

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**”.

Campus Operations

TEXAS

The University of Texas at Austin
Environmental Health & Safety

English

Search the site...


About Us ▾ Home Environment / Waste ▾ Design / Construction ▾ Research / Labs / Clinical ▾ Training ▾ Working Safety ▾

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.

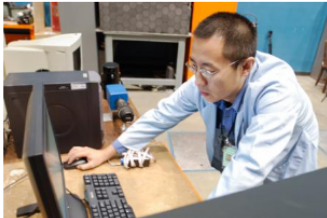
- Call 512-471-3511, 8 a.m.-5 p.m., M-F
- After hours dial 911 to contact UT Police
 - [Notify us of an incident](#)
- Concerned about a hazardous condition or behavior? [Report it here](#).



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.

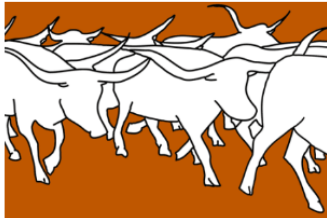
[Food and Drinking Water Safety >](#)
[Food Establishment Permitting >](#)
[Mobile Food Vending Requirements >](#)
[Temporary Food Events Application >](#)



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 OnSite >](#)

- 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 ▼

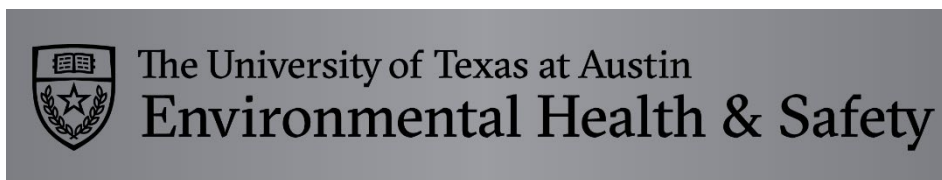
Lab Room Numbers(s) *

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

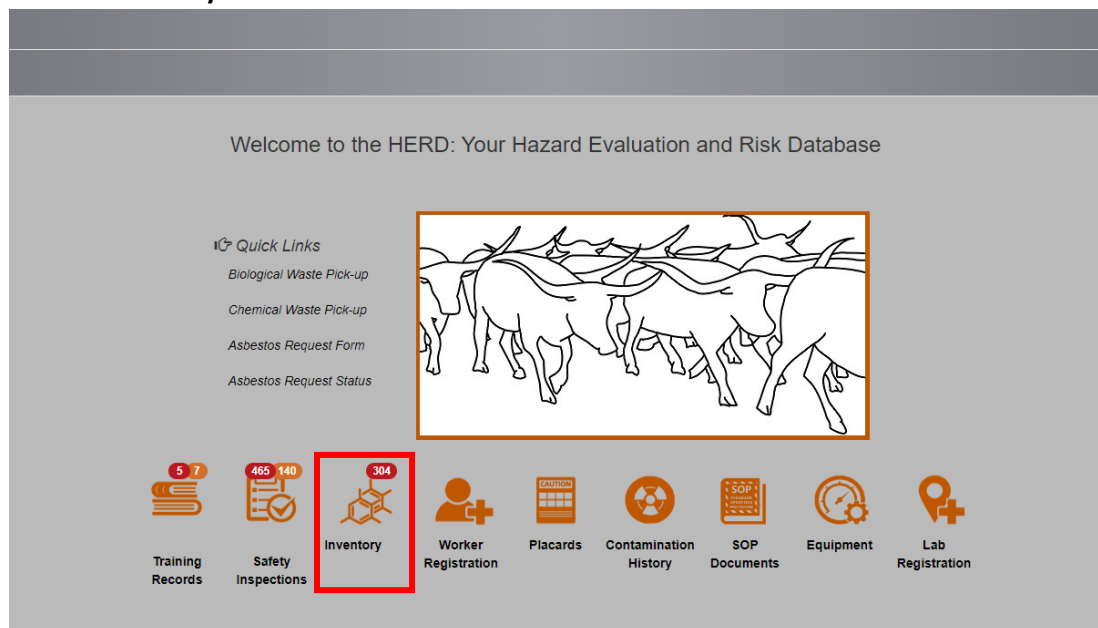
College *

Chemical Inventory Review (Bi-annual Review)

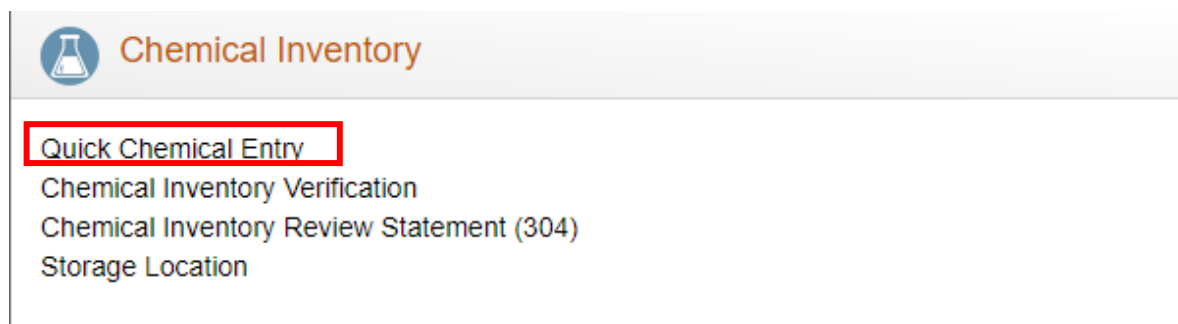
- Sign on to [UT HERD](#) with your credentials (UT EID and password). If you cannot sign on, please reach out to ehs-labstaff@austin.utexas.edu for access.

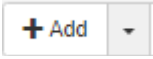
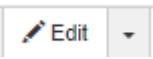
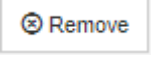
A screenshot of the UT HERD login interface. At the top, it says "UT HERD" and "v2.0.8856 14644". Below this are two input fields: "Login ID" and "Password". Each field has a small orange icon and the text "Login ID is required" and "Password is required" respectively. At the bottom of the form is a blue "Sign in" button.




- Select **"Inventory"**.






- Select **"Quick Chemical Entry"**

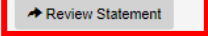


- You are able to , , and  inventory.
- After reviewing and making any needed updates, please select “**review statement**”.




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

Search Synonym, CAS or Inventory   

☐ 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.



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

PI: Person, Test ▾

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

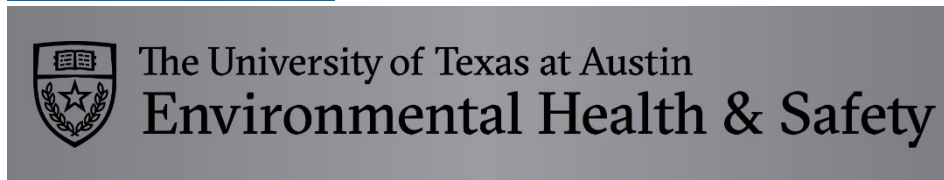
Review Date
7/2/2024 

Reviewer
Staff, Lab

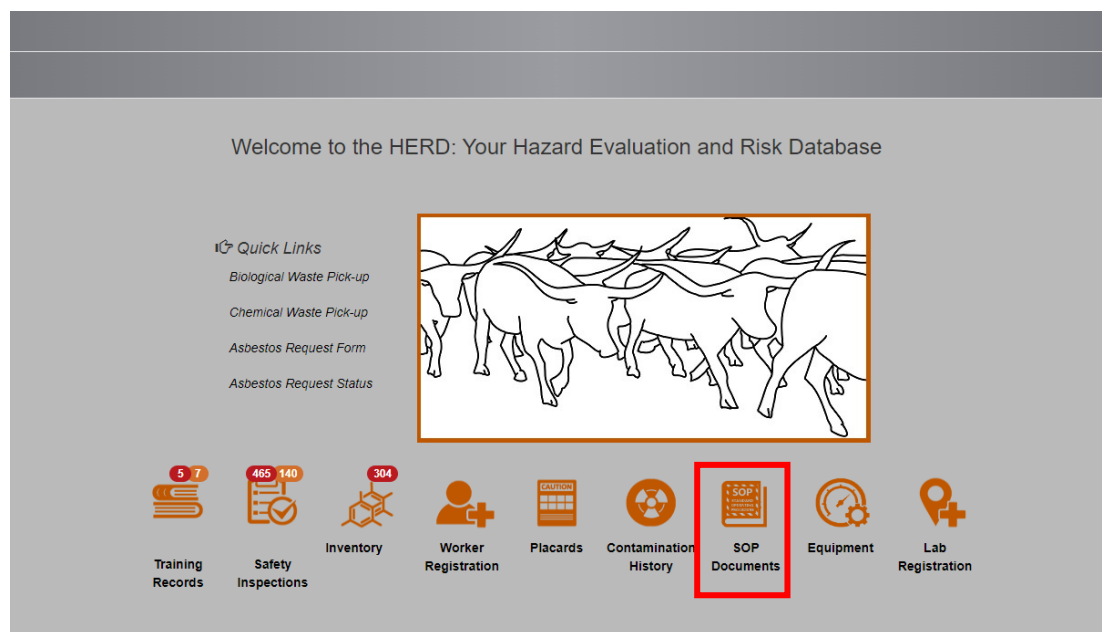



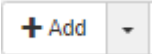
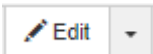
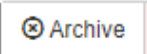
Uploading Lab Manuals and Documents (Annual Review)

- 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.

A screenshot of the UT HERD login interface. At the top, it says "UT HERD" and "v2.0.8850 14044". Below this are two input fields: "Login ID" and "Password". Each field has a small orange error message below it: "Login ID is required" and "Password is required". At the bottom of the form is a blue button labeled "Sign in".

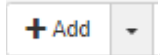
- Select **"SOP Documents"** from the UT HERD main page



- You are able to , , and  SOPs and Lab Safety Manuals.

<div> <div>+ Add</div> <div>Edit</div> <div>Archive</div> <div>Remove Filters</div> <div>View Archived</div> <div>View Document</div> <div>Options</div> </div>									
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?
<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>	person <div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>
10-14-2021	Biosafety-Labs-BSL2-Manual-Template.doc	SOP	Biosafety Manual for The EHS Lab.	Person, Test	B-01326		0	BIO	<div></div>

- 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

*PI

Permit #

Protocol #

Type

SOP

Review Date

Document Description

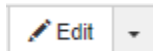
Document Name

Select Document / File For Upload...

Save

Cancel

- To review the SOP or Lab Safety Manual, select



<div> <div>+ Add</div> <div>Edit</div> <div>Archive</div> <div>Remove Filters</div> <div>View Archived</div> <div>View Document</div> <div>Options</div> </div>									
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?
<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>	person <div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>	<div>▼</div>
10-14-2021	Biosafety-Labs-BSL2-Manual-Template.doc	SOP	Biosafety Manual for The EHS Lab.	Person, Test	B-01326		0	BIO	<div></div>

- Select "View".

Date	<input type="text" value="10/14/2021"/>	*PI	<input type="text" value="Person, Test"/>	Permit #	<input type="text" value="B-01326"/>
Protocol #	<input type="text"/>	Type	<input type="text" value="SOP"/>	Review Date	<input type="text" value="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	<input type="text" value="10/14/2021"/>	*PI	<input type="text" value="Person, Test"/>	Permit #	<input type="text" value="B-01326"/>
Protocol #	<input type="text"/>	Type	<input type="text" value="SOP"/>	Review Date	<input type="text" value="10/14/2021"/>

Document Description

Biosafety Manual for The EHS Lab.

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

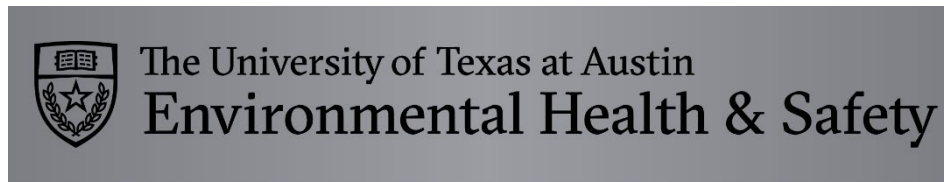
Select Document / File For Upload...

Save

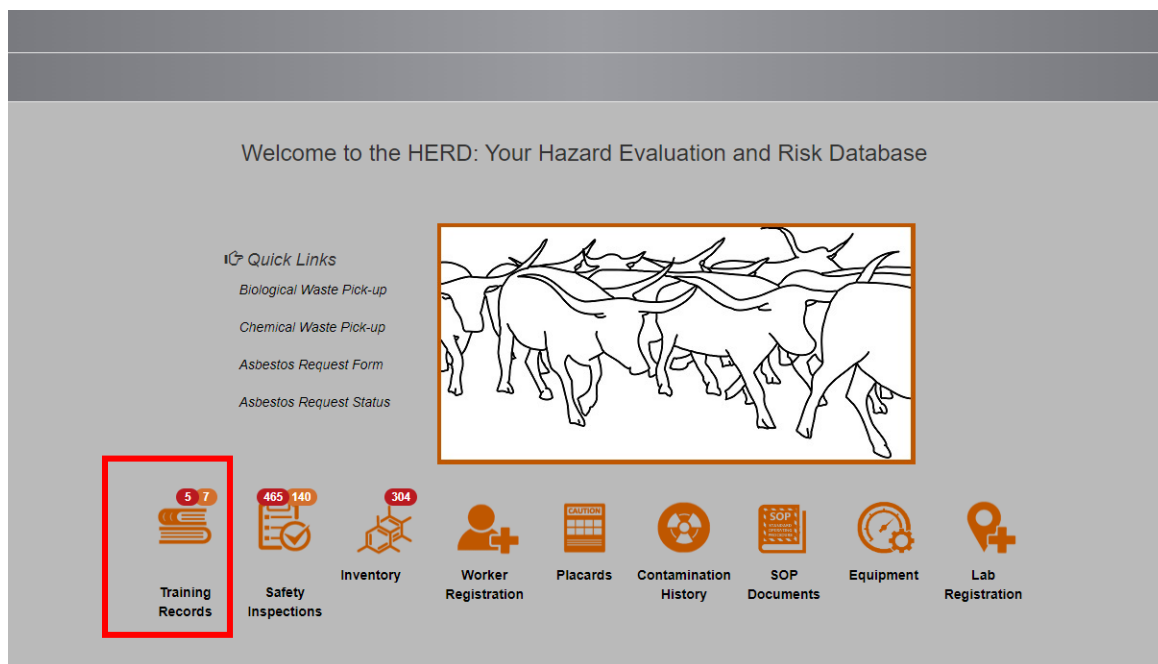
Cancel

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.

A screenshot of the UT HERD login interface. At the top, it says "UT HERD" and "v2.0.8859-14044". Below this are two input fields: "Login ID" and "Password". Each field has a small orange icon and the text "Login ID is required" and "Password is required" respectively. At the bottom of the form is a blue button labeled "Sign in".

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



- Select "Training Reports".

A screenshot of the "Training Reports" dropdown menu. The menu is open, showing a list of options: "Training Due by P.I.", "Training Due by Date", "Training Due by Location", "Training Due by Department", "Training Due by Supervisor", "Training Due by Worker", "Training Due by Equipment", "Training Due by Contamination", "Training Due by SOP", "Training Due by Equipment", and "Training Due by Lab Registration". The "Training Due by P.I." option is highlighted with a red box.

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

Training Reports ▼
Adjust Courses Required ⓘ
Options ▼

Training History by P.I.

Training Due by P.I.

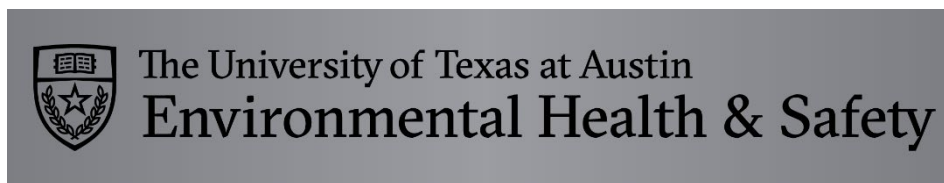
EI
Name ↑

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

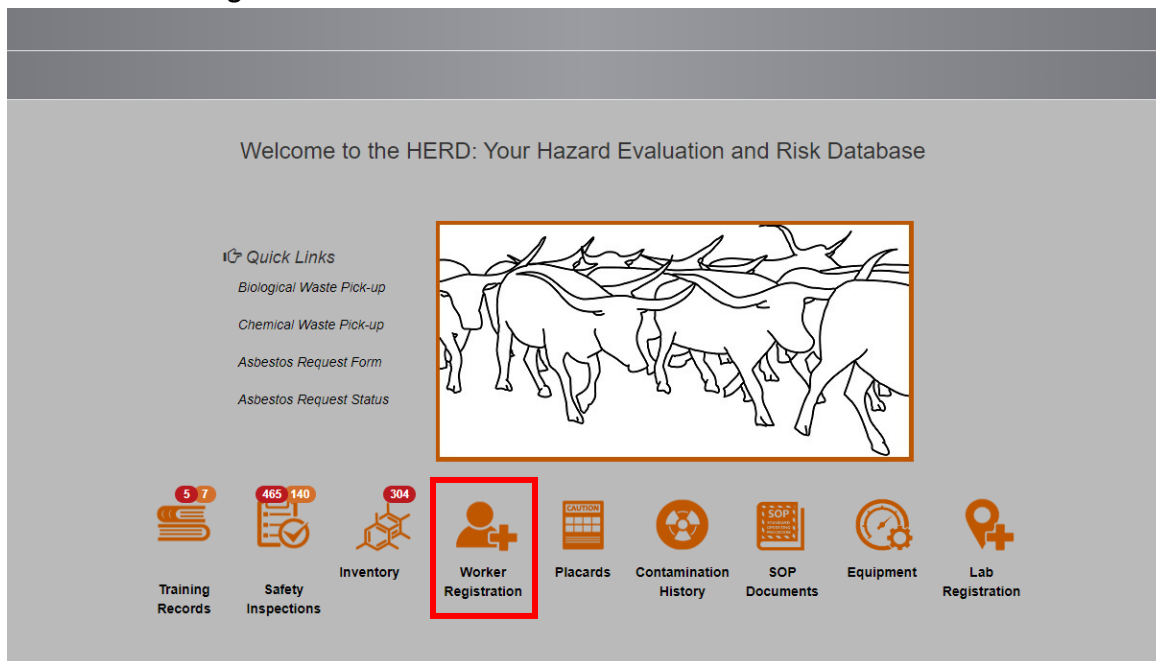
7/9/2024		Training Due by P.I.		The University of Texas at Austin - EHS	
Person, Test		testpi			
<u>Employee Name</u>	<u>Course #</u>	<u>Course Description</u>	<u>Due Date</u>	<u>Worker Type</u>	
Person, Test	OH 102	Site-specific Hazard Communication	7/20/2021	PI	
Person, Test	OH 207	Biological Safety	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.

A screenshot of the UT HERD login interface. At the top, it says "UT HERD" and "v2.0.8850.14844". Below this are two input fields: "Login ID" and "Password". Each field has a small orange error message below it that says "Login ID is required" and "Password is required" respectively. At the bottom of the form is a blue button with a white "Sign In" icon and text.

- 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.

Search Worker + Add New Worker Edit Delete Pending Registrations Options

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.

Search Worker + Add New Worker Edit Delete Pending Registrations Options

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

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

Search Worker + Add New Worker Edit Delete Pending Registrations

Last Name First Name EID Worker Type

Find Worker testpi Search Close

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

Name	ID#	Department	Position	Status
Person, Test	testpi	Center for Infectious Disease	Research Staff	

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

Select Worker

Find Worker testpi Search Close

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

Name	ID#	Department	Position	Status
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"/> <input type="button" value="+ Add New Worker"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> Pending Registrations			
Last Name ↑	First Name	EID	Worker Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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

*First Name

*Last Name

Type to Search

Degree(s)

*Preferred Name

Preferred Pronoun

Office Phone #

Lab Phone #

Cell Phone #

Home Phone #

Mail Code

Office

*Email (Must be UT email)

Institution

*College

*Department

*Worker Category

*Worker Type

*Job Title

*Position

☐ Volunteer (Unpaid Lab Personnel)

Additional Comments (e.g., needs access to UT HERD, replacing previous LSC)

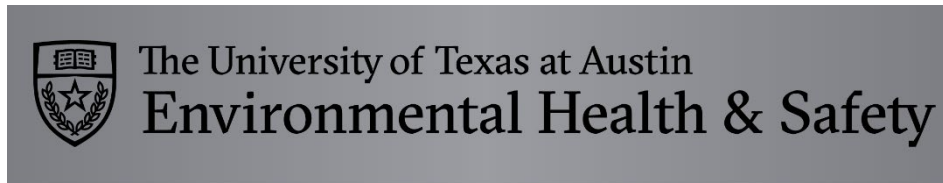
- Under the **Worker Link** category, permits may be added. You may elect to add permits in individually by “**Add**” or select “**Add All Permits**”

The screenshot shows a web interface titled "Worker Link". Below the title bar, there is a section with a label "*PI" on the left. To the right of the label is a dropdown menu currently displaying "Person, Test". To the right of the dropdown menu is a button labeled "Add All Permits" with a small icon of a person. Below this section, there is a row with a button labeled "Add" and the text "Permit" to its right. Below the "Add" button is a small circular icon with a plus sign. To the right of this icon is a large empty rectangular box with a small downward arrow on its right side. The "Add" button and the "Add All Permits" button are both highlighted with red rectangular boxes.

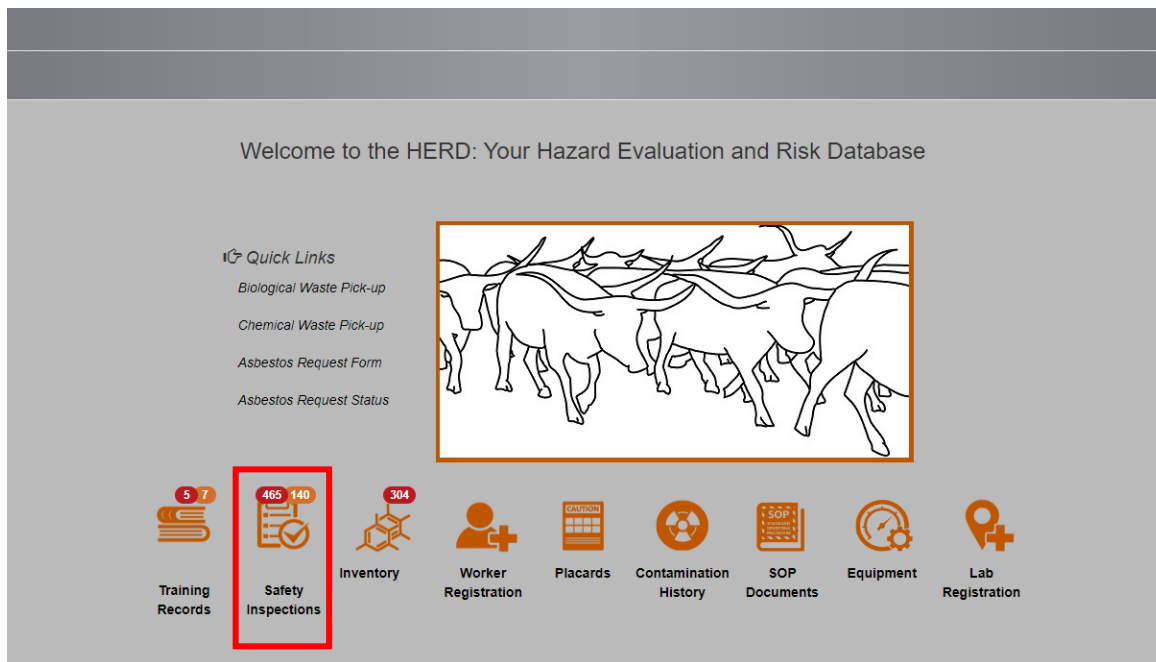
- After submitting you will be redirected to the **Worker Registration** screen and the entered personnel will appear in the Pending registrant section (top half of table). This will put them in a queue and EHS will add into UT HERD.

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.

A screenshot of the UT HERD login interface. At the top, it says "UT HERD" with a version number "v2.0.8850.14644". Below this are two input fields: "Login ID" and "Password". Each field has a small orange icon and the text "Login ID is required" and "Password is required" respectively. At the bottom of the form is a blue button labeled "Sign in".

- Select **"Safety Inspections"**.



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

Inspections

Violation Deficiency Response (632)

Evaluation History

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

Analytics

PI / Facility Manager:

Person, Test

Open Responses

Overdue Response

PI/Manager Inspection (491)

Equipment Inspection

Inspection #

	Ask Order	Inspection #	Survey Date	PI / Facility Manager	Department(s)	Inspection Category	Location / Lab	Severity	Item Evaluated
	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Inspection # 27164

<div>Edit Response</div>	4	27164	05-13-2024	Person, Test	Center for Infectious Disease	General Lab Evaluation	SER - SERVICE BUILDING : 115	Def/Violation	<div><div></div>Chemical Segregation: Chemicals segregated by hazard class</div>
--------------------------	---	-------	------------	--------------	-------------------------------	------------------------	------------------------------	---------------	--

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

Inspection # 27164						
Edit Response	4	27164	03-15-2024	05-13-2024	Person, Test	

- 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

Cancel

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