



**LABORATORY AUDIT PROGRAM
STANDARD OPERATING PROCEDURE**

I. Introduction

- a. The office of Environmental Health and Safety (EHS) at Tennessee Tech University seeks to promote and maintain a safe and healthful environment by ensuring the highest level of environmental health and safety services for faculty, staff, students, and visitors. In order to provide a working environment that is free of recognizable hazards, EHS conducts laboratory inspections to help safeguard the quality of TTU's laboratory safety program as well as ensure the overall health and safety of individuals working in laboratories.

II. Scope and Applicability

- a. The TTU "Laboratory Audit Program" applies to all faculty, staff, students, and visitors working in laboratories and shops. Its primary purpose is to ensure that trained laboratory personnel follow rules, regulations, and guidelines set forth by state and Federal agencies. The program also seeks to achieve the following three goals:
 - i. Ensure that all laboratory activities are conducted in a way that avoids individual exposure to hazardous chemicals.
 - ii. Maintain laboratory facilities and equipment in a safe, code-compliant operating condition.
 - iii. Provide a safe working environment for all individuals.

III. Laboratory Audit Procedure for EHS

- a. The EHS Auditor will contact the responsible Faculty Member or designee to schedule the inspection.
- b. If there is no response after two notifications the inspection will be performed at the convenience of the EHS Auditor. The EHS Auditor will provide the date and time of the inspection.
- c. If no one is present at the time of the scheduled inspection it will be noted in the report: "No one present at the time of the inspection."
- d. Prior to the scheduled inspection EHS will review the following laboratory/shop items:

Check training information;

 - i. Expired permits or approvals;
 - ii. Up-to-date chemical inventory;
 - iii. Up-to-date biological inventory (includes biological toxins).
- e. Perform the inspection using the "EHS Lab Safety Inspection Checklist" document as a guide:

- i. The “EHS Lab Safety Inspection Checklist” document is not all inclusive. The EHS Auditor reserves the right to add additional items to this checklist.
 - ii. Note all deficiencies and number of occurrences. Photographs may also be taken to include in the report.
 - iii. Any deficiencies corrected at the time of the inspection will be noted: “Corrected at time of inspection”;
- f. Provide recommendations and guidance on how to rectify the deficiencies to the Faculty Member or designee. At the close of the inspection, review the deficiencies. Advise the Faculty Member or designee that they will receive a report and that they will need to respond to each deficiency.
 - i. The report will be sent to the Faculty Member, designee (if applicable), departmental safety contact (if applicable), and the Department Chair.
- g. EHS may conduct unscheduled/unannounced inspections.

IV. Issues of Non-compliance

- a. It is the responsibility of the Faculty Member and his/her department to correct the deficiencies. EHS will assist the Faculty Member or designee as necessary and when requested.
 - i. The Faculty Member or designee will submit work orders for facility related deficiencies.
- b. Serious or imminent deficiencies must be rectified as soon as possible. Less emergent items must be corrected within 30 days.
 - i. If deemed necessary by the EHS Auditor, a follow-up inspection will be scheduled at the time the initial report is sent. If unable to be present for the follow-up inspection arrangements must be made in advance with the EHS Auditor to schedule another time and date.
- d. If all the deficiencies have been corrected by the time of the follow-up inspection, a follow-up report will be sent to the Faculty Member, designee (if applicable), departmental safety contact (if applicable), and the Department Chair.
 - i. If the deficiencies have **not** been corrected at the time of the follow-up inspection, a follow-up report will be sent to the Faculty Member, designee (if applicable), departmental safety contact (if applicable), Department Chair, and the Dean of the College.
 - 1. If deemed necessary by the EHS Auditor, a second follow-up inspection will be scheduled at the time the follow-up report is sent. The second follow-up inspection will occur **30 days or less** from the first follow-up inspection. If unable to be present for the second follow-up inspection arrangements must be made in advance with the EHS Auditor to schedule another time and date.
- e. If all the deficiencies have been corrected by the time of the second follow-up inspection, a second follow-up report will be sent to the Faculty Member, designee (if applicable), departmental safety contact (if applicable), Department Chair, and the Dean of the College.
 - i. If the deficiencies have **not** been corrected at the time of the second follow-up inspection the lab the EHS Auditor may **close** the laboratory/shop until all deficiencies have been corrected.

1. A second follow-up report will be sent to the Faculty Member, designee (if applicable), departmental safety contact (if applicable), Department Chair, Dean of the College, and the Provost for Academic Affairs.
2. If the decision is made by the EHS Auditor to close the laboratory/shop, Facilities will be notified by EHS to change the locks on the doors.
 - a. When the deficiencies are corrected, the laboratory/ shop will be opened.