

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](#) 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).