

## LAB SAFETY INSPECTION GUIDE

- ❖ The PI **and/or** the lab's safety representative/delegate must be present.
- ❖ The meeting may take ~**1-2 hours** depending on the size of the lab and how much preparation took place prior to the inspection.

### I. BEFORE THE INSPECTION

A. Review the lab safety inspection process. Familiarize yourself with <b>RSS Inspect</b> – an app used to report inspection findings.	<a href="#">Video</a> <a href="#">Laboratory Safety Program</a> <a href="#">RSS Inspect</a> (inspection app)
B. Review the <b>Lab Safety Inspection Checklist</b> and address areas of non-compliance. Check <b>Risk &amp; Safety Solutions (RSS)</b> for status of LHAT, UC Chemicals, safety training and prior inspections. Refer to Section II, <i>During the Inspection</i> , for a list of commonly missed inspection items.	<a href="#">Lab Safety Inspection Checklist</a> <a href="#">Risk &amp; Safety Solutions (RSS)</a>
C. Ensure all chemical containers have been <b>added</b> to UC Chemicals and are <b>barcoded</b> . <b>Reconcile</b> and <b>certify</b> your Chemical Inventory. Your physical inventory must match the inventory in UC Chemicals.	<a href="#">UC Chemicals</a>
D. Complete a <b>Self-Inspection Checklist</b> online or print out and keep it in your Lab Safety Binder. Resolve any open findings from <b>prior inspection reports</b> .	<a href="#">Self-Inspection Checklist and Reference Guide</a>

### II. DURING THE INSPECTION

Please refer to the [Lab Safety Inspection Checklist](#) for a complete list of items that will be checked during the inspection.

#### A. Administrative Items

1. Lab Hazard Assessment
  - a. Is the lab information (roster, locations, hazards) on [LHAT](#) current and certified? Update and re-certify as needed. ([Guide](#))
  - b. Did all current lab personnel acknowledge the LHA, complete PPE training, and [collect their PPE](#)?
2. Training
  - a. Training records can be viewed on [RSS Profile](#).

Minimum required:

<a href="#">UCLC</a> Course Name	Must be completed by	Frequency
Safety Training Self-Assessment (STSA)	PI/all lab members	As work activities or hazards change
Laboratory Safety Fundamentals (LSF) or Refresher	PI/all lab members	Every 3 years

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Hazardous Waste	Personnel who work with hazardous materials	Once
Hazardous Materials Incidents Emergency Procedures	Personnel who work with hazardous materials	Annual
Return to On-Site Work (COVID)	PI/all lab members	Once
Additional UCLC hazard-specific training (e.g., BBP, Compressed Gas Safety, Formaldehyde Safety, etc.)	Applicable lab members	Training specific

- b. Do lab personnel know how to access [Safety Data Sheets](#)?
  - c. Do lab personnel know the [evacuation assembly location](#) of their zone?
  - d. Do lab personnel know [how to report](#) incidents, injuries, safety concerns, or near misses? They should be familiar with this flyer: [UC Medical Treatment](#)
3. Checklists and Chemical Hygiene Plan Signature Page (in Lab Safety Binder)
- a. Does each lab member have a completed and signed copy of the [Lab Site Safety Training Checklist](#)?
  - b. Did each lab member review and sign the [Chemical Hygiene Plan Overview](#)?
4. Chemical Inventory
- a. Have all chemicals been **added** to UC Chemicals and are **barcoded**? Is the lab's chemical inventory **reconciled** at least annually and **certified**? Your physical inventory must match the online inventory.
  - b. Find guides and resources to help maintain your chemical inventory [here](#).
5. Chemical Standard Operating Procedures (in Lab Safety Binder)
- a. Are [SOPs](#) available for Primary Band and Secondary Band chemicals in the lab?
  - b. Did the PI approve (sign) the SOPs and did lab members who use the chemicals review and sign the SOPs applicable to them?
  - c. Special considerations:
    - **Primary Band** chemicals must be listed in Appendix A of their respective band SOP *and* include lab-specific use procedures (purpose, amounts used, procedure). Procedural SOPs are acceptable if the chemicals and their hazards are listed also.
    - **Each Regulated Carcinogen** must have their own chemical-specific SOP with lab-specific procedures.
6. Self-Inspection Checklist
- a. Does the lab have a current, completed [self-inspection checklist](#) and is the copy in the Lab Safety Binder or was submitted online? This is an annual requirement.

## B. Inspection of Laboratory Spaces

1. Know where your chemicals are – EHS may ask where specific hazardous chemicals are being stored.

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2. Storage cabinets used to store hazardous chemicals are labeled with appropriate hazard labels. Lab appliances (refrigerators, freezers, microwaves, etc.) are labeled for lab use only. You can find labels and signs [here](#).
3. Are your chemicals segregated by hazard class and stored according to the requirements? The [Chemical Hygiene Plan](#) has more information about proper storage and segregation of chemicals.
4. [Peroxide-forming chemicals](#) must be dated with date received and date opened. If there are visible crystals in the container **do not handle**. Call EH&S immediately for [pickup](#). A [Peroxide Forming Chemical SOP](#) approved by the PI must be available, reviewed, and signed by personnel.
5. The chemical fume hood should **not** be used for chemical storage. Chemicals should be returned to their proper storage areas after use.
6. [Contact EH&S](#) if you find chemical containers in poor condition (cracked, leaky, missing lid/cap, spilt contents, etc.).
7. Request hazardous waste [pickup](#) of old or unused chemicals. This is especially encouraged if they are Primary Band Chemicals or Particularly Hazardous Substances (PHS).
8. Required door and area signage (BSL2, Radiation, PHS, etc.) are present and accurate.
9. Are you using the [correct waste disposal container](#)?
10. Are lab workers wearing the appropriate lab attire? While working, are they wearing the proper PPE?

## III. AFTER THE INSPECTION

1. The link to the inspection report will be emailed to you (from Risk and Safety Solutions). Please update corrections to any findings directly on the web report. Mark the item as Ready for Verification when you're ready for EH&S to check it.
2. Each inspection item is assigned a priority (P) level that indicates when a finding should be corrected: IDLH = 24 hours; P1 = 7 days; P2 = 30 days; P3 = 90 days. RSS will send email notifications for as long as there are unresolved items on the report. Refer to the [Laboratory Safety Program](#) website and this [flow chart](#) for information on the Escalation Process for unresolved inspection items.
3. Your [EH&S School Coordinator](#) is your primary point of contact for inspection follow-ups. Please contact them if you have any questions about how to address a finding on the inspection report. They determine when a finding can be marked as Resolved.

## UCI EHS UNIT-SPECIFIC LINKS AND OTHER RESOURCES

Environmental Compliance and Hazardous Waste Management: <https://www.ehs.uci.edu/enviro/index.php>

Research Safety (Chemical, Bio, Occ Health, Vivaria, Controlled Sub): <https://www.ehs.uci.edu/research-safety/index.php>

Radiation/Laser Safety: <https://www.ehs.uci.edu/radiation-safety/index.php>

Safety Training: <https://www.ehs.uci.edu/training/index.php>