

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

Green Labs

Is your lab interested in learning more about Green Labs/Lab Sustainability?

Yes

No

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

Yes

No

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

Please note: The program is NOT currently accepting new Labs.

Yes

No

Please fill out the glove recycling questionnaire/agreement if you have not already done so.

Questionnaire/Agreement: https://utexas.qualtrics.com/jfe/form/SV_6rE21uv1hDBSEQZ

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.

I acknowledge, all lab members are aware.

Usable, unneeded lab consumables are donated to the annual Lab Supply Swaps and usable, unneeded glassware is donated to Green Labs to be rehomed.

Waste Minimization: <https://ehs.utexas.edu/research-labs-clinical/green-labs/waste-minimization>

- Yes
- No
- Not Sure
- N/A

Lab is interested in participating in the Surplus Chemical program.

More about the Surplus Chemical program can be found here: <https://ehs.utexas.edu/research-labs-clinical/green-labs/chemical-surplus>.

- Yes
- No
- Not Sure
- N/A

Hazard Assessment

Lab personnel have conducted assessments for experiments.

Hazard Identification Control: <https://ehs.utexas.edu/working-safely/safety-programs/injury-and-illness-prevention-program>

- Yes
- No
- Not Sure

Perform a risk assessment for new experiments, using new chemicals, high hazard processes, or materials.

Utilize the EHS hazard identification control tool: <https://ehs.utexas.edu/working-safely/safety-programs/injury-and-illness-prevention-program>

1. **Job Hazard Analysis (JHA):** <https://utexas.app.box.com/v/Job-Hazard-Analysis>
2. **Risk Assessment Tool (RAT):** <https://utexas.app.box.com/v/Risk-Assessment-Tool>.
3. **Standard Operating Procedures (SOP):** <https://utexas.app.box.com/v/Standard-Operating-Procedure>

- I acknowledge, lab will review processes/procedures.

Lab Personnel have developed written SOPs for chemicals/procedures.

Risk Assessment Tool: <https://ehs.utexas.edu/working-safely/safety-programs/injury-and-illness-prevention-program>

- Yes
- No
- Not Sure

Safety is discussed at all lab meetings.

- Yes
- No

Lessons learned are reviewed in the laboratory.

Examples can be found on the EHS lessons learned page: <https://ehs.utexas.edu/planning-safe-research/lab-incidents-lessons-learned>

- Yes
- No
- Not Sure

All lab personnel have reviewed the UT Lab Safety Manual.

The UT Lab Safety Manual can be found here: <https://ehs.utexas.edu/research-labs-clinical/planning-safe-research/lab-safety-manual>

- Yes
- No
- Not Sure

Training

All lab personnel have taken Hazard Communication (OH101), Laboratory Safety (OH201), Hazardous Waste (OH202), Fire Extinguisher (FF205) training and Laboratory Safety Refresher (OH238, every three years).

Training Requirements: <https://ehs.utexas.edu/training/lab-training-requirements>

- Yes
- No
- Not Sure

Review training requirements for all laboratory personnel.

1. **Required Training for Laboratory Personnel:** <https://ehs.utexas.edu/training/lab-training-requirements>.
2. **OH102 Site-Specific Training form:** <https://ehs.utexas.edu/sites/default/files/OH102-Labs.pdf>

- I acknowledge, we have reviewed training requirements.

The Site-Specific Hazard Communication training (OH102) form has been completed and Submitted to EHS for all lab personnel.

OH102 form can be found here: <https://ehs.utexas.edu/sites/default/files/OH102-Labs.pdf>

- Yes
- No
- Not Sure

During Site-Specific Hazard Communication training (OH102), all lab personnel are trained to call EHS at 512-471-3511 to report all incidents, accidents, and injuries.

- Yes
- No
- Not Sure

During the 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

Would you be interested in having an in-person EHS lab safety training option?

- Yes
- No

Which course(s) would you like to see have an in-person option?

EHS webpage: <https://ehs.utexas.edu/training/lab-training-requirements>

- **Courses:** OH101, OH201, OH207

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, Cryogenes).

- Yes
- No
- Not Sure

Chemical Storage

Are any chemicals used in the lab?

- Yes
- No

All chemicals are stored by hazard class (e.g., flammables, oxidizers, acids, bases, reactives, and toxins) and compatibility.

More information can be found in the [Lab Safety](#)

Manual: https://ehs.utexas.edu/sites/default/files/documents/ehs-lab-safety-manual_0.pdf

Yes

No

Chemical containers are kept closed.

Yes

No

No more than 10 gallons of flammables are stored outside of a flammable storage cabinet.

Yes

No

Not Sure

Flammables requiring cold storage are stored in lab-safe refrigerators.

View [Laboratory Refrigerator/Freezer Safety Procedures](#) for more

information: <https://ehs.utexas.edu/sites/default/files//Lab-FridgeSafety-Procedures.pdf>.

Yes

No

Not Sure

Refrigerators/Freezers are cleaned out annually and defrosted as needed.

View [Lab Freezer Best Practices](#) for more

information: <https://utexas.app.box.com/s/66yv1n0zdubwel9ivses2aa51fvf5rda>.

Yes

No

Not Sure

Acids are stored inside an acid cabinet or plastic secondary containment.

- Yes
- No
- Not Sure

Peroxide forming chemicals (e.g., THF, ethyl ether, dioxane, cyclohexane, benzyl alcohol) are dated when received and opened.

- Yes
- No
- Not Sure

Peroxide forming chemicals are disposed of when expired. If no expiration date, these chemicals are disposed of after one year (if unopened) or after 6 months (if opened) of being received.

- Yes
- No
- Not Sure

Hazardous chemicals are stored at or below eye level. (Consider the height of your lab personnel.)

- Yes
- No
- Not Sure

Does your lab use ethylene oxide (EtO)?

- Yes
- No

Does your lab work with nanoparticles?

- Yes
- No

Does your lab use methylene chloride?

- Yes
- No
- Not Sure

Does your lab utilize tax free alcohol (e.g. 190 proof or higher and any mixtures created using tax-free alcohol) ?

EHS website: <https://ehs.utexas.edu/working-safely/chemical-safety/tax-free-alcohol>

- Yes
- No
- Not Sure

Compressed Gases

Are any compressed gas cylinders used in the lab?

Compressed Gases: <https://ehs.utexas.edu/working-safely/chemical-safety/compressed-gases>

- Yes
- No

All Compressed gases are listed in the chemical inventory in UT HERD.

- Yes
- No
- Not Sure

All Compressed gas cylinders (including lecture bottles) are firmly secured near the middle of the cylinder or near the top and bottom of the cylinder.

- Yes
- No
- Not Sure

Toxic gases are stored in ventilated cabinets or enclosures.

- Yes
- No
- Not Sure

Compressed gas cylinders have safety caps in place when not in use.

- Yes
- No
- Not Sure

Lab does not have gas tubing running above the ceiling, through doorways, or behind walls.

- Yes
- No
- Not Sure

Lab personnel are aware that EHS has a tool to remove stuck gas cylinder safety caps.

- Yes
- No
- Not Sure

Cryogenics

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

- Yes
- No

Does the lab have appropriate PPE for handling/working with cryogenics (e.g. cryo-gloves, face shield, lab coat)?

- Yes
- No

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

- Yes
- No

Cryogen quantity

- <100L (small dewar)
- >100L (large dewar)

Biosafety

Are any biological materials used in the lab?

- Yes
- No

Are any human or NHP tissue utilized by the lab?

- Yes
- No

Does your lab have any transgenic plants?

- Yes
- No

Do you have an approved IBC protocol for all biological work (including rDNA)?

Visit the webpage for the Office of Research Support and Compliance for more information: <https://research.utexas.edu/orsc>.

Yes

No

Provide approved IBC protocol number:

Since your last Self-Eval are you working with any new biological materials (including pathogens)?

Yes

No

List new biological materials:

Are any animals used in the lab?

Yes

No

Do you have an approved IACUC protocol?

Visit the webpage for the Office of Research Support and Compliance for more information: <https://research.utexas.edu/orsc>.

Yes

No

Provide approved IACUC protocol number:

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

Yes

No

Do you have an approved IRB protocol?

Yes

No

Provide approved IRB protocol number:

My lab has conducted an inventory of biological agents this year.

Yes

No

Not Sure

Fabric chairs are prohibited in labs working with biological materials.

Yes

No

Not Sure

Does your lab utilize an ethylene oxide (EtO) sterilizer?

Yes

No

Not Sure

Does your lab have a regulatory permit related to your biological work (e.g., USDA, CDC)?

- Yes
- No
- Not Sure

Vacuum lines used with biological materials are protected with an in-line HEPA filter.

- Yes
- No
- Not Sure

Are any Biological Safety Cabinet (BSC) present in the lab?

- Yes
- No
- Not Sure

Open flames are prohibited inside the biosafety cabinet.

- Yes
- No
- Not Sure

EHS is informed prior to purchasing, replacing, or moving a biosafety cabinet.

- Yes
- No
- Not Sure

Biological safety cabinets have been certified within the last year.

- Yes
- No
- Not Sure

Biosafety Cabinet Information

Please list all locations and serial numbers for biosafety cabinets in your lab. Locations should be listed in a building/room number format (e.g: NHB 2.308). Serial numbers can typically be found on the front side of the unit or on the last certification sticker. List each biosafety cabinet on a new line.

Fume Hoods

Are any fume hoods present in the lab?

- Yes
- No

Fume hoods are working properly. If not working properly, contact the Facilities Service Center at 512-471-2020.

- Yes
- No
- Not Sure

Fume hoods only contain materials currently in use (not used for permanent storage).

- Yes
- No
- Not Sure

Evaporating chemicals (including chemical waste) in the fume hood is prohibited.

- Yes
- No
- Not Sure

The fume hood sash is closed when not in use and below 18 inches when in use.

- Yes
- No
- Not Sure

Equipment/materials in the fume hood are elevated 1" or more.

- Yes
- No
- Not Sure

Fume hood knobs are kept free and clear of lab coats, electrical cords, and other items. Is this practice being followed in your area?

Note: Do not use fume hood knobs for hanging lab coats, electrical cords, or any other items. Keeping the knobs clear ensures proper function and safety.

- Yes
- No
- Not Sure

Fume hoods have been certified within the last year (verify sticker on face of fume hood).

- Yes
- No
- Not Sure

Chemical Waste: Containment, Storage, and Labeling

Is chemical waste generated in the lab and submitted to EHS for disposal?

Yes

No

Containers are closed with appropriate lids unless actively adding waste.

Yes

No

Not Sure

Chemical waste that is stored on the floor or near a drain 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. Contact EHS if you have questions.

Yes

No

Not Sure

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

Yes

No

Not Sure

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

Yes

No

Not Sure

Lab personnel regularly submit chemical waste through the online waste system (EMS) so waste does not accumulate in the lab.

EMS can be accessed on the "Hazardous Waste Disposal" section of the EHS website: <https://ehs.utexas.edu/environment-waste/waste-management>.

- Yes
- No
- Not Sure

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

Special Waste: Biological and rDNA Waste

Is biological waste generated by the lab?

- Yes
- No

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

- Yes
- No

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

- Yes
- No

Special Waste: Sharps and Broken Glass

Are any sharps use in the lab?

Yes

No

All sharps (e.g., needles, glass contaminated with biological materials) are deposited into sharps containers. Needles should not be re-capped, bent, or clipped.

Yes

No

Not Sure

Sharps containers are closed and submitted to EHS for disposal when $\frac{3}{4}$ full.

Yes

No

Not Sure

Chemically-contaminated sharps are segregated from biologically-contaminated sharps.

Yes

No

Not Sure

Chemically-contaminated sharps are tagged and submitted to EHS as chemical waste.

Yes

No

Not Sure

Biologically-contaminated sharps are submitted to EHS as biological waste.

- Yes
- No
- Not Sure

Only empty, non-hazardous glass is disposed of in the glass waste box (e.g., no liquids, chemicals, paper, gloves, lightbulbs, furnace tubes, etc.).

- Yes
- No
- Not Sure

Glass waste boxes are closed and disposed of through Custodial Services when $\frac{3}{4}$ full.

- Yes
- No
- Not Sure

Glass waste boxes, when damaged, are transferred to a new glass waste box using appropriate precautions and PPE, then disposed of through Custodial Services (e.g., water damage, rot, punctures, etc.). Contact EHS for additional guidance.

- Yes
- No
- Not Sure

Equipment Safety

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

- Yes
- No
- Not Sure
- N/A

Old or unused lab equipment is appropriately deconned and approved by EHS before being sent to Surplus or disposed of.

- **EHS Laboratory Equipment Decontamination:** <https://ehs.utexas.edu/working-safely/equipment-safety>.
- **Surplus Property is a program run by Resource Recovery:** <https://facilitieservices.utexas.edu/services/surplus-property-moving-services/surplus-pick-requests>.

- Yes
- No
- Not Sure

All belt driven equipment is protected with belt guards.

- Yes
- No
- Not Sure

All fans have guards.

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

Lab prohibits single-pass cooling/processing water.

Information about sustainable alternatives to single-pass cooling/processing water can be found here: <https://ehs.utexas.edu/research-labs-clinical/green-labs/water-conservation>.

- Yes
- No
- Not Sure

Emergency Equipment

Emergency eyewash and shower are available in the lab.

- Yes
- No

If emergency equipment is not available, Contact EHS for an assessment.

Provide contact information and location (building and room number). Email: EHS-labstaff@austin.utexas.edu

Eyewashes are clearly marked and unobstructed.

- Yes
- No
- Not Sure

Eyewashes are flushed weekly and documented monthly.

- Yes
- No
- Not Sure

Emergency showers and their handles are unobstructed and clearly marked.

- Yes
- No
- Not Sure

EHS and FPS are notified whenever a fire extinguisher is used.

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

Electrical Safety

Electrical cords and/or extension cords are utilized in the lab?

- Yes
- No

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

Lab does not have electrical extension cords or multi-plug power strips running above the ceiling, through doorways, or behind walls.

- Yes
- No
- Not Sure

Lab does not have unsecured and unprotected electrical extension cords or multi-plug power strips running across the floor where they pose a tripping hazard.

- Yes
- No
- Not Sure

Lab does not have electrical extension cords or multi-plug power strips connected in series (daisy chaining).

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

All lab personnel are aware of the location of electrical panels/disconnects?

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

Shipping

Does your lab ever ship any research materials?

- **eShip Global:** <https://utexas.app.box.com/s/quow8u75b7gsk0qxn5matwvx6a9hcwr3>
- **EHS Hazardous Shipping:** <https://ehs.utexas.edu/research-labs-clinical/shipping-research-materials>

Yes

No

Are any materials needing dry ice or liquid nitrogen shipped?

Yes

No

Not Sure

Are chemicals shipped?

Yes

No

Not Sure

Are batteries shipped?

Yes

No

Not Sure

Are human or animal specimens shipped?

Yes

No

Not Sure

Are pathogens/vectors shipped?

- Yes
- No
- Not Sure

Are any other research materials shipped?

- Yes
- No
- Not Sure

Other research materials

Provide description of other materials

Appropriate containers are used to transport research materials outside the lab (e.g. across campus).

Shipping Research Materials: <https://ehs.utexas.edu/research-labs-clinical/shipping-research-materials>

- Yes
- No
- Not Sure

DEA Controlled Substances

My lab possesses DEA controlled substances.

A list of DEA controlled substances can be found on the DEA's website: <https://www.deadiversion.usdoj.gov/schedules/schedules.html>.

- Yes
- No

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

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

- Yes
- No
- Not Sure

Select Toxins

Does the lab possess select toxins?

- Yes
- No
- Not Sure

Have you reviewed the Exempt Select Toxins SOP document?

EHS Select Agents and Toxins webpage: <https://ehs.utexas.edu/working-safely/biological-safety/select-agents-and-select-toxins>

- Yes
- No

Research using select toxins is registered with the Institutional Biosafety Committee (IBC)?

Select Agents and Toxins lists can be found here: <https://www.selectagents.gov/sat/index.htm>

- Yes
- No
- Not Sure

Safety Concerns

Describe any other safety concerns.