

Spring 2025 Laboratory Safety Self-Evaluation

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.

Respondent Information

Principal Investigator's (PI) First Name

Principal Investigator's (PI) Last Name

PI's EID

PI's Email

Building

College

Department

Submitter (if different from PI)

General Safety

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

Yes

No

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

Yes

No

Food and drink are prohibited in the lab.

Yes

No

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

Yes

No

Clutter is kept to a minimum in the lab.

Yes

No

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

Yes

No

UT HERD

The lab group is registered in UT HERD.

- Yes
- No

If you are a new lab group and need access to UT HERD, contact EHS.

Email Lab Safety: EHS-labstaff@austin.utexas.edu

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 lab, and clicking on the "Edit Lab Placard" button.

- Yes
- No
- Not Sure
- N/A

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

Email Lab Safety: EHS-labstaff@austin.utexas.edu

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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.

(Note: If you do not have any chemicals please sign the inventory review statement confirming there are no chemicals)

- Yes
- No
- Not Sure

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: <https://ehs.utexas.edu/research-labs-clinical/lab-evaluations-and-ut-herd>

- Yes
- No
- Not Sure

Incident Notification Process

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

Notify us: <https://utdirect.utexas.edu/apps/campus/safety/incident>

- Yes
- No
- Not Sure

Review required procedures for responding to an emergency or incident.

1. **Notify us:** <https://utdirect.utexas.edu/apps/campus/safety/incident>
2. **Report all lab incidents, accidents, and injuries to EHS and your PI and/or supervisor.**
3. **Emergency Instructions for labs:** <https://ehs.utexas.edu/about-us/emergency-information/emergency-instructions-labs>
4. **Emergency Information:** <https://ehs.utexas.edu/about-us/emergency-information>

- I acknowledge, lab has reviewed emergency procedures.

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

- Yes
- No
- Not Sure

Personal Protective Equipment

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: <https://ehs.utexas.edu/sites/default/files/Lab-Attire-Policy-2017.pdf>.

- Yes
- No
- Not Sure

Lab will review the UT Austin Lab Attire Policy: <https://ehs.utexas.edu/sites/default/files/Lab-Attire-Policy-2017.pdf>.

- I acknowledge, lab personnel will review lab attire policy.

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

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

- Yes
- No

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

- Yes
- No
- Not Sure
- N/A

Are respirators used in the lab.

Respiratory Protection: <https://ehs.utexas.edu/working-safely/safety-programs/respiratory-protection>

- 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

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

- Yes
- No

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

Note: Doors are prohibited from being propped open.

- Yes
- No

Hallways are free of hazardous materials used by the lab.

- Yes
- No

Clinical Research

Does your lab work solely with clinical specimens collected directly from study participants?

- Yes
- No

All personnel have taken Environmental Health and Safety required training.

Contact EHS Lab Staff if you have any questions: EHS-labstaff@austin.utexas.edu.

- Yes
- No

Do you have any physical lab space or storage space?

- Yes
- No

If yes, who owns the space (e.g. UT, Ascension)? If UT owned provide building and room number.

Do you have an approved IRB protocol?

- Yes
- No
- N/A

Provide approved IRB protocol number:

Do you have an approved IBC protocol?

Yes

No

N/A

Provide approved IBC protocol number:

How will you be handling biological waste?

Are you using any chemicals? This includes items such as cleaning products.

Yes

No

Are you transporting samples?

Yes

No

If Yes, how are you transporting the materials? EHS can only approve the use of a University vehicle for any UT-related work.

Will you be shipping any materials?

Yes

No

If yes, what will you be shipping?

Additional information can be found here: <https://ehs.utexas.edu/research-labs-clinical/shipping-research-materials>. Email: EHS-hazmatshipping@austin.utexas.edu with any questions.

Safety Concerns

Describe any other safety concerns.