

Memorandum

TO: FIU Laboratory Community

FROM: Environmental Health & Safety (EH&S)

DATE: August 30th, 2022

SUBJECT: 2022 Laboratory Self Audit is Open Today!

The 2022 Laboratory Self Audit (LSA) is open as of Today! Below is important information about the LSA:

- The LSA **opens** Today, August 30th, 2022, and will **close** on November 30th, 2022.
- Before starting the LSA, EH&S suggests reviewing the resources on the <https://ehs.fiu.edu/safety-programs/laboratory/index.html#4> :
 - User Expectation Guide (in both video and PDF formats). EH&S hosted a webinar to review the participation requirements, information on accessing the LSA, and built-in support features.
 - Memo of the modifications made to the 2022 LSA.
- Additionally, EH&S suggests **conducting a safety walkthrough** of the space utilizing the LSA Checklist and LSA Preview to assess and improve the space's compliance, also found on the EH&S LSA Webpage.
- The LSA is **MANDATORY** for all laboratories, support spaces, hazardous storage/stockrooms, shops, etc. If unsure, please email ehs@fiu.edu; we will review the floor plans and the room's classification to determine the requirements.
 - The LSA is designed to end early if there are no special hazards, safety equipment, or if the space is inactive.
 - *Failure to complete the LSA could lead to temporary space closures.*
- **Authorized Participants:** EH&S expects the group leads (Principal Investigators, Managers, or Supervisors) to either complete the LSA or appoint an authorized representative to complete it on their behalf. Only FIU employees are authorized to participate (No Students, interns, or volunteers).
- EH&S will reject submissions if:
 - The emails provided are not FIU employee emails
 - If a student, intern, or volunteer participates
- **Participation Requirements:** One (1) submission per space is required unless the space is shared, in which case each group is required to submit an LSA.
 - Each group must submit a separate LSA because each group must provide administrative controls to limit risk, reduce exposure, and define expectations for the space occupants (i.e., standard operating procedures for all hazards in the space and emergency procedures).
- If you are responsible for **multiple spaces**, EH&S has made it easier to submit for subsequent spaces. After completing the LSA, a confirmation email is sent with a 'retake as a new response' link. By clicking on this link, a copy of the original response duplicates into a new submission; make sure to change the location, hazards, contact information, and any other applicable responses.

Accessing the LSA

- To **Access** the LSA, go to ehs.fiu.edu, select "Safety Programs," select "Laboratory," then select "Lab Self-Audit"; or follow this link: <https://ehs.fiu.edu/safety-programs/laboratory/index.html#4>
 - The LSA Survey Link is under the "LSA Resources" section.

If you have any questions or concerns, please contact ehs@fiu.edu