

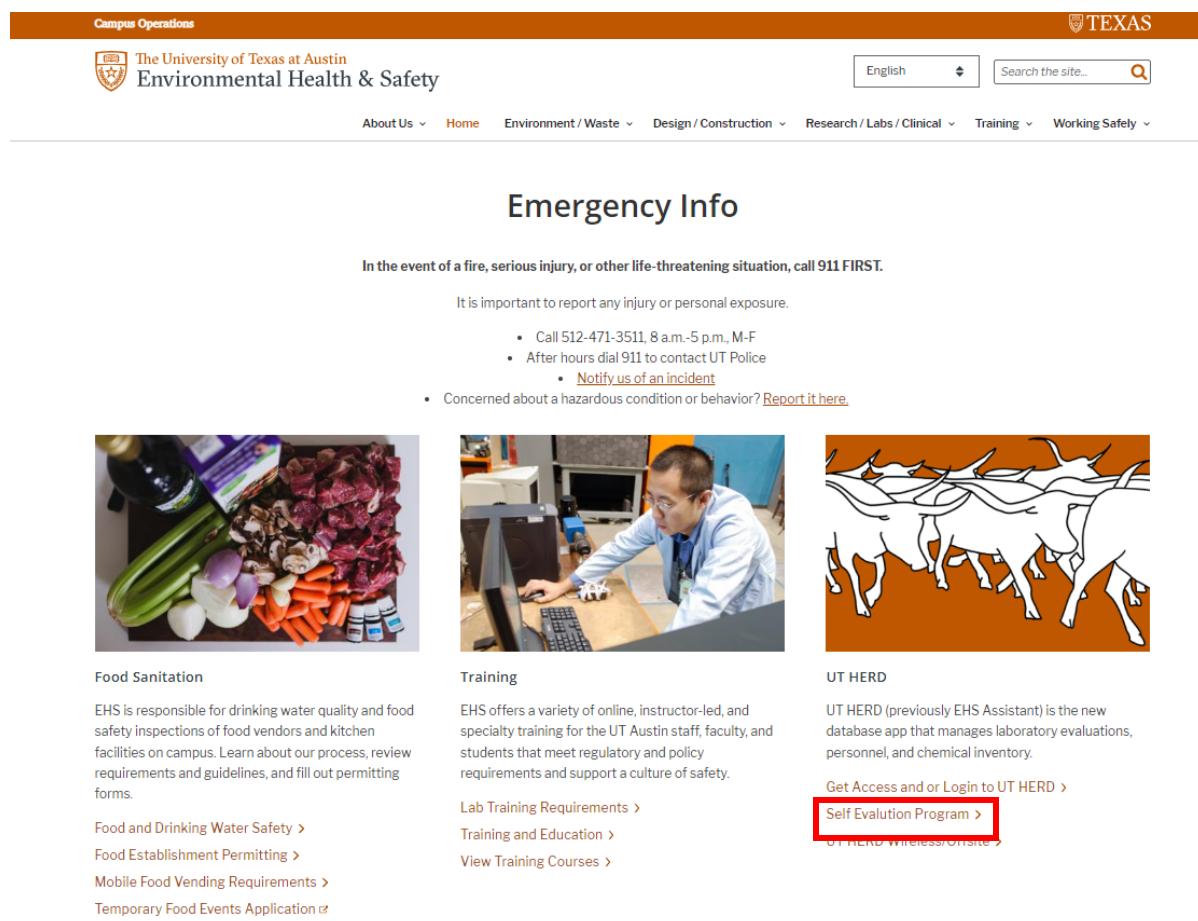
# UT HERD Guide

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# Lab Safety Self Evaluation (Bi-annual Review)

- Visit the [UT Austin Environmental Health & Safety Page](#).
- Select the “**Self Evaluation Program**”.



The screenshot shows the 'Emergency Info' page of the UT Austin Environmental Health & Safety website. At the top, there is a navigation bar with links for 'Campus Operations', 'TEXAS', 'About Us', 'Home', 'Environment / Waste', 'Design / Construction', 'Research / Labs / Clinical', 'Training', and 'Working Safely'. A search bar is also present. The main content area features a heading 'Emergency Info' and a sub-heading 'In the event of a fire, serious injury, or other life-threatening situation, call 911 FIRST.' Below this, a note says 'It is important to report any injury or personal exposure.' followed by a list of reporting options. The page is divided into three columns: 'Food Sanitation' (with a photo of raw meat and vegetables), 'Training' (with a photo of a person at a computer), and 'UT HERD' (with a photo of a herd of cattle). Each column has a heading and a list of links.

**Emergency Info**

In the event of a fire, serious injury, or other life-threatening situation, call 911 FIRST.

It is important to report any injury or personal exposure.

- Call 512-471-3511, 8 a.m.-5 p.m., M-F
- After hours dial 911 to contact UT Police
- [Notify us of an incident](#)
- Concerned about a hazardous condition or behavior? [Report it here](#).

**Food Sanitation**

EHS is responsible for drinking water quality and food safety inspections of food vendors and kitchen facilities on campus. Learn about our process, review requirements and guidelines, and fill out permitting forms.

[Food and Drinking Water Safety](#) >  
[Food Establishment Permitting](#) >  
[Mobile Food Vending Requirements](#) >  
[Temporary Food Events Application](#) >

**Training**

EHS offers a variety of online, instructor-led, and specialty training for the UT Austin staff, faculty, and students that meet regulatory and policy requirements and support a culture of safety.

[Lab Training Requirements](#) >  
[Training and Education](#) >  
[View Training Courses](#) >

**UT HERD**

UT HERD (previously EHS Assistant) is the new database app that manages laboratory evaluations, personnel, and chemical inventory.

[Get Access and or Login to UT HERD](#) >  
[Self Evaluation Program](#) >  
[UT HERD Wireless/Offsite](#) >

- 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](mailto: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 \***

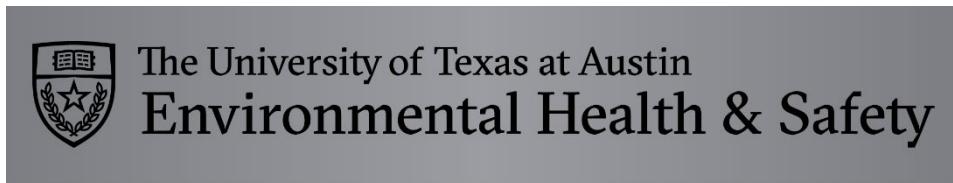
**Building \***

**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](mailto:ehs-labstaff@austin.utexas.edu) for access.

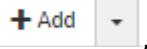
A screenshot of the UT HERD login page. It has a header "UT HERD v2.0.0350.14644". Below it are fields for "Login ID" and "Password", both with validation messages: "Login ID is required" and "Password is required". A "Sign in" button is at the bottom.

- Select "Inventory".

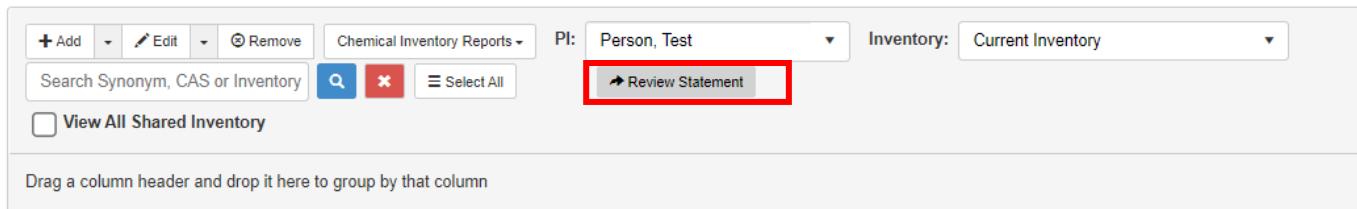
A screenshot of the UT HERD homepage. The title "Welcome to the HERD: Your Hazard Evaluation and Risk Database" is at the top. To the left is a "Quick Links" sidebar with "Biological Waste Pick-up", "Chemical Waste Pick-up", "Asbestos Request Form", and "Asbestos Request Status". The main area features a line drawing of cattle. Below are various icons: "Training Records" (57), "Safety Inspections" (465 140), "Inventory" (304, highlighted with a red box), "Worker Registration", "Placards", "Contamination History", "SOP Documents", "Equipment", and "Lab Registration".

- Select "Quick Chemical Entry"

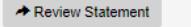
A screenshot of the "Chemical Inventory" page. The title "Chemical Inventory" is at the top. Below it is a menu with "Quick Chemical Entry" (highlighted with a red box), "Chemical Inventory Verification", "Chemical Inventory Review Statement (304)", and "Storage Location".

- You are able to  ,  , and  inventory.

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



Chemical Inventory Reports ▾ PI: Person, Test ▾ Inventory: Current Inventory ▾

+ Add ▾ Edit ▾ Remove Search Synonym, CAS or Inventory   Select All  View All Shared Inventory

Drag a column header and drop it here to group by that column

- You will be prompted to submit acknowledgement of chemical inventory review.

PI	Person, Test	Permit	Last Review	Detail
<input checked="" type="checkbox"/> C-01326			06/23/2021	CHEM - Active Person , Test General Lab

I have reviewed my chemical inventory and reported any discrepancies to ehs-labstaff@austin.utexas.edu. I acknowledge this review is required semi-annually.

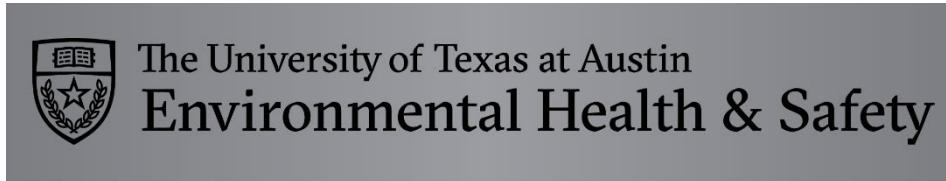
Review Date  
 

Reviewer

# 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](mailto:ehs-labstaff@austin.utexas.edu) for access.



- Select “**SOP Documents**” from the UT HERD main page

The image shows the main dashboard of the UT HERD system. At the top, it says "Welcome to the HERD: Your Hazard Evaluation and Risk Database". On the left, there is a "Quick Links" sidebar with four items: "Biological Waste Pick-up", "Chemical Waste Pick-up", "Asbestos Request Form", and "Asbestos Request Status". The main area features a large graphic of a herd of cattle. Below the graphic is a row of icons representing various database entries. The "SOP Documents" icon, which is a book with a gear and a red border, is highlighted with a red box. Other icons include "Training Records" (57), "Safety Inspections" (465 140), "Inventory" (304), "Worker Registration", "Placards", "Contamination History", "Equipment", and "Lab Registration".

- You are able to SOPs and Lab Safety Manuals.

<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Archive"/>	<input type="button" value="Remove Filters"/>	<input type="button" value="View Archived"/>	<input type="button" value="View Document"/>	<input type="button" value="Options"/>			
Drag a column header and drop it here to group by that column									
Date 	Document Name	Type	Document Description	PI	Permit #	Protocol #	Amendment #	Permit Type	Reviewed?
 	 	 	 	person   	 	 	 	 	 
10-14-2021	Biosafety-Labs-BSL-Manual-Template.doc	SOP	 Biosafety Manual for The EHS Lab.	Person, Test	B-01326		0	BIO	<input type="checkbox"/>

- 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.

Date	7/2/2024 <input type="button" value="Calendar"/>	*PI	Permit #
Protocol #	<input type="text"/>	Type	SOP <input type="button" value="Calendar"/>
Document Description		<input type="text"/>	
Document Name			
<input type="button" value="Select Document / File For Upload..."/>			

- To review the SOP or Lab Safety Manual, select

<a href="#">+ Add</a>	<a href="#">Edit</a>	<a href="#">Archive</a>	<a href="#">Remove Filters</a>	<a href="#">View Archived</a>	<a href="#">View Document</a>	<a href="#">Options</a>			
Drag a column header and drop it here to group by that column									
Date 	Document Name	Type	Document Description	PI	Permit #	Protocol #	Amendment #	Permit Type	Reviewed?
	 		 	person  	 	 	 	 	 
10-14-2021	Biosafety-Labs-BSL2-Manual-Template.doc	SOP	 Biosafety Manual for The EHS Lab.	Person, Test	B-01326		0	BIO	<input checked="" type="checkbox"/>

- Select “View”.

Date   \*PI  Permit #

Protocol #  Type  Review Date

Document Description  
Biosafety Manual for The EHS Lab.

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

Select Document / File For Upload...

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- 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   \*PI  Permit #

Protocol #  Type  Review Date

Document Description  
Biosafety Manual for The EHS Lab.

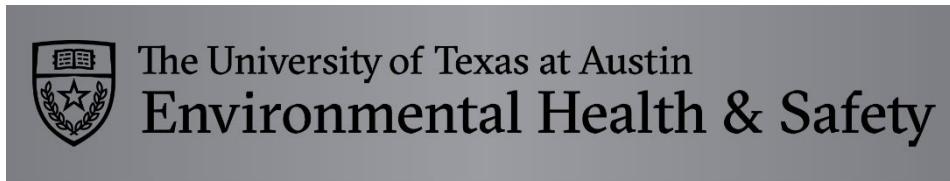
Document Name Biosafety-Labs-BSL2-Manual-Template.doc (2793984 bytes)

Select Document / File For Upload...

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# 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](mailto:ehs-labstaff@austin.utexas.edu) for access.



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

A screenshot of the UT HERD main page. The page title is "Welcome to the HERD: Your Hazard Evaluation and Risk Database". On the left, there is a "Quick Links" sidebar with "Biological Waste Pick-up", "Chemical Waste Pick-up", "Asbestos Request Form", and "Asbestos Request Status". Below the sidebar is a row of icons: "Training Records" (highlighted with a red box), "Safety Inspections" (with 57 notifications), "Inventory" (with 140 notifications), "Worker Registration", "Placards", "Contamination History", "SOP Documents", "Equipment", and "Lab Registration". A decorative illustration of a herd of cattle is centered on the page.

- Select "Training Reports".

A screenshot of the search bar on the UT HERD main page. The search bar contains the text "Training Reports" with a red box around it, "View Supervised Workers", "Options", "PI:" dropdown, and "Compliance" button.

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

The screenshot shows a software interface for managing training reports. At the top, there are three main buttons: 'Training Reports ▾', 'Adjust Courses Required', and 'Options ▾'. Below these, a dropdown menu is open, showing 'Training History by P.I.' and 'Training Due by P.I.', with 'Training Due by P.I.' being the selected option and highlighted with a red box. To the right of the dropdown, there is a search bar with the placeholder 'Name ↑' and a small table with two empty rows.

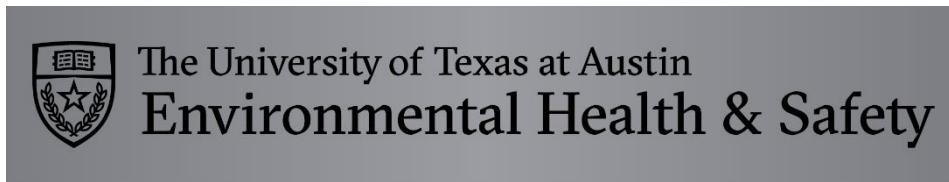
- A new tab will open showing any overdue/recurring trainings.

The screenshot shows a report titled 'Training Due by P.I.' for the date 7/9/2024, with the header 'The University of Texas at Austin - EHS'. The report lists training requirements for two users: 'Person, Test' and 'Staff, Lab'. The data is presented in a table with columns: Employee Name, Course #, Course Description, Due Date, and Worker Type. The 'Person, Test' section shows four entries, while the 'Staff, Lab' section shows five entries. The 'Due Date' column for the 'Person, Test' section is mostly in red, indicating逾期 (overdue).

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](mailto:ehs-labstaff@austin.utexas.edu) for access.

A screenshot of the UT HERD login page. It has a header "UT HERD" and "v2.0.8859.14644". Below is a "Login ID" field with an error message "Login ID is required". Then is a "Password" field with an error message "Password is required". At the bottom is a "Sign in" button.

- Select “Worker Registration”

The homepage of the UT HERD system. It features a "Welcome to the HERD: Your Hazard Evaluation and Risk Database" message. On the left is a "Quick Links" sidebar with "Biological Waste Pick-up", "Chemical Waste Pick-up", "Asbestos Request Form", and "Asbestos Request Status". The main area has a decorative background of a herd of cattle. Below are several icons: "Training Records" (57), "Safety Inspections" (465 140), "Inventory" (304), "Worker Registration" (highlighted with a red box), "Placards", "Contamination History", "SOP Documents", "Equipment", and "Lab 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.

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

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

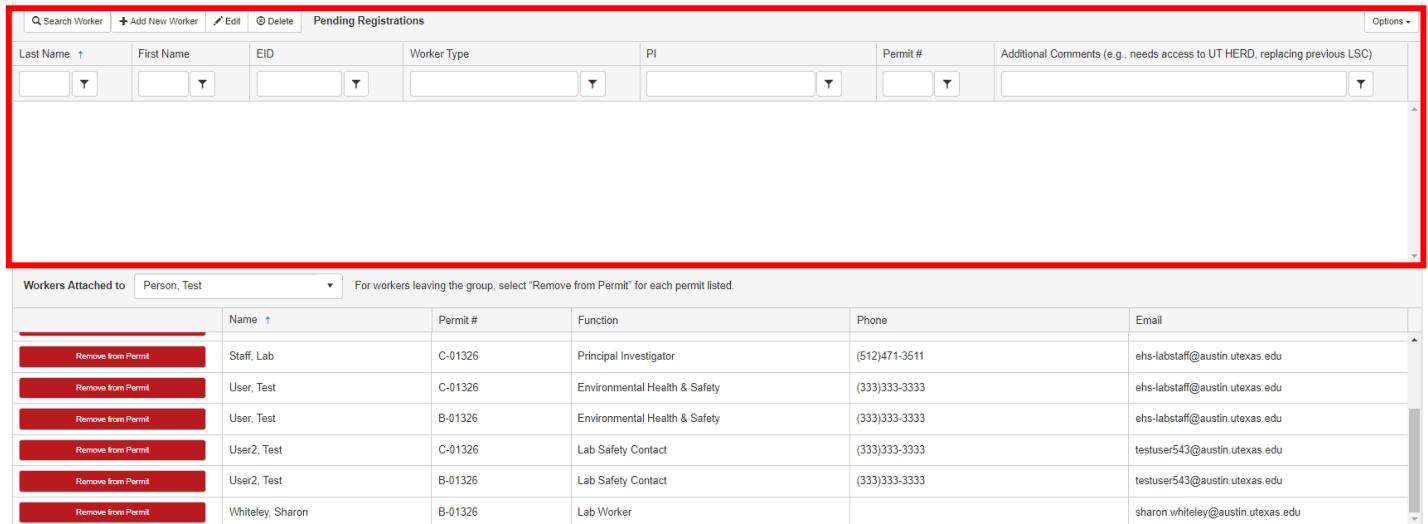
Workers Attached to	Person, Test	For workers leave
	Name ↑	
	Staff, Lab	
Remove from Permit	User, Test	
Remove from Permit	User, Test	
Remove from Permit	User2, Test	
Remove from Permit	User2, Test	

- 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

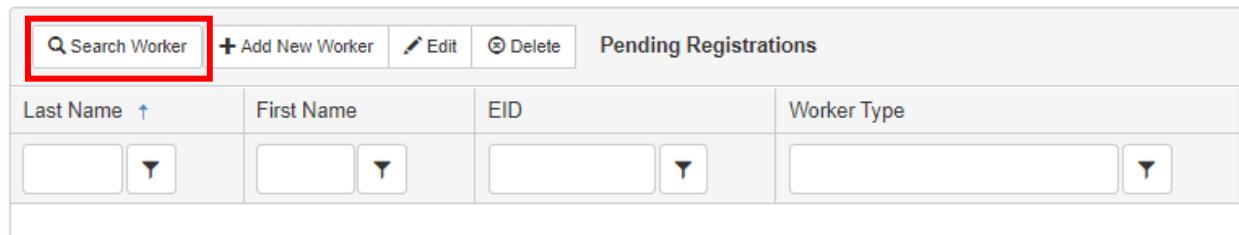
- After selecting the “Worker Registration” icon, you will be prompted to the worker registration screen. The top screen is where personnel can be added to the permit.



The screenshot shows the 'Worker Registration' screen. At the top, there are buttons for 'Search Worker', '+ Add New Worker', 'Edit', 'Delete', and 'Pending Registrations'. A red box highlights the 'Search Worker' button. Below these are search fields for 'Last Name', 'First Name', 'EID', 'Worker Type', 'PI', 'Permit #', and 'Additional Comments'. A large table below lists 'Workers Attached to Person, Test'. Each row includes a 'Remove from Permit' button and columns for Name, Permit #, Function, Phone, and Email. The data in the table is as follows:

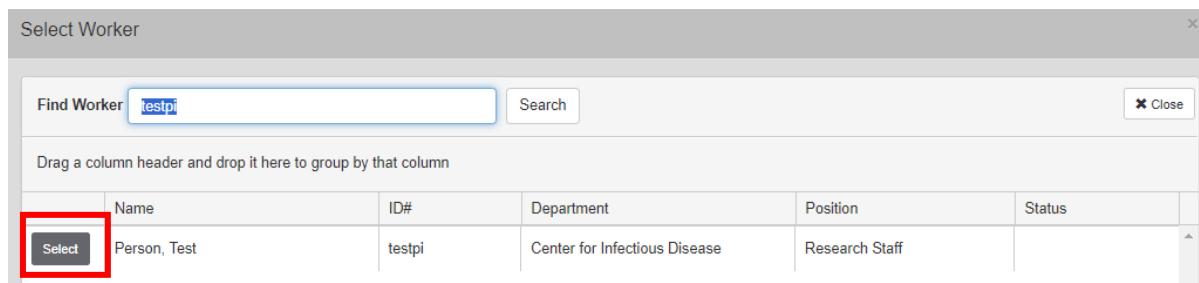
Name	Permit #	Function	Phone	Email
Staff, Lab	C-01326	Principal Investigator	(512)471-3511	ehs-labstaff@austin.utexas.edu
User, Test	C-01326	Environmental Health & Safety	(333)333-3333	ehs-labstaff@austin.utexas.edu
User, Test	B-01326	Environmental Health & Safety	(333)333-3333	ehs-labstaff@austin.utexas.edu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

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



The screenshot shows the 'Worker Registration' screen with the 'Search Worker' button highlighted by a red box. The interface includes buttons for '+ Add New Worker', 'Edit', 'Delete', and 'Pending Registrations'. Below these are search fields for 'Last Name', 'First Name', 'EID', and 'Worker Type'.

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



The screenshot shows the 'Select Worker' dialog box. At the top, there is a 'Find Worker' input field containing 'testpi', a 'Search' button, and a 'Close' button. Below this is a table with columns: Name, ID#, Department, Position, and Status. A red box highlights the 'Select' button in the first row, which corresponds to the entry 'Person, Test' with ID# 'testpi' and Department 'Center for Infectious Disease'.

	Name	ID#	Department	Position	Status
<input type="button" value="Select"/>	Person, Test	testpi	Center for Infectious Disease	Research Staff	

- If not registered in UT HERD, select “+Add New Worker”.

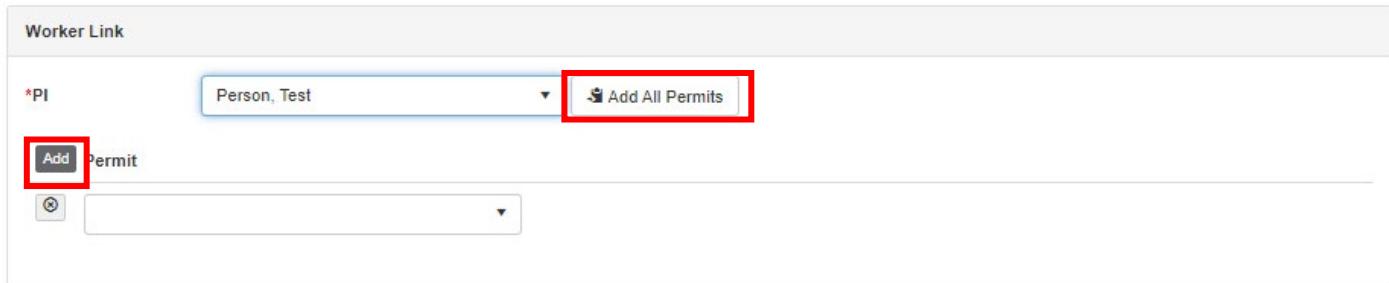
<input type="text" value="Search Worker"/> <b>+ Add New Worker</b> <input type="button" value="Edit"/> <input type="button" value="Delete"/> Pending Registrations			
Last Name <span style="color: #0070C0;">↑</span>	First Name	EID	Worker Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="T"/>	<input type="button" value="T"/>	<input type="button" value="T"/>	<input type="button" value="T"/>

- 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.

**Worker Information**

*EID	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/> Type to Search
Degree(s)	<input type="text"/>
*Preferred Name	<input type="text"/>
Preferred Pronoun	<input type="text"/>
Office Phone #	<input type="text"/> Lab Phone # <input type="text"/>
Cell Phone #	<input type="text"/> Home Phone # <input type="text"/>
Mail Code	<input type="text"/>
Office	<input type="text"/>
*Email (Must be UT email)	<input type="text"/>
Institution	<input type="text"/>
*College	<input type="text"/>
*Department	<input type="text"/>
*Worker Category	<input type="text"/>
*Worker Type	<input type="text"/>
*Job Title	<input type="text"/>
*Position	<input type="text"/>
<input type="checkbox"/> Volunteer (Unpaid Lab Personnel)	
Additional Comments (e.g., needs access to UT HERD, replacing previous LSC)	<input type="text"/>

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

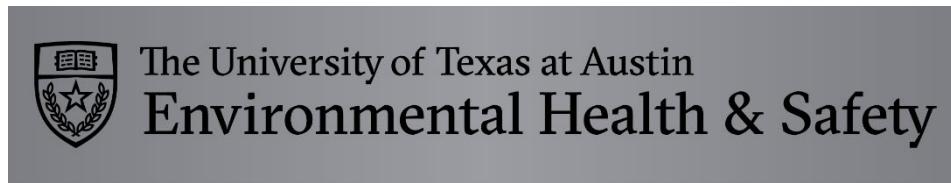


The screenshot shows a software interface titled "Worker Link". At the top, there is a dropdown menu labeled "Person, Test" and a button labeled "Add All Permits" with a red box drawn around it. Below this, there is a button labeled "Add Permit" with a red box drawn around it. A small circular icon with a question mark is also visible.

- 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](mailto:ehs-labstaff@austin.utexas.edu) for access.

A screenshot of the UT HERD login page. It shows a "UT HERD" header with version "v2.0.9859.14644". Below is a "Login ID" field with an error message "Login ID is required" and a "Password" field with an error message "Password is required". A "Sign in" button is at the bottom.

- Select “Safety Inspections”.

The homepage of the UT HERD system. It features a "Welcome to the HERD: Your Hazard Evaluation and Risk Database" message. On the left, there are "Quick Links" for Biological Waste Pick-up, Chemical Waste Pick-up, Asbestos Request Form, and Asbestos Request Status. The main area has a decorative graphic of running horses. Below are various icons for system functions: Training Records (57), Safety Inspections (465 140, highlighted with a red box), Inventory (304), Worker Registration, Placards, Contamination History, SOP Documents, Equipment, and Lab Registration.

- You will be prompted to the “Inspections” page. Select “Violation Deficiency Response”.

Inspections

Violation Deficiency Response (632)

Violation Deficiency Response (632)

Evaluation History

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

Ask Order	Inspection #	Survey Date	PI / Facility Manager	Department(s)	Inspection Category	Location / Lab	Severity	Item Evaluated
▼	▼	▼	▼	▼	▼	▼	▼	▼
▲ Inspection # 27164								
<a href="#">Edit Response</a>	4	27164	05-13-2024	Person, Test	Center for Infectious Disease	General Lab Evaluation	SER - SERVICE BUILDING : 115	Def/Violation
								Chemical Segregation: Chemicals segregated by hazard class

- Once the item has been corrected, select “Edit Response”.

▲ Inspection # 27164

<a href="#">Edit Response</a>	4	27164	03-15-2024	05-13-2024	Person, Test
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- 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.**

Please Enter Response to Violation Deficiency Below

\*Correction Notes

\*Response Date

\*Corrected By

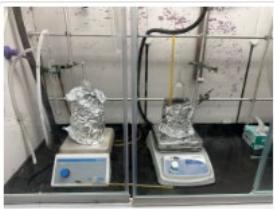
[Submit To Inspector](#)

#### Violation Deficiency Information

Assign Date	3/15/2024	<input type="button" value=""/>	Lab/Building Name	SER - SERVICE BUILDING : 115
Survey Date	5/13/2024	<input type="button" value=""/>		
Correct By Date	3/29/2024	<input type="button" value=""/>		
Inspector	<input type="button" value=""/>			
Risk Level	Not Critical			

Pictures (1) Use Camera Add Photo

Pictures (1) Close



Inspection Image