UT HERD Guide

Contents

Lab Safety Self Evaluation (Bi-annual Review)

- Visit the UT Austin Environmental Health & Safety Page.
- Select the "**Self Evaluation Program**".

- Select the link for '**laboratory safety self-evaluation**'.

Self Evaluation Program

Overview

EHS is responsible for the safety oversight of the over 1,800 labs at The University of Texas at Austin. Principal Investigators are responsible for safety in their laboratory. The Laboratory Self-Evaluation was designed to assist PIs in identifying safety issues in their laboratory. Each PI is required to submit a laboratory safety self-evaluation every semester (Fall and Spring).

Other Self-Evaluation Forms

If your lab uses DEA controlled substances (PDF) or Select Agent Toxins (PDF) complete these self-evaluation forms and submit annually to EHS.

- You will be redirected to the **Lab Safety Self Evaluation Form**. Please fill out accordingly and submit.

The University of Texas at Austin
Environmental Health & Safety

Spring 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) Last Name *

Principal Investigator's (PI) First Name *

PI's EID *

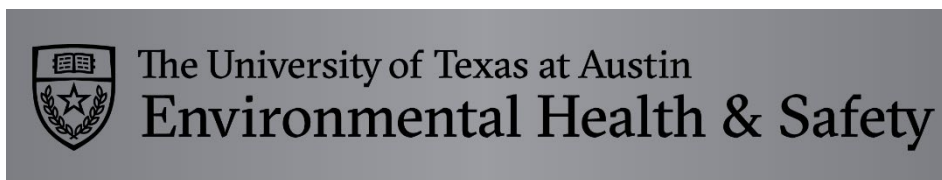**PI's Email** *

Building *

Select ▾

Lab Room Numbers(s) *

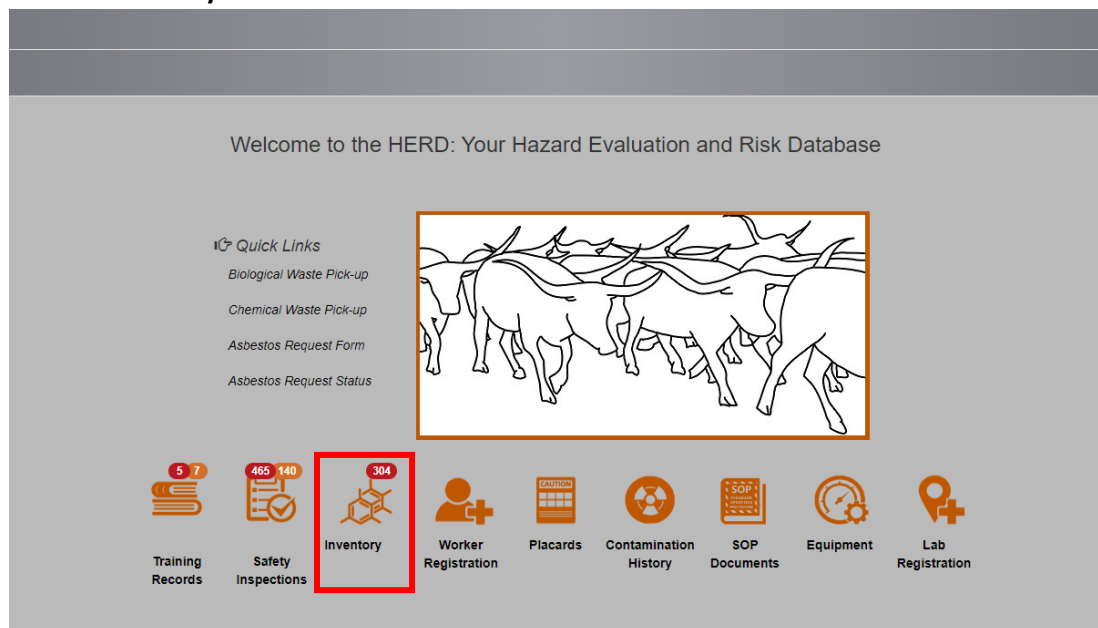List each lab room with the three letter building code (e.g. NHB 1.780, NHB 3.800, WEL 2.532)

College *

Chemical Inventory Review (Bi-annual Review)
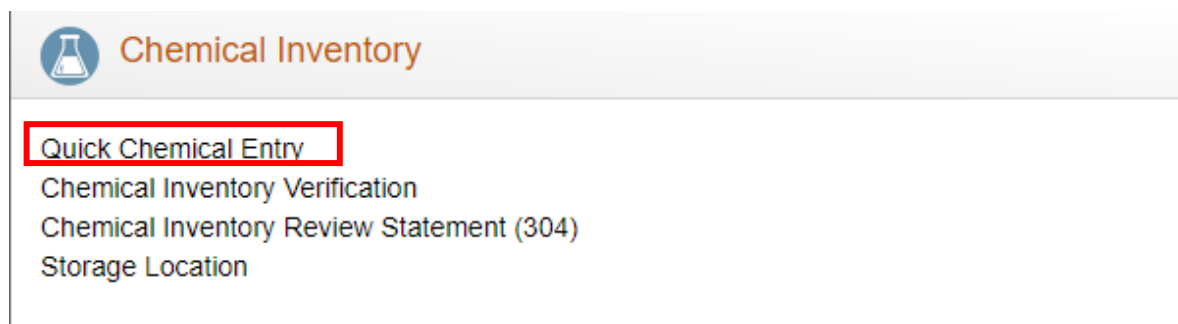
- Sign on to UT HERD with your credentials (UT EID and password). If you cannot sign on, please reach out to ehs-labstaff@austin.utexas.edu for access.
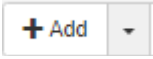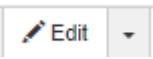

- Select **"Inventory".**

- Select **"Quick Chemical Entry**"
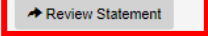
- You are able to [+ Add ▾], [✎ Edit ▾], and [⊗ Remove] inventory.

- After reviewing and making any needed updates, please select "**review statement**".

- You will be prompted to submit acknowledgement of chemical inventory review.
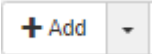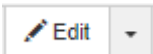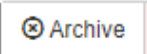
Uploading Lab Manuals and Documents (Annual Review)

- Sign on to UT HERD with your credentials (UT EID and password). If you cannot sign on, please reach out to ehs-labstaff@austin.utexas.edu for access.
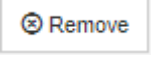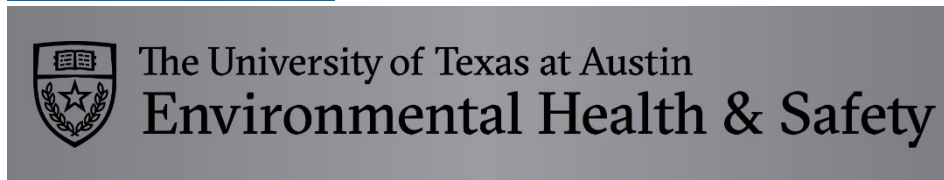

- Select "**SOP Documents**" from the UT HERD main page
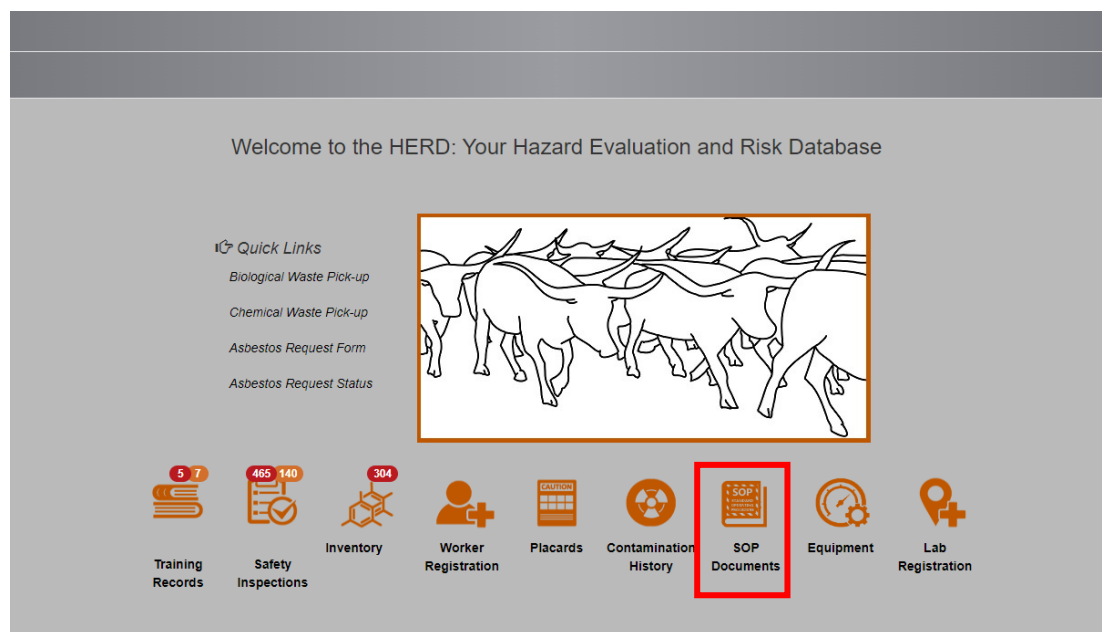
- You are able to [+Add], [Edit], and [Archive] SOPs and Lab Safety Manuals.

- If you do not have a SOP or Lab Safety Manual uploaded or would like to add a new document, select .
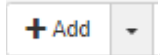
- You will be prompted to upload a document/file and fill out the corresponding information.

- To review the SOP or Lab Safety Manual, select

- Select "View".

Date	10/14/2021		*PI	Person, Test		Permit #	B-01326
Protocol #			Type	SOP		Review Date	10/14/2021

Document Description

Biosafety Manual for The EHS Lab.

Document Name   Biosafety-Labs-BSL2-Manual-Template.doc (2793984 bytes) [View]

Select Document / File For Upload...

[Save] [Cancel]

- If no changes need to be made, update the review date and save. If changes need to be made, please upload the updated document as a new entry.

Date	10/14/2021		*PI	Person, Test		Permit #	B-01326
Protocol #			Type	SOP		Review Date	10/14/2021

Document Description

Biosafety Manual for The EHS Lab.

Document Name   Biosafety-Labs-BSL2-Manual-Template.doc (2793984 bytes) [View]

Select Document / File For Upload...

[Save] [Cancel]

Training Records

- Sign on to UT HERD with your credentials (UT EID and password). If you cannot sign on, please reach out to ehs-labstaff@austin.utexas.edu for access.

- Select "Training Records" from the UT HERD main page.

- Select "**Training Reports**".

- Select "**Training Due by P.I**" to view recurring trainings and those that are overdue.

- A new tab will open showing any overdue/recurring trainings.
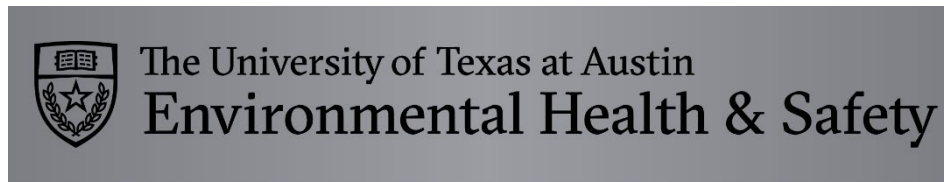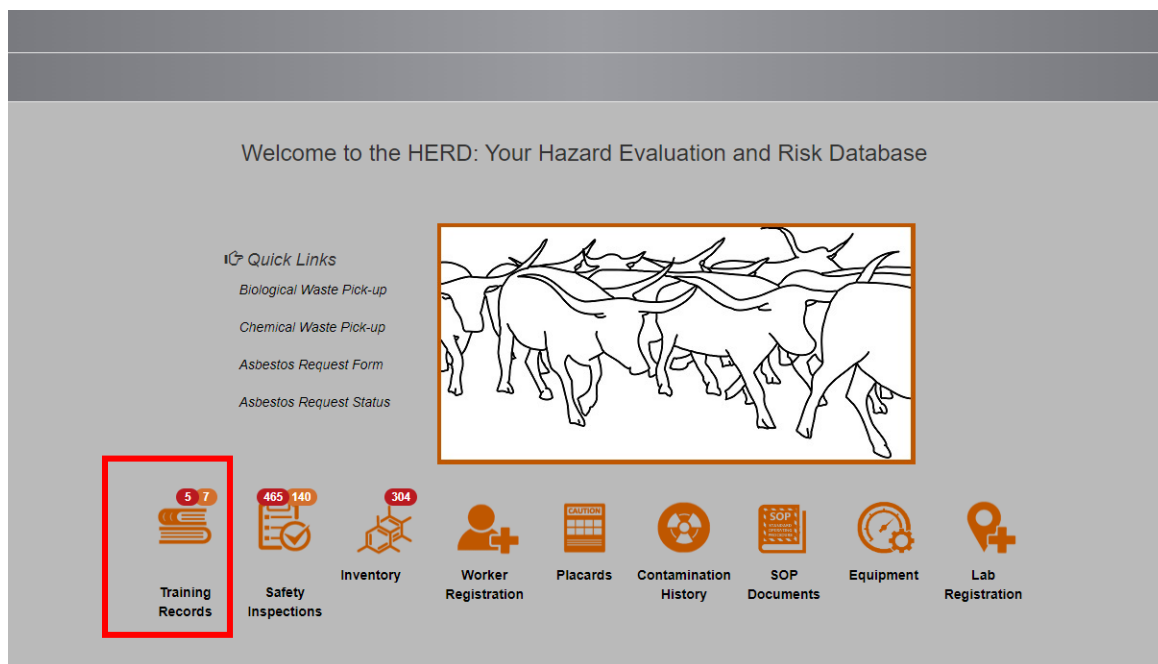
7/9/2024		**Training Due by P.I.**		The University of Texas at Austin - EHS	
Person, Test	testpi				
Employee Name	Course #	Course Description	Due Date	Worker Type	
Person, Test	OH 102	Site-specific Hazard Communication	7/20/2021	PI	
Person, Test	OH 207	Biological Safety	6/2/2021	PI	
Person, Test	OH 218	Bloodborne Pathogens	5/17/2024	PI	
Person, Test	OH 238	Laboratory Safety Refresher	5/17/2026	PI	
Staff, Lab	OH 102	Site-specific Hazard Communication	2/16/2022	PI	
Staff, Lab	OH 202	Hazardous Waste Management	2/28/2022	PI	
Staff, Lab	OH 207	Biological Safety	6/2/2021	PI	
Staff, Lab	OH 218	Bloodborne Pathogens	6/2/2021	PI	
Staff, Lab	OH 238	Laboratory Safety Refresher	10/17/2023	PI	

Adding/ Removing Workers

- Sign on to UT HERD with your credentials (UT EID and password). If you cannot sign on, please reach out to ehs-labstaff@austin.utexas.edu for access.
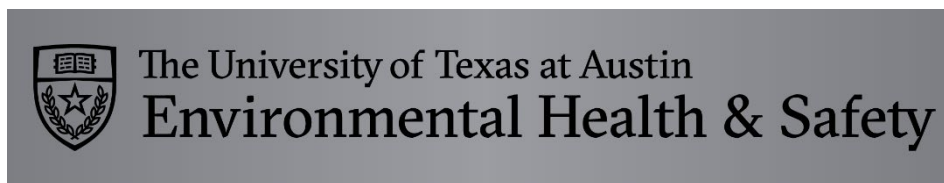
- Select "**Worker Registration**"
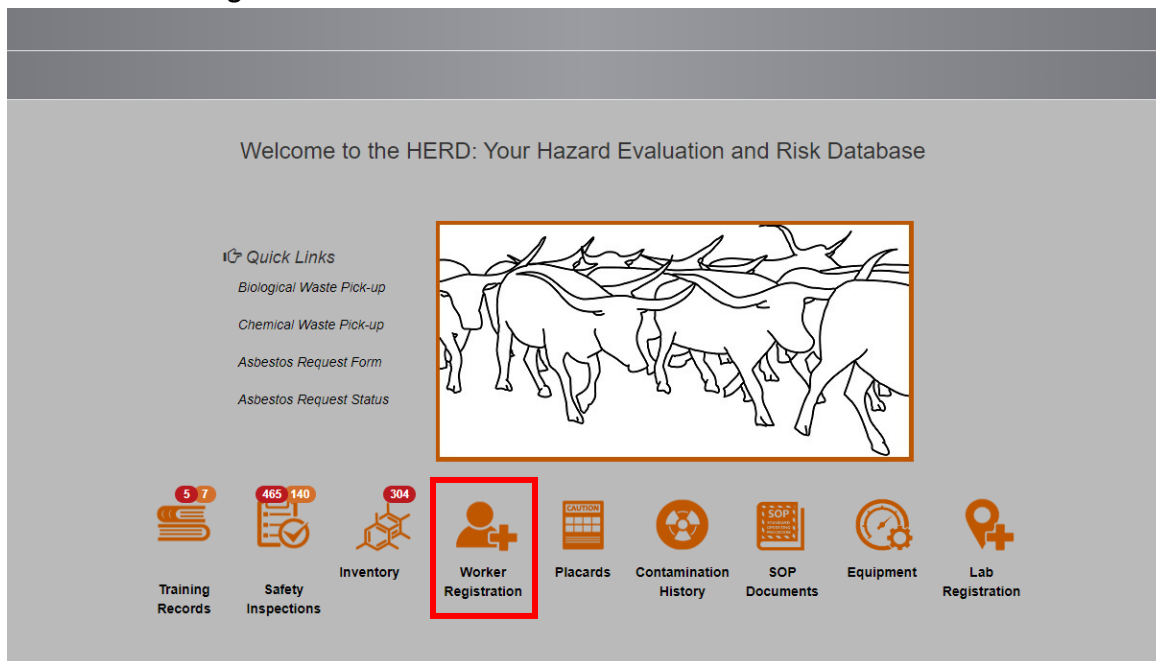
Removing Workers

- After selecting the "**Worker Registration**" icon, you will be prompted to the worker registration screen. The bottom part of the table shows all personnel currently attached to the PI/Researcher.

	Last Name ↑	First Name	EID	Worker Type	PI	Permit #	Additional Comments (e.g., needs access to UT HERD, replacing previous LSC)

Workers Attached to [Person, Test ▼] For workers leaving the group, select "Remove from Permit" for each permit listed.

	Name ↑	Permit #	Function	Phone	Email
Remove from Permit	Staff, Lab	C-01326	Principal Investigator	(512)471-3511	ehs-labstaff@austin.utexas.edu
Remove from Permit	User, Test	C-01326	Environmental Health & Safety	(333)333-3333	ehs-labstaff@austin.utexas.edu
Remove from Permit	User, Test	B-01326	Environmental Health & Safety	(333)333-3333	ehs-labstaff@austin.utexas.edu
Remove from Permit	User2, Test	C-01326	Lab Safety Contact	(333)333-3333	testuser543@austin.utexas.edu
Remove from Permit	User2, Test	B-01326	Lab Safety Contact	(333)333-3333	testuser543@austin.utexas.edu
Remove from Permit	Whiteley, Sharon	B-01326	Lab Worker		sharon.whiteley@austin.utexas.edu

- To remove personnel, select "**Remove from Permit**" located next to the name.

Workers Attached to	Person, Test ▼	For workers leav
	Name ↑	
Remove from Permit	Staff, Lab	
Remove from Permit	User, Test	
Remove from Permit	User, Test	
Remove from Permit	User2, Test	
Remove from Permit	User2, Test	

- After selecting "**Remove from Permit**" it will turn green and be marked as "**Pending Removal**". This will enter into a queue for EHS to finalize the removal. Personnel should be removed from all permits if they are no longer working for the corresponding PI/Researcher.

Remove from Permit	
Pending Removal (Undo)	
Remove from Permit	

Adding Workers

- After selecting the "**Worker Registration**" icon, you will be prompted to the worker registration screen. The top screen is where personnel can be added to the permit.

- Select "**Search Worker**" to view if the lab worker is already registered in the UT HERD system.

- If the individual is already registered in UT HERD, you will be prompted to "**Select**".

- If not registered in UT HERD, select "**+Add New Worker**".

- All items with red asterisks are required fields. We ask that you fill in as much as possible. If access to UT HERD full access or access to just the chemical inventory is needed by the lab worker you may make the note in the comment section.

- Under the **Worker Link** category, permits may be added. You may elect to add permits in individually by "**Add**" or select "**Add All Permits**"


- After submitting you will be redirected to the **Worker Registration** screen and the entered personnel will appear in the Pending registrant section (top half of table). This will put them in a queue and EHS will add into UT HERD.

Viewing and Correcting Lab Deficiencies

- Sign on to UT HERD with your credentials (UT EID and password). If you cannot sign on, please reach out to ehs-labstaff@austin.utexas.edu for access.
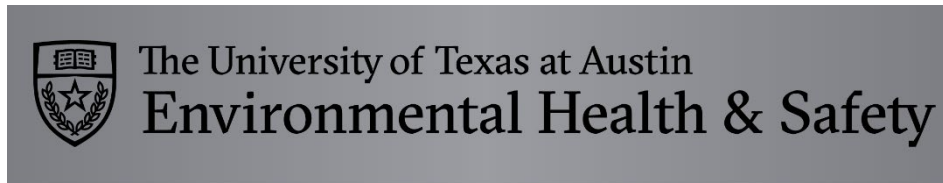
- Select "**Safety Inspections**".
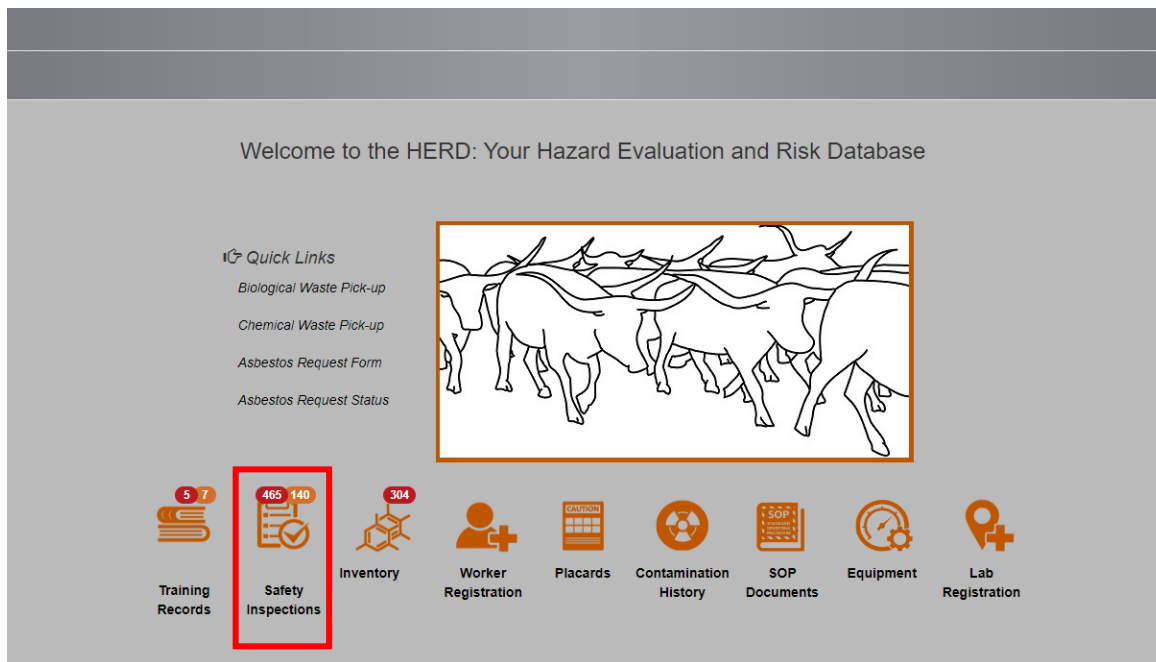
- You will be prompted to the "**Inspections**" page. Select "**Violation Deficiency Response**".

- This will allow you to view any deficiencies noted during the inspection.

- Once the item has been corrected, select "**Edit Response**".

- Corrections can be submitted under the "**Please Enter Response to Violation Deficiency Below**" category. Photos showing the corrected deficiency should be submitted where applicable.
- ***NOTE* the Submit To Inspector button will only appear after the last item has been corrected.**

Violation Deficiency Information

Assign Date	3/15/2024	**Lab/Building Name** SER - SERVICE BUILDING : 115
Survey Date	5/13/2024	
Correct By Date	3/29/2024	
Inspector		
Risk Level	Not Critical	

Pictures (1)   **Use Camera**   **Add Photo**

Pictures (1) Close

name/description...

Inspection Image