Spill Prevention and Response	Spill cleanup materials are appropriate for the chemicals stored and used.		
13	Spill Prevention and Response	All spills, leaks, or near-misses are reported and documented.		
14	Spill Prevention and Response	Ventilation systems and exhaust fans are operational to minimize exposure during spills.		
15	Spill Prevention and Response	Employees are trained on emergency spill response procedures.		
16	Chemical Storage	All chemicals are properly labeled with name, hazard warnings, and expiration date.		
17	Chemical Storage	Storage areas are clearly labeled and designated for specific chemical types (flammables, corrosives, etc.).		
18	Chemical Storage	Incompatible substances (e.g., acids and bases, oxidizers and flammables) are stored separately.		
19	Chemical Storage	Flammable chemicals are stored in approved fire-resistant cabinets away from ignition sources.		
20	Chemical Storage	Containers are properly sealed, free of leaks, and in good condition.		
21	Chemical Storage	Chemical storage shelves and racks are stable, secured, and resistant to spills or breakage.		
22	Chemical Storage	Temperature-sensitive chemicals are stored according to manufacturer recommendations.		
23	Chemical Disposal	Chemical waste is segregated by type and properly labeled as hazardous or non-hazardous.		
24	Chemical Disposal	Disposal containers are leak-proof, properly sealed, and labeled with contents and accumulation dates.		
25	Chemical Disposal	Waste storage areas comply with local, state, and federal regulations.		
26	Chemical Disposal	Used rags, absorbents, and contaminated PPE are disposed of in appropriate hazardous waste bins.		
27	Chemical Disposal	Proper disposal methods (e.g., hazardous waste collection, neutralization, recycling) are followed.		
28	Chemical Disposal	Written Standard Operating Procedures (SOPs) for chemical waste disposal are available, up-to-date, and followed by employees.		
29	Regulatory Compliance & Documentation	Chemical inventory is up to date and reviewed regularly.		

Chemical Handling, Storage and Disposal Checklist - Industry Vetted — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
30	Regulatory Compliance & Documentation	All chemical handling, storage, and disposal procedures comply with OSHA, EPA, and local environmental regulations.		
31	Regulatory Compliance & Documentation	Hazardous waste manifests and disposal records are maintained and accessible.		
32	Regulatory Compliance & Documentation	Facility has an up-to-date Chemical Hygiene Plan (CHP) in place and accessible to employees.		
33	Regulatory Compliance & Documentation	Safety plans, such as Hazard Analysis and Critical Control Points (HACCP) or Process Safety Management (PSM), are implemented where required and reviewed regularly.		
34	Regulatory Compliance & Documentation	Inspections of storage areas, waste containers, and safety equipment are documented.		
35	Regulatory Compliance & Documentation	Regulatory permits for chemical storage and waste disposal are current and available for inspection.		
36	Regulatory Compliance & Documentation	Emergency contacts and procedures for hazardous material incidents are posted in visible locations.		
	Sign Off	Additional notes		

Chemical Handling, Storage and Disposal Checklist - Industry Vetted — Scoring & Sign-off

Sign-off

Inspector signature	
Supervisor signature	