

Fall 2024 Lab Safety Self Evaluation

To download a blank copy of this survey click [here](#).

This self-evaluation takes approximately 15 minutes to complete. Only complete one self-evaluation per lab. Please email us at ehs-labstaff@austin.utexas.edu if you have any questions about completing this self-evaluation.

NOTE: ALWAYS RIGHT-CLICK WHEN OPENING A LINK. IF YOU DO NOT "OPEN IN A NEW TAB" YOUR FORM ANSWERS MAY BE LOST AND YOU WILL NEED TO RESTART THE SELF-EVALUATION

Respondent Information

Principal Investigator's (PI) First Name *

Principal Investigator's (PI) Last Name *

PI's EID *

PI's Email *

Building *

Lab Room Numbers(s) *

List each lab room with the three letter building code (e.g. NHB 1.780, NHB 3.800, WEL 2.532)

College *

Department *

Select

Submitter (if different from PI)

Does your lab care about Green Labs/Lab Sustainability? *

Yes No

Is your lab group interested in becoming a certified Green Lab? *

Yes No N/A Not Sure

Are any personnel working in the lab unpaid (volunteers)? *

Yes No

Does your lab have cryogenics (e.g., liquid nitrogen, liquid helium)? *

Yes, <100L (small dewar) Yes, >100L (large dewar) No

Does your lab have cryogenic containers with pressure gauges that you refill on campus? *

Yes No

Does your lab have nanoparticles? *

Yes No

Does your lab have any transgenic plants? *

Yes No

Incident Notification Process

All lab incidents, accidents, and injuries are reported to EHS and your PI and/or supervisor. *

Yes No Not Sure N/A

All lab personnel are aware of the new online Incident Notification system. *

[Notify us of an incident](#)

Yes No Not Sure N/A

Hazard Assessment

Lab personnel have conducted risk assessments for experiments. *

[Injury and Illness Prevention Program](#)

Yes No Not Sure N/A

Lab personnel have developed written SOPs for chemicals/procedures. *

[Injury and Illness Prevention Program](#)

Yes No Not Sure N/A

Safety is discussed at all lab meetings. *

Yes No Not Sure N/A

Lessons learned are reviewed in the laboratory. *

Examples can be found on the [Lessons Learned](#) EHS webpage.

Yes No Not Sure N/A

All lab personnel have reviewed the UT Lab Safety Manual. *

The [UT Lab Safety Manual](#) can be found on the EHS website.

Yes No Not Sure N/A

Training

All lab personnel have taken Hazard Communication (OH 101), Laboratory Safety (OH 201), Hazardous Waste (OH 202), Fire Extinguisher (FF 205) training and laboratory Safety Refresher (OH 238, every three years). *

[Lab Training Requirements](#)

Yes No Not Sure N/A

The Site-Specific Hazard Communication training (OH 102) form has been completed and submitted to EHS for all lab personnel. *

The [OH102 form](#) can be found on the training section of the EHS website.

Yes No Not Sure N/A

During Site-Specific Hazard Communication training (OH 102), all lab personnel are trained to call EHS at 512-471-3511 to report all lab incidents, accidents, and injuries. *

Yes No Not Sure N/A

During Site-Specific Hazard Communication training (OH102), all lab personnel are trained on the use and location of the spill kit(s). *

Yes No Not Sure N/A

All lab personnel have taken specialized training for hazards in the area where they work (e.g. Bloodborne Pathogens, Basic Radiological Health, X-Ray Safety, Laser Safety, Biological Safety, Dry Ice Shipping, Compressed Gases, Cryogenics). *

Yes No Not Sure N/A

UT HERD

The emergency contact information on lab signs posted by the entrance is current. Request changes through UT HERD by navigating to the "Placards" icon, selecting the lab, and clicking on the "Edit Lab Placard" button. *

Yes No Not Sure N/A

Lab personnel list in UT HERD is current. This information can be found under "Worker Registration" in the "Worker Attached to" table. *

Yes No Not Sure N/A

The chemical inventory in UT HERD has been reviewed and updated this semester. You must document your inventory review using the Chemical Inventory Review Statement in the Chemical Inventory box. *

Yes No Not Sure N/A

All compressed gases are listed in the chemical inventory in UT HERD. *

Yes No Not Sure N/A

The lab-specific biosafety manual has been reviewed within the last year and uploaded into UT HERD. Log in to UT HERD to verify that your uploaded biosafety manual (in SOP Documents) is current and to update the review date. *

[UT HERD](#) can be accessed via the "Lab Evaluations and UT HERD" section of the EHS website.

Yes No Not Sure N/A

Lab locations listed in UT HERD are current. Contact EHS to request changes. *

Yes No Not Sure N/A

Personal Protective Equipment (PPE)

The UT Austin Lab Attire Policy has been reviewed by lab personnel. *

The [Lab Attire Policy](#) can be found on the "Forms and Resources" section of the EHS website.

Yes No Not Sure N/A

Lab personnel wear appropriate PPE while in the lab. At a minimum, lab personnel should wear a lab coat, gloves, and eye protection while working in the lab. *

Yes No Not Sure N/A

Wearing shorts and open-toed shoes is prohibited in the lab at all times. *

Yes No Not Sure N/A

Flame-resistant lab coats are always worn while handling pyrophorics. *

Yes No Not Sure N/A

Are respirators used in the lab. *

[Respiratory Protection](#)

Yes No Not Sure N/A

Lab participates in the Green Labs Kimberly Clark glove recycling program. *

If yes, please fill out the [glove recycling questionnaire/agreement](#) if you have not already done so. **Please note: The program is NOT currently accepting new Labs.**

Yes No Not Sure N/A

If the lab recycles gloves, all lab members are aware that gloves contaminated with hazardous chemicals, hazardous biological materials, and/or radioactive materials cannot be recycled. *

If you would not throw away a glove in the trash, it cannot be recycled.



General Safety

The hazard information on the lab signs posted by the lab entrance are current. Contact EHS to request changes. *

Yes No Not Sure N/A

Food and drink are prohibited in the lab. *

Yes No Not Sure N/A

Lab personnel know how to access Safety Data Sheets (SDS). *

Yes No Not Sure N/A

Clutter is kept to a minimum in the lab. *

Yes No Not Sure N/A

Usable, unneeded lab consumables, glassware, and field supplies are donated to annual Lab Supply Swaps.

[Waste Minimization](#)

Yes No Not Sure N/A

Lab walkways and work areas are kept free of tripping hazards. *

Yes No Not Sure N/A

Old or unused lab equipment is appropriately deconned before being sent to Surplus or disposed of. *

EHS [Laboratory Equipment Decontamination](#). [Surplus Property](#) is a program run by Resource Recovery.

Yes No Not Sure N/A

Access to the lab is controlled when unoccupied (i.e., doors are locked). *

Yes No Not Sure N/A

Appropriate containers are used to transport research materials outside the lab. *

[Transporting Hazardous Materials](#). [Transporting Biological Specimen](#).

Yes No Not Sure N/A

Lab personnel are interested in learning how Green Labs can improve lab sustainability. *

Yes No Not Sure N/A

Chemical Storage

Are any chemicals used in the lab? *

Yes No

Compressed Gases

Are any compressed gas cylinders used in the lab? *

[Compressed Gases](#)

Yes No

Biosafety

Are any biological materials used in the lab? *

Yes No

Fume Hoods

Are any fume hoods present in the lab? *

Yes No

Chemical Waste: Containment, Storage, and Labeling

Containers are closed with appropriate lids unless actively adding waste. *

Yes No Not Sure N/A

Chemical waste that is stored on the floor is in appropriately sized plastic secondary containment. *

Note: Secondary containment must not be made of cardboard or styrofoam. If needed, [secondary containment](#) options are available for purchase on UT Market.

Yes No Not Sure N/A

Waste containers are in good condition (i.e., no leaks, spills, incompatible material). *

Yes No Not Sure N/A

All waste is kept at the point of generation (i.e., waste containers are not moved to another room). *

Yes No Not Sure N/A

Lab personnel submit Requests for Disposal (RFDs) regularly so waste does not accumulate in the lab. *

Yes No Not Sure N/A

RFDs are submitted through the online waste system EMS *

[EMS](#) can be accessed on the "Hazardous Waste Disposal" section of the EHS website.

Yes No Not Sure N/A

Each waste container has a properly completed waste tag attached to it at all times (i.e., name, phone number, location, chemical constituents, accumulation start date). *

Yes No Not Sure N/A

Special Waste: Sharps, Broken Glass, and Glove Recycling

Are any sharps used in the lab? *

Yes No

Special Waste: Biological and rDNA Waste

All pathological, microbiological, rDNA, and blood/blood product waste is treated in the lab (e.g., autoclaved) or disposed of through EHS. *

Yes No Not Sure N/A

If waste is autoclaved, an autoclave record is kept in the EHS log book. *

Yes No Not Sure N/A

Equipment Safety

Blast and face shields are used for high pressure or vacuum experiments. *

Yes No Not Sure N/A

All belt driven equipment is protected with belt guards. *

Yes No Not Sure N/A

All fans have guards. *

Yes No Not Sure N/A

Glassware used below or above atmospheric pressure is taped or shielded. *

Yes No Not Sure N/A

Lab equipment is in proper working order and maintained per the manufacturer's instructions. *

Yes No Not Sure N/A

Lab prohibits single-pass cooling/processing water. *

Information about sustainable alternatives to single-pass cooling/processing water can be found [here](#).

Yes No Not Sure N/A

Emergency Equipment

Eyewashes are available and unobstructed. *

Yes No Not Sure N/A

Eyewashes are flushed weekly and documented monthly. *

Yes No Not Sure N/A

Emergency showers and their handles are unobstructed. *

Yes No Not Sure N/A

EHS is notified whenever a fire extinguisher is used. *

Yes No Not Sure N/A

Spill kits specific to the hazards in your lab are available. *

Yes No Not Sure N/A

All lab personnel know the location of the spill kit(s). *

Yes No Not Sure N/A

Electrical Safety

All electrical cords are in good condition (i.e., no cracked/brittle/frayed cords or exposed copper wire). *

Yes No Not Sure N/A

Electrical cords are unmodified as provided by the manufacturer (i.e., ground prong not removed, cords not spliced, etc.). *

Yes No Not Sure N/A

Use of electrical extension cords in the lab is minimized and temporary (<30 days). *

Yes No Not Sure N/A

Lab is free of electrical extension cords and multi-plug power strips running above the ceiling, through doorways, or behind walls. *

Yes No Not Sure N/A

Lab is free of unsecured and unprotected electrical extension cords and multi-plug power strips running across the floor where they pose a tripping hazard. *

Yes No Not Sure N/A

Lab is free of electrical extension cords and multi-plug power strips connected in series (daisy chaining). *

Yes No Not Sure N/A

Electrical panels/disconnects are unobstructed. Panel doors are closed. *

Yes No Not Sure N/A

Electrical panel and wiring modifications are only performed by a licensed electrician. *

Yes No Not Sure N/A

For research experiments, all grounding equipment and electrical noise reducers are UL listed. *

Yes No Not Sure N/A

Equipment plugged into multi-plug power strips is within the capacity of the circuit being used. *

Yes No Not Sure N/A

Lab personnel are prohibited from resetting breakers. Facilities Services is called instead. *

Yes No Not Sure N/A

Fire/Life Safety

All exits are unobstructed and all walkways in the lab have 36 inches of aisle clearance. *

Yes No Not Sure N/A

Areas adjacent to all exits are free of hazardous chemicals and compressed gas cylinders (i.e., hazard-free emergency egress). *

Yes No Not Sure N/A

Lab doors are kept closed to provide a fire and smoke barrier. *

Note: Doors are **prohibited** from being propped open.

Yes No Not Sure N/A

Hallways are free of hazardous materials used by the lab. *

Yes No Not Sure N/A

Shipping

Does your lab ever ship any research materials? *

[eShip Global EHS Hazardous Shipping](#)

Yes No

DEA Controlled Substances

My lab possesses DEA controlled substances. *

A list of DEA controlled substances can be found on the [DEA's website](#).

Yes No Not Sure N/A

The Controlled Substances Self-Evaluation form has been completed and submitted to EHS this year. *

The [Controlled Substances Self-Evaluation form](#) can be accessed on the "Forms and Resources" section of the EHS website.

Yes No Not Sure N/A

Expired controlled substances are disposed of within 90 days of expiration. *

Yes No Not Sure N/A

Controlled substances older than 3 years have been disposed of (even if no expiration date). *

Yes No Not Sure N/A

Describe any other safety concerns.

Send me a copy of my responses

Submit