

Memorandum

TO: FIU Academic and Research Operations

FROM: Environmental Health & Safety

DATE: August 1st, 2024

SUBJECT: 2024 Laboratory Self Audit Opens Today! (August to October 2024)

Today is the launch of the 2024 Laboratory Self Audit (LSA) which prioritizes safety by promoting accountability and a proactive mindset for our diverse community. 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.

Note: Completing the LSA on time is mandatory. Failure results in an escalating process, starting with a notice of violation and an extension and ending with space restriction and a mandatory meeting.

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

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

The LSA webpage is the central hub for all the information about the LSA. The webpage includes:

- **Access to the LSA:** Online portal to submit the LSA.
- **LSA Determination Survey:** Quick survey to help determine if an LSA is required.
- **Introductory Video:** an 8-minute video with general information.
- **LSA Preview:** a PDF with all the questions, explanations, choices, and conditional triggers.
- **LSA Checklist:** a checklist for conducting walkthroughs to complete the LSA later.

LSA Webpage: <https://ehs.fiu.edu/safety-programs/laboratory/index.html#3>

Participation Requirements:

- **Authorized Participants:** Only FIU employees (staff, faculty, etc.) can participate. 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.
- **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.

For further information or assistance, contact Victoria Villa, EH&S Officer.

Victoria Villa, M.A.

EH&S Officer

Department of Environmental Health & Safety

Division of Operations and Safety

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