

## Laboratory Inspection Checklist

<b>Inspector:</b>		<b>Date:</b>	
<b>Inspector phone:</b>		<b>Accompanied by:</b>	
<b>Inspector email:</b>			

Laboratory Information	
Department	
Principal Investigator (PI)/Laboratory Instructor	
PI telephone number	
PI e-mail address	
Building	
Laboratory room number(s)	
Lab Safety contact person	
Lab Safety contact telephone number	
Lab Safety contact e-mail address	

<input type="checkbox"/>	<b>Radiation</b>	<input type="checkbox"/>	<b>Lasers</b> (Highest Class: _____)	<input type="checkbox"/>	<b>Biosafety 2 or greater</b>	<input type="checkbox"/>	<b>Animals</b>	<input type="checkbox"/>	<b>Hazardous Drugs</b>
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Chemical Classes Present			
<input type="checkbox"/>	Particularly Hazardous Substances (select carcinogens, acute toxins, reproductive toxins)	<input type="checkbox"/>	Flammable Chemicals
<input type="checkbox"/>	Regulated Carcinogens	<input type="checkbox"/>	Flammable Gases
<input type="checkbox"/>	Pyrophorics	<input type="checkbox"/>	Toxic Gases
<input type="checkbox"/>	Water Reactives	<input type="checkbox"/>	Explosive Chemicals
<input type="checkbox"/>	Reducing Agents	<input type="checkbox"/>	Peroxide Formers
<input type="checkbox"/>	Oxidizers	<input type="checkbox"/>	Corrosive Chemicals

Documentation and Training					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory Safety Manual (LSM): Personnel know how to access online LSM on EHS website	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical Hygiene Plan (CHP) accessible and personnel read & signed document	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard Operating Procedures (SOP) accessible; personnel trained on them	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information on the contents of WAC Chapter 296-828 "Hazardous Chemicals in Laboratories" and where to find a copy are provided to employees	

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Documentation and Training					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory floor plan showing availability of safety equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab personnel have been trained on the hazards and protection measures of chemicals they work with	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees subject to Bloodborne Pathogens have attended training	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training records are available for PPE; hazard assessment documents present	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dangerous (hazardous) chemical waste training documented	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspections performed at least annually and documented by PI or supervisor	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical/exposure monitoring performed and documented when required (e.g. formaldehyde)	

Hazard Communication and Signage					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDSs are accessible (hard copy or electronic)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current chemical inventory available	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory Signage Program sign posted, updated annually	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used for Biosafety facilities	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical storage cabinets labeled (e.g. flammables, corrosives, etc.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refrigerators/freezers labeled with food/drink specifications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory sink water faucets and eyewash stations are labeled (if required) "CAUTION: Non-Potable Water. DO NOT DRINK."	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical containers (primary & secondary) labeled per HazCom requirements, no conflicting labels	

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Emergency Information and Equipment					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency assistance/contact information posted in laboratory	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety showers, eyewash stations, and drench hoses are available within 10 seconds and 50 feet of the chemical hazard with no obstructions in the travel path (e.g. steps, doors without crash bars)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eyewash stations and drench hoses are activated weekly (Do not activate shower unless a true emergency)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas around emergency washing equipment kept clear (e.g. Showers must have 16 inches clearance in each direction, eyewash units do not have glassware around them)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First-Aid Kits present and properly stocked (contents not outdated)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory Spill kit properly stocked and accessible, spill procedures known	

Personal Protective Equipment (PPE)					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closed toe shoes and long pants worn by laboratory personnel	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory coats properly selected and worn	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gloves properly selected and worn	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper eye protection worn (e.g. goggles must be worn for splash protection)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate/appropriate PPE available (e.g. UV/IR glasses, face shields, lab aprons, cryogenic gloves)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personnel enrolled in Respiratory Protection Program when required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink, soap and towels available for hand washing	

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Fire Safety					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers present, functional, properly located, visibly signed, and accessible (not blocked)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labs where combustible metals are present have a Class D extinguisher	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage clearance from ceiling is 18 inches when sprinklers present and 24 inches without sprinklers	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excess combustible materials cleared away (e.g. paper, garbage, etc.)	

Housekeeping					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aisles/walking paths not blocked (24" minimum width)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Means of egress/emergency exits/corridors not blocked (36" minimum width)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory doors kept closed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spills are cleaned up promptly (provided spills can be safely cleaned up in under 15 minutes wearing normal PPE)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimal floor chemical storage, adequate safety cabinetry, secondary containment and work space	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical containers on floor are in secondary containment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence of food, drink or smoking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slip, trip and fall hazards minimized	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimal glassware on bench top, in sinks	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimal glassware in fume hood	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper sharps disposal and sharps containers less than ¾ full	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper disposal of glass waste	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biohazardous waste properly stored	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory environment safe for custodial services to enter	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No fabric/upholstered furniture/chairs	

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Fume Hoods and Ventilation					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fume hoods certified within 1 year	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper sash height indicated	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sash down when not in use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sash stoppers functional when present	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoods have adequate work space, free from excessive storage and are clean	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Materials not stored within 6 inches of hood face	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Large equipment in hood raised a few inches to allow airflow underneath	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fume hoods are properly sited (e.g. not in walkway, near door, against wall)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supply air properly sited (not oblique to hood/introducing turbulence)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fume hood components are in good condition	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audible/visual alarm functional	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sash moves with less than 5 lbs. pressure	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fume hood/local exhaust is adequate in this laboratory	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory workers are properly trained in fume hood use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable storage cabinets vented (Not a regulatory requirement)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corrosive storage cabinets vented (Not a regulatory requirement)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinder storage cabinets vented	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biosafety cabinets certified within 1 year	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory is negatively pressurized if hazardous/dangerous agents are present	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory windows are maintained closed	

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Chemical Storage and Compatibility					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical containers in good condition	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Less than 10 gallons flammables stored outside flammable storage cabinets	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximum 60 gallons flammables per cabinet and maximum 3 cabinets per lab/control/fire area	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oxidizers not stored with flammables/combustibles	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustible materials not stored with flammables	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Strong acids and strong bases not stored together and stored in secondary containment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flammable and corrosive liquids not stored above eye level	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimal acids stored outside corrosive cabinet	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydrofluoric acid properly handled and stored	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If hydrofluoric acid in lab, calcium gluconate gel is present, and personnel know location	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perchloric acid properly handled and stored	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ethers and peroxidizable compounds dated	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water reactive chemicals segregated, contained and labeled	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pyrophoric chemicals segregated, properly contained and labeled	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health hazard chemicals (e.g. carcinogens, mutagens, reproductive toxins, highly toxic) segregated and stored in designated areas by hazard class	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous chemicals, compressed gases and cryogenics not stored in cold rooms & freezers due to lack of ventilation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mercury containing equipment removed or stored safely to prevent breakage	

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Gas Cylinders					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinders secured upright to stable structure with chain/braided strap	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinder valve protection caps in place when not in use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas cylinders not stored near laboratory entrance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cylinders not stored or used in public hallways/exitways/means of egress	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cylinder contents clearly labeled	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Empty cylinders not stored with full cylinders	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cylinders are in good condition	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regulators in good condition and properly attached	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tubing is in good condition and tightly connected to equipment	

Dangerous Waste					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dangerous Waste containers properly & accurately labeled: chemical names (no abbreviations), hazard(s) identified, & constituent percentages add up to 100%	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dangerous waste containers do not have conflicting labels	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste is compatible with the container	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Secondary containment is provided for waste	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bottles are filled to a safe level (sufficient head space)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste container caps closed when not in use (no funnels in bottles), vented caps are used as appropriate	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers are clean on the outside	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Containers do not leak	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incompatible wastes are separated	

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Mechanical and Electrical Safety					
Y	N	S	NA	Inspected	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical panel accessible (30 inches of access clearance)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plugs, cords, outlets in good condition	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No overloaded outlets or daisy chains	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extension cords used only temporarily and do not pose tripping hazard	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power cords are not routed under doors, carpets or through ceilings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power strips secured off floor away from liquids	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground Fault Circuit Interrupters (GFCI's) provided, where applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outlets within 6 feet of water source have GFCI protection	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Movable parts guarded on equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency shutoff switches where applicable	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment removed from service is locked and/or tagged out to prevent unauthorized use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Labs with pressurized vessels: Each has been tested/labeled	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flexible neoprene or braided steel tubing used for gas burners	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drain traps are filled weekly/biweekly to prevent odor problems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tubing/hoses attached to faucets are cut off above the sink line to prevent backflow into water/DI water system	

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Notes

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