Recurring Responsibilities for Lab Personnel

Labs are required to perform periodic tasks to keep their lab safe. This is a tool to help keep track of these tasks. The tasks are listed by the frequency at which they should be performed.

Weekly
- Flush the eyewash for a couple of minutes (record at least once per month).

Monthly
- Record eyewash flushing (flush at least once per week).

Semiannually (every fall and spring semester)
- Submit a laboratory safety self-evaluation to EHS.
- Verify lab personnel list, lab personnel training history, and chemical inventory in EHS Assistant.
- Fill out the chemical inventory semi-annual review statement in EHS Assistant (must be completed at least every 6 months).

Annually
- If working with biological materials, review and update your biosafety manual, then sign the front page. Keep previous signature pages.
- If working with human and non-human primate blood, tissues, and cells, take OH 218 (Bloodborne Pathogens) training.
- If working with controlled substances, submit a controlled substances self-evaluation to EHS.
- If working with select toxins, submit a select toxin self-evaluation to EHS.
- If working with Class 3B or 4 lasers, inspect protective eyewear and record the results in the Laser Eyewear section of the Laser SOP. Discard unfit eyewear and replace if appropriate.

Every Two Years
- If working with controlled substances, perform a physical inventory and verify that it matches the daily use log.
- If shipping dry ice, take OH 601 (Dry Ice Shipping) training. If shipping chemicals or biological materials, take appropriate shipping training.

Every Three Years
- Beginning three years after you have completed OH 201 (Laboratory Safety) training, take OH 238 (Laboratory Safety Refresher) training.

As Needed
- Perform OH 102 (Site-Specific Hazard Communication) training and submit Lab Site-Specific Training Record to EHS whenever the potential for exposure to hazardous chemicals increases significantly or when new or significant hazard information is received.
- If working with controlled substances, submit copies of new and/or renewed DEA licenses to EHS.

Submit items to EHS by email: ehs-labstaff@austin.utexas.edu or campus mail: C2600

Additional information about these tasks can be found on the EHS Website: https://ehs.utexas.edu

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