



RESEARCH SAFETY - COMMON LAB ASSESSMENT FINDINGS

Please review the following list of common findings identified during Emory University research lab assessments (inspections). These are the most commonly found items, this list is not all inclusive.

NOTE: The most comprehensive way to prepare for your lab assessment is to complete the Lab Self-Inspection available for download from the Forms/Documents section of the EHSO website [ehso.emory.edu].

- **Administrative Tasks/BioRAFT**
 - Ensure that the Members tab in BioRAFT has all personnel in the lab listed and appropriate job activities selected. All lab personnel need to have updated their training.
 - Upload the Lab Self-Inspection (completed within the last 12 months) to the Documents section of your BioRAFT profile.
<http://www.ehso.emory.edu/documents/laboratory-self-inspection-form.pdf>
 - Lab signage needs to be up-to-date (review your emergency contacts).
<http://www.ehso.emory.edu/documents/lab-signage-requirements-form.pdf>

- **Lab Safety Binder:**
 - Print the most recent approval letters for Biosafety and/or Chemicals in Animals, as applicable.
 - Biosafety Standard Operating Procedure (SOP) should be either filed in the Lab Safety Binder or uploaded to BioRAFT. The signature page does not need to be uploaded separately.
<http://www.ehso.emory.edu/documents/biosafety-standard-operating-procedures-template.docx>;
 - SOP for Particularly Hazardous Chemicals.
<http://www.ehso.emory.edu/documents/particularly-hazardous-substances-educational-resource.pdf>
 - Update PPE assessment and ensure all lab personnel have reviewed and signed it. http://www.ehso.emory.edu/content-forms/PPE_Hazard_Assessment.dotx
 - Ensure all lab personnel have read and signed “The Principal Investigator's Guide to Environmental Health and Safety (EHS) Policies and Procedures.”
<http://www.ehso.emory.edu/documents/ehs-422-pi-guide-to-ehs-policies-and-procedures-for-employees.pdf>

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- **Within your Laboratory Spaces:**
 - Chemicals in secondary containers need to be labeled with the full name of the chemical and the associated hazard(s).
<http://www.ehso.emory.edu/documents/ghs-pictogram-label-template-all-symbols.docx> *(designed to be printed on Avery 5160 labels)*
 - **(Only for labs working with biological materials)** A biological spill kit needs to be available. Review Appendix A of the Biosafety Manual for a list of kit components that can be put together from supplies commonly found in your lab. <http://www.ehso.emory.edu/documents/ehs-402-emory-university-biosafety-manual.pdf>
 - Confirm that biosafety cabinets and chemical fume hoods have been certified within the past 12 months.
 - Waste containers (biological and chemical) need to be closed when not in use. Chemical waste needs to be labeled with the EHSO Hazardous Waste Label. <http://www.ehso.emory.edu/documents/hazardous-waste-label.doc> *(designed to be printed on Avery 5164 labels)*
 - Biohazard symbols should be affixed to equipment where biological materials are used or stored. Biological waste containers need to be lined with a biohazard bag.
 - Chemical waste should be collected in a designated area.
 - Check the chemical fume hood for tidiness, discard chemicals that are not used using the EHSO Chemical Waste system.
<http://www.ehso.emory.edu/content-guidelines/GuidelinesforChemicalWasteDisposal.pdf>