Spring 2023 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) First Name** *

**Principal Investigator's (PI) Last Name** *

**PI's EID** *

**PI's Email** *

**Building** *

**Other 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 *

Other College

Department *

Submitter (if different from PI)

Does your lab care about Green Labs/Lab Sustainability? *

- Yes
- No

Is your lab group interested in becoming a certified Green Lab? *

- Yes
- No
- N/A
- Not Sure

Are any personnel working in the lab unpaid (volunteers)? *

- Yes
- No

Does your lab have cryogens (e.g., liquid nitrogen, liquid helium)? *

- Yes, <100L (small dewar)
- Yes, >100L (large dewar)
- No

Does your lab have cryogenic containers with pressure gauges that you refill on campus? *

- Yes
- No
Does your lab have nanoparticles? *
○ Yes
○ No

Does your lab have any transgenic animals? *
○ Yes
○ No

Does your lab have any transgenic plants? *
○ Yes
○ No

Incident Notification Process

All lab incidents, accidents, and injuries are reported to EHS and your PI and/or supervisor. *
○ Yes ○ No ○ Not Sure ○ N/A

All lab personnel are aware of the new online Incident Notification system. *
Notify us of an incident
○ Yes ○ No ○ Not Sure ○ N/A

Hazard Assessment

Lab personnel have conducted risk assessments for experiments. *
○ Yes ○ No ○ Not Sure ○ N/A

Lab personnel have developed written SOPs for chemicals/procedures. *
○ Yes ○ No ○ Not Sure ○ N/A

Safety is discussed at all lab meetings. *
○ Yes ○ No ○ Not Sure ○ N/A
Lessons learned are reviewed in the laboratory. *
Examples can be found on the Lessons Learned EHS webpage.

- Yes  - No  - Not Sure  - N/A

All lab personnel have reviewed the UT Lab Safety Manual. *
The UT Lab Safety Manual can be found on the EHS website.

- Yes  - No  - Not Sure  - N/A

**Training**

All lab personnel have taken Hazard Communication (OH 101), Laboratory Safety (OH 201), Hazardous Waste (OH 202), Fire Extinguisher (FF 205) training and laboratory Safety Refresher (OH 238, every three years). *

- Yes  - No  - Not Sure  - N/A

The Site-Specific Hazard Communication training (OH 102) form has been completed and submitted to EHS for all lab personnel. *
The OH102 form can be found on the training section of the EHS website.

- Yes  - No  - Not Sure  - N/A

During Site-Specific Hazard Communication training (OH 102), all lab personnel are trained to call EHS at 512-471-3511 to report all lab incidents, accidents, and injuries. *

- Yes  - No  - Not Sure  - N/A

During Site-Specific Hazard Communication training (OH102), all lab personnel are trained on the use and location of the spill kit(s). *

- Yes  - No  - Not Sure  - N/A

All lab personnel have taken specialized training for hazards in the area where they work (e.g. Bloodborne Pathogens, Basic Radiological Health, X-Ray Safety, Laser Safety, Biological Safety, Dry Ice Shipping, Compressed Gases, Cryogens). *

- Yes  - No  - Not Sure  - N/A

**UT HERD**
The emergency contact information on lab signs posted by the entrance is current. Request changes through UT HERD by navigating to the "Placards" icon, selecting the lab, and clicking on the "Edit Lab Placard" button. *

- Yes  - No  - Not Sure  - N/A

Lab personnel list in UT HERD is current. This information can be found under "Worker Registration" in the "Worker Attached to" table. *

- Yes  - No  - Not Sure  - N/A

The chemical inventory in UT HERD has been reviewed and updated this semester. You must document your inventory review using the Chemical Inventory Review Statement in the Chemical Inventory box. *

- Yes  - No  - Not Sure  - N/A

All compressed gases are listed in the chemical inventory in UT HERD. *

- Yes  - No  - Not Sure  - N/A

The lab-specific biosafety manual has been reviewed within the last year and uploaded into UT HERD. Log in to UT HERD to verify that your uploaded biosafety manual (in SOP Documents) is current and to update the review date. *

UT HERD can be accessed via the "Lab Evaluations and UT HERD" section of the EHS website.

- Yes  - No  - Not Sure  - N/A

Lab locations listed in UT HERD are current. Contact EHS to request changes. *

- Yes  - No  - Not Sure  - N/A

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**Personal Protective Equipment (PPE)**

The UT Austin Lab Attire Policy has been reviewed by lab personnel. *

The Lab Attire Policy can be found on the "Forms and Resources" section of the EHS website.

- Yes  - No  - Not Sure  - N/A

Lab personnel wear appropriate PPE while in the lab. At a minimum, lab personnel should wear a lab coat, gloves, and eye protection while working in the lab. *

- Yes  - No  - Not Sure  - N/A
Shorts and open-toed shoes are prohibited in the lab. *

- Yes  - No  - Not Sure  - N/A

Flame-resistant lab coats are always worn while handling pyrophorics. *

- Yes  - No  - Not Sure  - N/A

Respirators are present in the lab. *

- Yes  - No  - Not Sure  - N/A

Lab participates in the Green Labs Kimberly Clark glove recycling program. *

If yes, please fill out the [glove recycling questionnaire/agreement](#) if you have not already done so.

- Yes  - No  - Not Sure  - N/A

General Safety

The hazard information on the lab signs posted by the lab entrance are current. Contact EHS to request changes. *

- Yes  - No  - Not Sure  - N/A

Food and drink are prohibited in the lab. *

- Yes  - No  - Not Sure  - N/A

Lab personnel know how to access Safety Data Sheets (SDS). *

- Yes  - No  - Not Sure  - N/A

Clutter is kept to a minimum in the lab. *

- Yes  - No  - Not Sure  - N/A

Old or unused lab equipment is sent to Surplus or disposed of. *

[Surplus Property](#) is a program run by Resource Recovery.

- Yes  - No  - Not Sure  - N/A
Lab walkways are kept free of tripping hazards. *
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Access to the lab is controlled when unoccupied (i.e., doors are locked). *
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Appropriate containers are used to transport research materials outside the lab. *
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Lab personnel are interested in learning how Green Labs can improve lab sustainability. *
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

### Chemical Storage

Are any chemicals used in the lab? *
☐ Yes
☐ No

All chemicals are stored by hazard class (e.g., flammables, oxidizers, acids, bases, reactives, and toxins) and compatibility. *
More information can be found in the [Lab Safety Manual](#).
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Chemical containers are kept closed. *
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

No more than 10 gallons of flammables are stored outside of a flammable storage cabinet. *
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Flammables requiring cold storage are stored in lab-safe refrigerators. *
☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A
Refrigerators/Freezers are cleaned out annually and defrosted as needed. * View Laboratory Refrigerator/Freezer Safety Procedures for more information.

☐ Yes ☐ No ☐ Not Sure ☐ N/A

Acids are stored inside an acid cabinet or plastic secondary containment. *

☐ Yes ☐ No ☐ Not Sure ☐ N/A

Peroxide forming chemicals (e.g., THF, ethyl ether, dioxane, cyclohexane, benzyl alcohol) are dated when received and opened. *

☐ Yes ☐ No ☐ Not Sure ☐ N/A

Peroxide forming chemicals are disposed of when expired. If no expiration date, these chemicals are disposed of after one year (if unopened) or after 6 months (if opened) of being received. *

☐ Yes ☐ No ☐ Not Sure ☐ N/A

Hazardous chemicals are stored at or below eye level. (Consider the height of your lab personnel.) *

☐ Yes ☐ No ☐ Not Sure ☐ N/A

Does your lab use ethylene oxide (EtO)? *

☐ Yes ☐ No ☐ Not Sure ☐ N/A

Lab is interested in participating in the Surplus Chemical program. *
More about the Surplus Chemical program can be found here.

☐ Yes ☐ No ☐ Not Sure ☐ N/A

Compressed Gases

Are any compressed gas cylinders used in the lab? *

☐ Yes ☐ No

Toxic gases are stored upright, secured in place, and only in sprinkled, ventilated cabinets or enclosures. *

☐ Yes ☐ No ☐ Not Sure ☐ N/A
Lecture bottles and small gas cylinders are stored upright and secured in place. *

- Yes
- No
- Not Sure
- N/A

Compressed gas cylinders are firmly secured near the middle of the cylinder or near the top and bottom of the cylinder. *

- Yes
- No
- Not Sure
- N/A

Compressed gas cylinders have safety caps in place when not in use. *

- Yes
- No
- Not Sure
- N/A

Lab is free of gas tubing running above the ceiling, through doorways, or behind walls. *

- Yes
- No
- Not Sure
- N/A

Lab personnel are aware that EHS has a tool to remove stuck gas cylinder safety caps. *

- Yes
- No
- Not Sure
- N/A

Biosafety

Are any biological materials used in the lab? *

- Yes
- No

Are any animals used in the lab? *

- Yes
- No

All animal carcasses are double-bagged and kept frozen until picked up by EHS. *

- Yes
- No
- Not Sure
- N/A

Are animals experimentally infected with any biological or chemical agents? *

- Yes
- No

Please describe agents: *
Open flames are prohibited inside the biosafety cabinet. *

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Vacuum lines used with biological materials are protected with an in-line HEPA filter. *

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

EHS is informed when purchasing, replacing, or moving a biosafety cabinet. *

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Biological safety cabinets have been certified within the last year. *

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

My lab has conducted an inventory of biological agents this year. *

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

My lab possesses Select Agents or Toxins. *
The CDC provides a [list of all Select Agents and Toxins](https://www.cdc.gov/labsafety/agents/toxins.html).

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

The Select Toxin Self-Evaluation form has been completed and submitted to EHS this year. (Required only if your lab possesses Select Agents/Select Toxins.) *

The [Select Toxin Self-Evaluation form](https://ehs.utexas.edu/forms/Select-Toxin-Self-Evaluation) can be found on the "Forms and Resources" page of the EHS website.

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

EHS (512-471-3511 or ehs-labstaff@austin.utexas.edu) has been contacted prior to using select agents or toxins in the lab. *

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A

Fabric chairs are prohibited in labs working with biological materials. *

☐ Yes  ☐ No  ☐ Not Sure  ☐ N/A
Does your lab utilize an ethylene oxide (EtO) sterilizer? *

- Yes
- No
- Not Sure
- N/A

Protocols that have been approved by the appropriate committee are in place for all biological work in the lab. *

Visit the [webpage for the Office of Research Support and Compliance](#) for more information.

- Yes
- No
- Not Sure
- N/A

List any new biological materials (including pathogens) used in the lab. *

Biosafety Cabinet Information *

Please list all locations and serial numbers for biosafety cabinets in your lab. Locations should be listed in a building/room number format (e.g: NHB 2.308). Serial numbers can typically be found on the front side of the unit or on the last certification sticker. List each biosafety cabinet on a new line.

Does your lab have a regulatory permit related to your biological work (e.g., USDA, CDC)? *

- Yes
- No

Fume Hoods

Are any fume hoods present in the lab? *

- Yes
- No

Fume hoods are working properly. If not working properly, contact the Facilities Service Center at 512-471-2020. *

- Yes
- No
- Not Sure
- N/A

Fume hoods only contain materials currently in use (not used for permanent storage). *
Evaporating chemicals (including chemical waste) in the fume hood is prohibited. *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

The fume hood sash is closed when not in use and below 18 inches when in use. *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

Equipment/materials in the fume hood are elevated 1" or more. *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

Fume hood knobs are kept clear (i.e., do not hang lab coats, electrical cords, etc. on fume hood knobs). *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

Fume hoods have been certified within the last year (verify sticker on face of fume hood). *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

Chemical Waste: Containment, Storage, and Labeling

Containers are closed with appropriate lids unless actively adding waste. *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

Chemical waste that is stored on the floor is in plastic secondary containment (i.e., not in cardboard or styrofoam). *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

Waste containers are in good condition (i.e., no leaks, spills, incompatible material). *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A

All waste is kept at the point of generation (i.e., waste containers are not moved to another room). *

- [ ] Yes
- [ ] No
- [ ] Not Sure
- [ ] N/A
Lab personnel submit Requests for Disposal (RFDs) regularly so waste does not accumulate in the lab. *

○ Yes  ○ No  ○ Not Sure  ○ N/A

RFDs are submitted through the online waste system EMS *
EMS can be accessed on the “Hazardous Waste Disposal” section of the EHS website.

○ Yes  ○ No  ○ Not Sure  ○ N/A

Each waste container has a properly completed waste tag attached to it at all times (i.e., name, phone number, location, chemical constituents, accumulation start date). *

○ Yes  ○ No  ○ Not Sure  ○ N/A

Special Waste: Sharps, Broken Glass, and Glove Recycling

Only empty, non-hazardous glass is disposed of in the glass waste box (e.g., no liquids, chemicals, paper, gloves, lightbulbs, furnace tubes, etc.). *

○ Yes  ○ No  ○ Not Sure  ○ N/A

Are any sharps used in the lab? *

○ Yes  ○ No

All sharps (e.g., needles, glass contaminated with biological materials) are deposited into sharps containers. *

○ Yes  ○ No  ○ Not Sure  ○ N/A

Needles are disposed directly into sharps containers. They should not be re-capped, bent, or clipped. *

○ Yes  ○ No  ○ Not Sure  ○ N/A

Sharps containers are closed and submitted to EHS for disposal when ¾ full. *

○ Yes  ○ No  ○ Not Sure  ○ N/A

Chemically-contaminated sharps are segregated from biologically-contaminated sharps. *
Chemically-contaminated sharps are submitted to EHS as chemical waste. *

Biologically-contaminated sharps are submitted to EHS as biological waste. *

Glass waste boxes are closed and disposed of through Custodial Services when ¾ full. *

Glass waste boxes are disposed of through Custodial Services when damaged (e.g., water damage, rot, punctures, etc.). *

If the lab recycles gloves, only Kimberly Clark brand nitrile gloves, free of even trace amounts of contamination, are placed in the glove recycling bin. *

Special Waste: Biological and rDNA Waste

All pathological, microbiological, rDNA, and blood/blood product waste is treated in the lab (e.g., autoclaved) or disposed of through EHS. *

If waste is autoclaved, an autoclave record is kept in the EHS log book. *

Equipment Safety

Blast and face shields are used for high pressure or vacuum experiments. *

All belt driven equipment is protected with belt guards. *
All fans have guards. *

Glassware used below or above atmospheric pressure is taped or shielded. *

Lab equipment is in proper working order and maintained per the manufacturer’s instructions. *

Lab prohibits single-pass cooling/processing water. *
Information about sustainable alternatives to single-pass cooling/processing water can be found [here].

Emergency Equipment

Eyewashes are available and unobstructed. *

Eyewashes are flushed weekly and documented monthly. *

Emergency showers and their handles are unobstructed. *

EHS is notified whenever a fire extinguisher is used. *

Spill kits specific to the hazards in your lab are available. *

All lab personnel know the location of the spill kit(s). *

Yes  No  Not Sure  N/A

Yes  No  Not Sure  N/A

Yes  No  Not Sure  N/A

Yes  No  Not Sure  N/A

Yes  No  Not Sure  N/A

Yes  No  Not Sure  N/A

Yes  No  Not Sure  N/A

Yes  No  Not Sure  N/A
Electrical Safety

All electrical cords are in good condition (i.e., no cracked/brittle/frayed cords or exposed copper wire). *

Electrical cords are unmodified as provided by the manufacturer (i.e., ground prong not removed, cords not spliced, etc.). *

Use of electrical extension cords in the lab is minimized and temporary (<30 days). *

Lab is free of electrical extension cords and multi-plug power strips running above the ceiling, through doorways, or behind walls. *

Lab is free of unsecured and unprotected electrical extension cords and multi-plug power strips running across the floor where they pose a tripping hazard. *

Lab is free of electrical extension cords and multi-plug power strips connected in series (daisy chaining). *

Electrical panels/disconnects are unobstructed. Panel doors are closed. *

Electrical panel and wiring modifications are only performed by a licensed electrician. *
For research experiments, all grounding equipment and electrical noise reducers are UL listed. *

- Yes  - No  - Not Sure  - N/A

Equipment plugged into multi-plug power strips is within the capacity of the circuit being used. *

- Yes  - No  - Not Sure  - N/A

Lab personnel are prohibited from resetting breakers. Facilities Services is called instead. *

- Yes  - No  - Not Sure  - N/A

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Fire/Life Safety

All exits are unobstructed and all walkways in the lab have 36 inches of aisle clearance. *

- Yes  - No  - Not Sure  - N/A

Areas adjacent to all exits are free of hazardous chemicals and compressed gas cylinders (i.e., hazard-free emergency egress). *

- Yes  - No  - Not Sure  - N/A

Lab doors are kept closed to provide a fire and smoke barrier. *

- Yes  - No  - Not Sure  - N/A

Hallways are free of hazardous materials used by the lab. *

- Yes  - No  - Not Sure  - N/A

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Shipping

Does your lab ever ship any research materials? *

- Yes
- No

Are any materials needing dry ice or liquid nitrogen shipped? *

- Yes
- No
Are chemicals shipped? *
○ Yes ○ No ○ Not Sure ○ N/A

Are batteries shipped? *
○ Yes ○ No ○ Not Sure ○ N/A

Are human or animal specimens shipped? *
○ Yes ○ No ○ Not Sure ○ N/A

Are pathogens/vectors shipped? *
○ Yes ○ No ○ Not Sure ○ N/A

Are any other research materials shipped? *
○ Yes ○ No ○ Not Sure ○ N/A

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**DEA Controlled Substances**

**My lab possesses DEA controlled substances.** *
A list of DEA controlled substances can be found on the [DEA's website](https://www.deadiversion.usdoj.gov).

○ Yes ○ No ○ Not Sure ○ N/A

**The Controlled Substances Self-Evaluation form has been completed and submitted to EHS this year.** *
The [Controlled Substances Self-Evaluation form](https://www.ehs.com) can be accessed on the "Forms and Resources" section of the EHS website.

○ Yes ○ No ○ Not Sure ○ N/A

**Expired controlled substances are disposed of within 90 days of expiration.** *

○ Yes ○ No ○ Not Sure ○ N/A

**Controlled substances older than 3 years have been disposed of (even if no expiration date).** *

○ Yes ○ No ○ Not Sure ○ N/A
Describe any other safety concerns.

Send me a copy of my responses

Submit