



EAST TENNESSEE STATE
UNIVERSITY

Laboratory Safety Inspection Policy

Policy Name: Laboratory Safety Inspection Policy

Policy Purpose

This policy specifies East Tennessee State University's (University or ETSU) laboratory safety inspection process in compliance with state and federal regulatory requirements.

Applicability

This policy applies to all to all ETSU research and teaching laboratories and clinics.

Responsible Official, Office, and Interpretation

The Director of Environmental Health and Safety (EHS) is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Environmental Health and Safety. The Associate Vice President for Facilities Management, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Laboratory

For the purpose of this policy, a Laboratory is a University research and/or teaching facility or clinic that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed.

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EHS inspects all University laboratories annually to identify and correct potential laboratory safety or regulatory compliance issues.

1. Roles and Responsibilities

1.1. EHS will schedule and conduct all laboratory safety inspections.

1.1.1. EHS will inspect the department's Chemical Hygiene Plan (CHP) as well as each individual laboratory's CHP.

1.1.2. The ETSU Chemical Hygiene Plan (CHP) is available on the EHS website and can be used as a template.

1.1.3. EHS will use a laboratory safety inspection checklist when conducting safety inspections, but may also reference applicable code or regulatory requirement.

1.1.4. Maintenance issues found during the inspection will be documented and entered into the ETSU Work Order System.

1.1.5. EHS will provide compliance guidance to departments on applicable local, state, and federal regulations.

1.1.6. EHS will provide guidance on personal protective equipment (PPE), such as nitrile gloves, face masks, coveralls, goggles, etc.

1.1.7. EHS will inspect laboratory chemical fume hoods to ensure compliance with OSHA regulations.

1.1.8. EHS will update laboratory signage as needed.

1.1.9. EHS will provide a final Laboratory Safety Inspection Report to the department's OSHA coordinator and department chair.

1.1.10. EHS will provide guidance on how to correct any laboratory deficiencies or regulatory violations.

1.1.11. EHS will follow-up on any violations or deficiencies to verify corrective actions are taken.

1.2. As part of the annual laboratory safety inspection process, laboratory personnel will conduct separate, periodic laboratory safety inspections verifying compliance with the EHS laboratory safety inspection checklist.

1.2.1. Laboratory personnel will undergo environmental health and safety training, which will be subject to evaluation as part of the annual laboratory safety inspection process.

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- 1.2.2. Laboratory personnel will correct any violations or deficiencies reported in the final Laboratory Safety Inspection Report.
- 1.2.3. Laboratory personnel will comply with all related ETSU and EHS policies.

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Procedures

1. Laboratory Safety Inspection Procedures.
 - 1.1. EHS contacts the applicable department's OSHA Coordinator.
 - 1.2. EHS and the OSHA Coordinator schedule the annual laboratory safety inspection.
 - 1.3. EHS will notify department chairs and deans of the scheduled laboratory inspection and the results.

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Applicable Forms and Websites

[ETSU Environmental Health and Safety Training](#)

Authority and Revisions

Authority: T.C.A. § 49-8-203 et. Seq; [Permissible Exposure Limits](#) (29 CFR 1910.1000, Subpart Z), as established by the Occupational Safety and Health Administration (OSHA) and the [Tennessee Occupational Safety and Health Administration](#) (TOSHA)

Previous Policy: Facilities Management Laboratory Inspection Policy

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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