

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>