

# ARKANSAS STATE UNIVERSITY

## GOVERNING PRINCIPLES FOR LABORATORY INSPECTIONS

### 1.0 INTRODUCTION

Arkansas State University (ASU) is committed to providing a safe work environment for its employees, students, ancillary workers, and visitors. A comprehensive safety plan includes governing principles for Laboratory Inspections.

### 2.0 PURPOSE

These governing principles are designed to ensure that laboratories are operated in a manner that is consistent with federal, state, local, and institutional guidelines.

### 3.0 DEFINITIONS

**General Inspections** are thorough periodic inspections of each laboratory facility. They are conducted each semester. Deans or their designees are required to accompany the inspector.

**Laboratory** a facility that provides controlled conditions in which teaching or research, experiments and measurement may be performed. Examples include chemical, biological, clinical and agricultural laboratories and art studios where hazardous products are used.

**Safety Discrepancies** are classified as follows:

**Urgent** - laboratory practices or conditions that are likely to negatively impact human health or the environment and must be resolved immediately. Examples include identification of a gas leak, emission of toxic gases, exposed utilities, etc.

**Severe** - laboratory practices or conditions that may result in injury to health or damage to the environment, but don't pose an immediate threat. These discrepancies, nevertheless, must be addressed within 24 working hours. Examples include blocked pathways, improperly labeled chemicals, etc.

**Serious** – unsafe laboratory practices or conditions that pose minimal risk to human health and/or the environment but are, nevertheless, violate safe laboratory practices as articulated in the University's Governing Principles.

**Persistent Safety Discrepancies** are urgent, severe, or serious continuing laboratory discrepancies of the same or similar nature that are noted two or more times by University or external inspectors. Examples include leaving an unlabeled beaker on a counter top two or more times, etc.

**Walk-Through Inspections** are monthly inspections that alternatively concentrate on environmental health/safety violations and on fire safety. These inspections are more cursory than general inspections, focusing on visible deficiencies. Upon request, the Dean or his/her designee may accompany the inspector on his/her rounds.

#### **4.0 APPLICABILITY**

These governing principles apply to all teaching and research laboratories on campus as per the definition above.

#### **5.0 REGULATIONS**

**ANSI Z136.1-2007:** American National Standard for the Safe Use of Lasers

**ANSI Z358.1-2009:** American National Standard for Emergency Eyewash and Shower Equipment.

Prudent Practices for Handling Hazardous Chemicals in Laboratories

All applicable Federal and State Laws and Regulations concerning laboratory operation

Governing Principles for Laboratory, Chemical, Biological, Radiological, and Laser Safety

#### **6.0 GOVERNING PRINCIPLES**

The University hereby establishes governing principles to inspect laboratory facilities on the ASU campus. Department of Environmental Health and Safety (EH&S) personnel will provide the Dean with at least seventy-two hours' notice of upcoming walk-through or general inspections. The Dean, Chair, or designee may elect to accompany the inspector on walk-through inspections and are required participate in general inspections (as specified in the chart below).

The University will adhere to the following schedule of general laboratory inspections and will maintain documentation of each inspection as follows:

<b>Activity</b>	<b>Frequency</b>	<b>Inspection Officials</b>
Inspection of Eyewash Stations	Once Per Week	EH&S
Inspection of Emergency Showers	Once Per Month	EH&S
Walk-through Inspections	Alternating inspections for	EH&S, Dean/Designee,

	1) Environmental Health/Safety Violations; and 2) Fire Safety Violations	and/or Chair if s/he so requests
General Inspection of Laboratories	Once Per Semester (Fall, Spring, Summer)	EH&S Dean/ Designee, and/or Chair
Follow Up Inspections	Urgent Discrepancies: Daily Severe Discrepancies: Within one working week Serious Discrepancies: Within two working weeks Persistent Discrepancies: Consistent with the category of the discrepancy as articulated in the "Definitions." Departments may provide electronic, photographic documentation of remedy for noted discrepancy in lieu of follow-up inspection.	EH&S, Dean/ Designee, and/or Chair if s/he so requests
On Demand	As Circumstances Dictate	EH&S, Dean Designee, or Chair

The Dean or designee can ask to delay inspection of specific laboratories because of the sensitivity of experiments that are underway. If such a delay is requested, the Dean, Chair, or designee must provide justification for the delay and provide access during general business hours as soon as practicable.

In the event that a laboratory inspection reveals animal care and use, radiation or laser safety, or biohazardous material discrepancies, the appropriate official will be notified of the discrepancy.

## 7.0 ROLES AND RESPONSIBILITIES

**Environmental Health & Safety (EH&S)** will inspect all laboratories as specified above and will provide the Deans with report findings following inspection. A monthly inspection report will likewise be provided to the Deans, Chief Research Officer, Executive Vice Chancellor and Provost, Vice Chancellor for Finance and Administration, the Associate Vice Chancellor for Administration, and Chancellor. The monthly report will include a summary of all uncompleted discrepancies.

The **Executive Vice Chancellor and Provost** will review a report of all discrepancies and take appropriate action.

**Dean, Chairperson, or Designee** may accompany EH&S employees on walk-through inspections upon request and shall accompany the EH&S inspector when general inspections are conducted. They will take immediate action on urgent, severe, and persistent safety discrepancies. They will likewise follow up on serious discrepancies within two working weeks, and will report all actions taken to the EH&S Department. The Department may provide electronic documentation of corrections in lieu of a follow-up inspection.

**Researcher/Instructor** is responsible for maintaining a safe laboratory environment consistent with the University's Governing Principles and with federal, state, and local statutes and regulations.

**Laboratory employees** are responsible for using safe laboratory practices, consistent with the University's Governing Principles and with federal, state, and local statutes and regulations.