

# University Procedure for Annual Laboratory Safety Assessments

## Initial Inspection

Due to the constantly changing dynamics of the laboratory environment, the yearly inspection that Environmental Health and Safety (EHS) conducts for each lab is not enough to ensure laboratory safety. Rather, the safety of a lab depends heavily on the vigilance of each person who works in or is involved with the lab.

During your lab's annual safety inspection, an EHS representative will use a checklist to award points for items that are satisfactory. A description of what we look for can be found in the lab's blue EHS binder under Section 2. The items are based on regulations and are weighted by severity. A total of 100 points is possible.

After the inspection, the Principal Investigator (PI) and designated Safety Contact for your lab will receive the lab's total score and a list of specific items that require improvement. Although scores above 90 are considered passing, the inspection is unlike an academic test, where correctly answering most of the questions demonstrates adequate knowledge of a subject. Instead, it is vital to regulatory compliance that each item on the checklist be in accordance with the guidelines.

## Re-Inspection

Within the next two months following the initial inspection, a re-inspection will be conducted to determine whether deficiencies from the previous inspection were corrected. The safety contact will receive a report after re-inspection. The course of action to be taken will depend on the re-inspection score:

Score	Action
90-100	It is mandatory for deficiencies to be resolved before the next annual inspection to insure that additional corrective measures are not initiated.
< 90	<ol style="list-style-type: none"><li>1. The PI, the department chair, and the Institutional Biological and Chemical Safety Committee (IBC) will be notified of the re-inspection score.</li><li>2. The IBC will issue a letter notifying the PI and the Department Chair of the lab's inspection score and request corrective action within two weeks.</li><li>3. EH&amp;S staff will re-inspect the lab within two weeks to verify corrective actions.</li><li>4. If corrective action is not taken, the IBC will issue a second letter requesting that the PI respond in writing regarding correction of laboratory inspection deficiencies (letter copied to Department Chair). This response will be expected within two weeks.</li><li>5. Upon receipt of the response, EH&amp;S staff will re-inspect the lab within two weeks to verify corrective actions.</li><li>6. If no response or corrective actions are forthcoming, the IBC will notify the department chair, the Office of the Vice-Chancellor for Research, and the Office of Grants and Contracts that the lab in question is NOT in compliance with required regulations. Other oversight committees (e.g. Animal Studies Committee, Human Studies Committee) will also be notified.</li></ol>