Memorandum

TO: FIU Laboratory Community
FROM: Environmental Health & Safety
DATE: August 27, 2019
SUBJECT: Launch of 2019 Laboratory Self Audit

Environmental Health & Safety (EH&S) is kick starting the 2019 Laboratory Self Audit (LSA) to continue to promote awareness of safety and regulatory compliance for the FIU laboratory community. EH&S is very appreciative of all participants that contributed to the success of the 2018 LSA.

The 2019 LSA is mandatory for all FIU laboratories to submit. Completion of the LSA fulfills the FIU EH&S requirement for the Annual Safety Inspections. **Note: this does not include Special Hazard Compliance Inspections**

To ease the process of completion, the LSA has undergone structural and visual changes.
- A checklist has been added in the LSA Preview to encourage the space occupants to conduct a pre-inspection walkthrough and streamline the submission process.
- Email links have been provided that will automatically populate with the desired EH&S email and subject line encouraging lines of communication with EH&S.
- Additional resources have been provided and all resource hyperlinks have been adjusted to open a new window/tab to prevent incomplete submissions.
- Inventory style questions have been grouped together, effectively reducing the number of questions.

Things to remember before completing the LSA:
- Have a copy of the LSA Preview available during or prior to completing the LSA.
- Ensure the individual that is completing the LSA has the knowledge about the operations and hazards associated with the lab area(s) and has the authority to implement corrective actions.
- One submission is required per location. The survey will submit the LSA, however, **EH&S will not accept the LSAs that include multiple locations**.
- The LSA is designed to identify areas where improvements are required; as such, there is no right or wrong answer. The survey should be completed objectively and honestly – lab occupants are in the best position to know the hazards that are present in the lab processes/environment and implement appropriate controls.

**The 2019 LSA will commence on September 2nd and conclude on December 13th**; Please ensure the LSA is submitted within the designated time frame. The feedback survey will also be available during this time; participation is greatly appreciated but not required.
The [Lab Safety Webpage](http://ehs.fiu.edu) contains a brief explanation of the program, the current LSA Schedule, and links to the LSA Preview, the LSA survey, and the LSA feedback survey.

**Note:** the LSA Preview will be made available August 28th, 2019 & the links for the LSA Survey and the LSA feedback survey will only work during the scheduled time frame.

If you have any questions about the LSA, please contact , Victoria Villa (vmvilla@fiu.edu or 348-7625), Gina Oubrar (gigallia@fiu.edu or 348-6849) or Tamece Knowles (knowles@fiu.edu or 348-7882).