Recurring EHS Responsibilities for Labs

Labs are required to perform periodic tasks to keep their lab safe. This is a tool to help keep track of these tasks. The tasks are listed by the frequency at which they should be performed.

**Weekly**
- Flush the eyewash for a couple of minutes (record at least once per month).

**Monthly**
- Record eyewash flushing (flush at least once per week) on the green/white EHS provided tags.

**Semiannually (every fall and spring semester)**
- Submit a laboratory safety self-evaluation to EHS.
- Verify lab personnel list, lab personnel training, and chemical inventory in UT HERD.
- Fill out the chemical inventory semi-annual review statement in UT HERD (must be completed at least every 6 months).

**Annually**
- If working with biological materials, review and update your biosafety manual, then update the review date in SOP Documents in UT HERD. If significant changes are made, upload the revised manual in SOP Documents in UT HERD; all lab personnel should review and sign the updated physical copy. Keep previous signature pages.
- If working with human and non-human primate blood, tissues, and cells, take OH 218 (Bloodborne Pathogens) training.
- If working with controlled substances, submit a controlled substances self-evaluation to EHS.
- If working with select toxins, submit a select toxin self-evaluation to EHS.
- If working with Class 3B or 4 lasers, inspect protective eyewear and record the results in the Laser Eyewear section of the Laser SOP. Discard unfit eyewear and replace if appropriate.

**Every Two Years**
- If working with controlled substances, perform a physical inventory and verify that it matches the daily use log.
- If shipping dry ice, take OH 601 (Dry Ice Shipping) training. If shipping chemicals or biological materials, take appropriate shipping training.

**Every Three Years**
- Beginning three years after you have completed OH 201 (Laboratory Safety) training, take OH 238 (Laboratory Safety Refresher) training.

**As Needed**
- Perform OH 102 (Site-Specific Hazard Communication) training and submit Lab Site-Specific Training Record to EHS for all new employees/students, whenever the potential for exposure to hazardous chemicals increases significantly, or when new or significant hazard information is received.
- If working with controlled substances, submit copies of new and/or renewed DEA licenses to EHS.

Submit items to EHS by email: ehs-labstaff@austin.utexas.edu

Additional information about these tasks can be found on the EHS Website: https://ehs.utexas.edu

Revised 8/2022