

Memorandum

TO: FIU Academic and Research Operations

FROM: Environmental Health & Safety

DATE: July 26th, 2024

SUBJECT: 2024 Laboratory Self Audit Launching in 1 Week (August to October 2024)

The Department of Environmental Health and Safety (EH&S) prioritizes safety by promoting accountability and a proactive mindset for our diverse community through the annual Laboratory Self Audit (LSA) Program. The LSA is a mandatory self-audit geared by several federal, local, and university regulatory requirements, and it aims to raise awareness, minimize risks, and enhance safety.

The 2024 LSA is set to open in August and conclude in October. To assist you, we have provided the LSA timeframe, access instructions, definitions of authorized participants, a quick survey to help determine if an LSA is required, and resources to help prepare/complete the LSA.

Note: This year, the General Safety Self Audit (GSSA) will not launch simultaneously. Please direct all questions about the GSSA to the Program Coordinator, Enrique Badia, at ebadiaso@fiu.edu

Timeframe: The LSA will be open for three (3) full months:

- **Starting:** August 1st, 2024
- **Ending:** October 31st, 2024

Note: Completing the LSA within the designated timeframe is mandatory. Failure to do so will result in an escalation process.

Accessing the LSA: The self-audit will be accessible starting August 1st on the LSA webpage: <https://ehs.fiu.edu/safety-programs/laboratory/index.html#3>

Participation Requirements:

- **Authorized Participants:** Only FIU employees (staff, faculty, etc.) can participate. Students, volunteers, and interns are not permitted to participate to safeguard personally identifiable information and adhere to the Family Educational Rights and Privacy Act. Submissions from unauthorized participants will be deleted.
- **Single Room Submission:** Only one room number per submission is allowed. If you have multiple spaces, utilize the "retake as a new response" link provided in the confirmation emails. This link replicates the original submission, allowing you to make changes as needed for each new space.
- **Shared Spaces:** All groups within a shared or open space must submit separate LSAs to ensure that each group operates safely with proper administrative protocols and safety controls.

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LSA Determination Survey: To determine if an LSA is required for your space, complete a 2-minute survey that will assist in classifying your space and the operations conducted within it. Click this link to get started https://fiu.qualtrics.com/jfe/form/SV_38na6nWwB2kbN30

Note: This survey is anonymous and not linked to the LSA.

Resources:

EH&S has created the following resources to aid in preparing for the LSA that can be found on our LSA webpage: <https://ehs.fiu.edu/safety-programs/laboratory/index.html#3>

- **An introductory video guide** covering general information, requirements, and an explanation of the available resources.
- The **LSA Preview**, a PDF copy of the online survey showing all the questions, explanations, choices, support links, and conditional triggers.
- The **LSA Checklist** is a condensed version of the questions in a checklist-style for quick safety walkthroughs. Use this before commencing the LSA or throughout the year to ensure compliance.

For further information or assistance, please visit our <https://ehs.fiu.edu/safety-programs/laboratory/index.html#3> or contact Victoria Villa, EH&S Officer.

Best,

Victoria Villa, M.A.

EH&S Officer

Department of Environmental Health & Safety

Division of Operations and Safety

Florida International University

P: (305) 348-7625 | E: vmvilla@fiu.edu