FIU Operations and Safety

Environmental Health & Safety

2025 Laboratory Self Audit Preview

The Laboratory Self-Audit (LSA) is an annual online survey that promotes accountability and ensures compliance with safety and regulatory standards. It helps labs assess current practices, identify gaps, and access resources for improvement.

- A **List of Spaces Required to Submit the LSA** is now available and outlines which spaces must complete the 2025 LSA.
- **Every group in a shared space must submit a separate LSA.**

The 2025 LSA Open Period:

Start: August 1, 2025

End: October 31, 2025

This document previews the survey. All submissions must be completed online — physical or emailed copies will not be accepted. For details, visit the EH&S LSA webpage.

Legend:

Display Logic: Shows questions only when conditions are met.

Skip Logic: Skips questions based on set conditions.

Contents

Identification Block

Q1. Welcome to the 2025 Laboratory Self-Audit!

The LSA must be completed by the person responsible for the space (PI or Academic Lab Manager) or a designee who knows the lab's hazards and operations **and** has the authority to implement corrective actions.

If multiple groups share a space, **each group must submit its LSA** to ensure individual accountability.

Initial below to confirm you meet these requirements and will answer honestly and accurately.

_____

Q2. Who is submitting?

- ○ The Group Lead (PI or Academic Lab Manager
- ○ Authorized Alternate

Q3. Identify the Group Lead (PI or Academic Lab Manager)

Use the official FIU employee email and title.

First Name: _____
Last Name: _____
FIU Email: _____
Role in Lab Space: _____
Department: _____

If Q2 is "Authorized Alternate", Display Q4.

Q4. Identify yourself, the Authorized Alternate.

Use the official FIU employee email and title.

First Name: _____
Last Name: _____
FIU Email: _____
Role in Lab Space: _____
Department: _____

Q5. Identify Location: Campus, Building, and Room Number.

If your space isn't listed, select "Not Listed" for all three fields.

Each location shows (#) groups assigned to it. Each group must submit a separate LSA.

Select Campus/Site from drop-down list
Select Building from drop-down list
Select room Number from drop-down list

If Q5 is "Not Listed, Not Listed, Not Listed", Display Q6.

Q6. Identify the Campus, Building, and Room Number.

_____

Q7. Select the type of operations conducted in the space.

- ○ Research
- ○ Academic
- ○ Both
- ○ Other; specify: _____

Q8. Identify the space's classification.

- ○ Animal Care Facility
- ○ Clinical /Clinical Support Space
- ○ Human Subject Research (Psychology/Behavioral)
- ○ Laboratory (Wet or Dry)
- ○ Laboratory Support Space
- ○ Hazardous Storage Area
- ○ Stockroom
- ○ Computational / Data-Driven Research
- ○ Office / Conference Room
- ○ Shop / Studio

Q9. Briefly describe the work conducted in this space. *(e.g., synthesis of metal-organic compounds, cognitive interviews with adult participants, machine learning model development, PCR and gel electrophoresis for gene expression studies, protein purification and cell culture maintenance, soil and water testing for heavy metals)*

_____

Q10. What is the current status of the space?

- ○ Operational (active/in use)
- ○ Not Operational (not currently in use or closed)

If Q10 is "Not Operational (not currently in use or closed)", Display Q11.

Q11. Explain why the space is not operational.

_____

If Q10 is "Not Operational (not currently in use or closed)", Display Q12.

Q12 You indicated that the space is not operational. Please clarify the current condition of the space:

- ○ The space is not in use and free of all hazards
- ○ The space is not in use, but hazardous materials or equipment remain
- ○ The space is in use, but no hazards are present

If Q12 is "The space is not in use and free of all hazards", Skip to End.

If Q12 is "The space is not in use, but hazardous materials or equipment remain", Display the Sections: Inventory, Hazard Detail, Provide and Maintain, and End.

Inventory Block

This section collects details on hazards, certain practices, and safety equipment found in the space. Maintaining an accurate inventory promotes proper hazard controls and regulatory compliance.

Q13. Select all special hazards used, stored, or produced in this space:*(Check all that apply.)*.

- ☐ Biological Materials
- ☐ Chemicals
- ☐ Controlled Substances
- ☐ Lasers
- ☐ Compressed Gas Cylinders (includes cryogens)
- ☐ Nanomaterials / Nanotechnology
- ☐ Ionizing or Non-Ionizing Radiation (Materials and Equipment)
- ☐ No Special Hazards Present

Q14. Select all types of waste generated or stored in this space:

- ☐ Biological Waste
- ☐ Chemical Waste
- ☐ Radioactive Waste
- ☐ Other Waste
- ☐ None of these

Q15. Select all of the safety Equipment found in the space

- ☐ Biological Safety Cabinet
- ☐ Chemical Fume Hood
- ☐ Deluge Hose
- ☐ Eye Wash
- ☐ Safety Shower
- ☐ Glove box
- ☐ None of these

Q16. Select the type of hot work conducted in the space.

- ☐ Open Flame Work (Bunsen burners, propane torches)
- ☐ Welding or cutting (MIG/TIG welding, metal grinding, torch cutting)
- ☐ Soldering or Brazing (electrical soldering, brazing)
- ☐ Heat Tools (heat guns, hot plates, etc.)
- ☐ Glass or Material Shaping (glass blowing, flame polishing)
- ☐ Other; specify: _____
- ☐ None

Hazard Details Block

This section collects details on the types of hazards previously identified. Understanding the risks allows for appropriate controls to protect personnel, property, and the environment.

If Q13 is "Biological Materials" OR Q14 "Biological Waste", Display Q17.

Q17. Are any of the following types of Biological Material present?

- ☐ Microorganisms (Bacteria, Fungi, Viruses, Parasites)
- ☐ Biological Derivatives (Materials derived from humans, Materials derived from animals, Non-human primates, Biological toxins)
- ☐ Vectors and Hosts (Insects/Invertebrates, Plants)
- ☐ Recombinant DNA
- ☐ Select Agents or Toxins (could be under regulated biohazards)
- ☐ Other; specify: _____

If Q13 is "Chemicals" OR Q14 "Chemical Waste", Display Q18.

Q18. Are any of the following types of chemicals present?

- ☐ Carcinogens
- ☐ Peroxide Forming
- ☐ Methylene Chloride (aka: Dichloromethane, DCM)
- ☐ None of these

If Q13 is "Controlled Substance", Display Q19.

Q19. Select all controlled substance schedules present:

- ☐ Schedule I
- ☐ Schedule II
- ☐ Schedule III
- ☐ Schedule IV
- ☐ Schedule V

If Q13 is "Lasers", Display Q20.

Q20. Select all Laser classes present:

- ☐ Class 1
- ☐ Class 1M
- ☐ Class 2
- ☐ Class 2M
- ☐ Class 3R
- ☐ Class 3B
- ☐ Class 4

If Q13 is "Lasers", Display Q21.

Q21. Are the lasers enclosed with interlocks?

- ○ All lasers are fully enclosed and interlocked
- ○ Some lasers are fully enclosed with interlocks
- ○ Lasers are NOT enclosed; open-beam use occurs

If Q13 is "Compressed Gas Cylinders (includes cryogens)", Display Q22.

Q22. Are all gas cylinders secured and have a 'stage of use' tag?

EH&S provides Compressed Gas 'Stage of Use' tags, Hazardous Waste Labels, and 'Restricting Chemical Discharge' Stickers at no charge.

If you need any of these, please use the Sticker/Label/Tag Request form, located on the EH&S website under the Resources Tab.

- ○ Yes, all are secured and tagged
- ○ Some secured and tagged
- ○ None are secured or tagged

If Q13 is "Nanomaterial/Nanotechnology", Display Q23.

Q23. Select all the base material(s) of the Nanomaterial(s) in the space.

- ☐ Carbon-based
- ☐ Metal-based
- ☐ Quantum Dots
- ☐ Dendrimers
- ☐ Composite
- ☐ Other; specify: _____

If Q13 is "Ionizing or Non-Ionizing Radiation (Materials and Equipment)", Display Q24.

Q24. Select all the Radioactive Material and/or Equipment types found, stored, used, or produced in the space.

- ☐ Radioactive Isotopes
- ☐ Sealed Sources
- ☐ Radiation Producing Devices
- ☐ High-powered lasers not enclosed or embedded (Class 3B and 4)
- ☐ Ultraviolet Lamps
- ☐ Infrared Sources
- ☐ Microwaves
- ☐ Radiofrequency Devices (RF and ELF)
- ☐ Magnetic Resonance Equipment
- ☐ Other; specify: _____

Provide and Maintain Block

This section verifies whether the space has the appropriate engineering and administrative protocols in place that must be provided and maintained by the space. Ensuring these resources are available and maintained reduces the risk of exposure and incident.

Q25. Is access limited or restricted to authorized personnel only?

- ○ Yes
- ○ No
- ○ Not applicable

If Q13 is not"No Special Hazards Present", Display Q26.

Q26. Is the space enrolled in the Emergency Signage Program?

- ○ Yes
- ○ No

If Q13 is not "No Special Hazards Present, OR Q14 is not "None of these," OR Q15 is not "None of these", Display Q27.

Q27. Are all hazards (material and equipment) labeled, indicating their location?

- ○ Yes
- ○ No
- ○ Not applicable (no hazards)

If Q13 is "Chemicals", Display Q28.

Q28. Are all chemical containers properly labeled according to GHS requirements?

- ○ Yes
- ○ No

If Q13 selects two or more hazards, OR Q13 is "Chemicals", Display Q29.

Q29. Are all hazards stored by hazard category and compatibility (not alphabetically)?

- ○ Yes
- ○ No

Q30. Does the space have a sink with an EH&S 'Restrict Chemical Discharge' sticker displayed?

EH&S provides Compressed Gas 'Stage of Use' tags, Hazardous Waste Labels, and 'Restricting Chemical Discharge' Stickers at no charge.
If you need any of these, please use the Sticker/Label/Tag Request form, located on the EH&S website under the Resources Tab.

- ○ Sink(s) is present with EH&S sticker
- ○ Sink(s) is present WITHOUT EH&S sticker
- ○ No sinks in the space

Q31. Is a first aid kit available and adequately stocked?

- ○ Yes, available and fully stocked
- ○ Yes, available but not fully stocked
- ○ No, not available
- ○ Not required

Q32. Is Personal Protective Equipment (PPE) available and in good condition for all space occupants?

- ○ Yes
- ○ No
- ○ N/A (does not apply to this space)

If Q13 is "Biological Materials", OR "Chemicals", OR "Controlled Substances", OR if Q14 is Biological Waste", OR "Chemical Waste", Display Q33.

Q33. Are all required spill kits available and fully stocked?

- ○ Yes, all required kits are present and fully stocked
- ○ Kits are present but not fully stocked
- ○ Some kits are fully stocked
- ○ All kits are missing
- ○ Not applicable, no kits are required

Q34. Is the space equipped for proper glass waste disposal?

- ☐ Container is present for non-contaminated broken glass disposal
- ☐ Container is available for contaminated broken glass disposal
- ☐ No waste containers are present
- ☐ No glass in the space

If Q13 is "Biological Materials", OR Q14 is "Biological Waste", Display Q35.

Q35. Select all the bio-disposable containers found in the space:

- ☐ Biohazardous Waste Container
- ☐ Bio-sharps Containers
- ☐ None

If Q13 is not "No Special Hazards Present", OR Q14 is not "None of these", Display Q36.

Q36. Is there a designated (marked and labeled) waste storage area?

- ○ Yes, there is a designated waste storage area
- ○ No, there is no designated waste storage area
- ○ N/A, there is no waste produced or stored in this space

If Q13 is not "No Special Hazards Present", OR Q14 is not "None of these", Display Q37.

Q37. Is waste segregated by type and compatibility using appropriate containers or separators?

- ○ Yes, waste is segregated
- ○ No, waste is not segregated
- ○ N/A, there is no need to segregate waste

Inspect Block

This section assesses whether regular self-inspections and equipment checks are being performed. Routine inspections help catch potential hazards early and demonstrate proactive safety management.

Q38. Has a visual inspection of the space been conducted this year, with concerns or issues promptly fixed or reported to the Facilities Management Department?

- ○ Yes, a visual inspection was conducted
- ○ No, a visual inspection has NOT been conducted

Q39. Are the electrical receptacles/outlets in good condition (no cracks or chips present), and are face plates in place?

- ○ Yes
- ○ No

Q40. Does your lab have ground-fault circuit interrupter (GFCI) outlets installed close to a water source?

- ○ Yes, GFCI is installed near a water source
- ○ No, GFCI not installed by the water source
- ○ N/A (GFCI not required because there are no open water sources in this space)

If Q15 is "Chemical Fume Hood" Display Q41.

Q41. Has the chemical fume hood(s) been certified within the last year?

- ○ Yes
- ○ No

Enforce Block

This section evaluates how safety expectations are upheld within the space. Enforcing rules and addressing unsafe behaviors fosters a strong culture of accountability and safety ownership.

Q42. Is the space free of food or drink consumption?

- ○ Yes
- ○ No

If Q32 is not "N/A (does not apply to this space)", Display Q43.

Q43. Are all occupants of the space utilizing/wearing the appropriate PPE when necessary?

- ○ Yes
- ○ No
- ○ N/A

Q44. Are all electrical/power cords in good condition and away from the path of egress?

- ○ Yes, electrical cords are in good condition and away from the path of egress
- ○ No, electrical cords are NOT in good condition and/or are in the path of egress
- ○ N/A

Q45. Are all extension cords and surge protectors plugged directly into the wall outlet and not daisy-chained with another?

- ○ Yes, power cords are used safely and not daisy-chained
- ○ No, power cords are daisy-chained
- ○ N/A, there are no extension cords, power cords, or surge protectors in the space

Q46. Are electrical panels, circuit breaker panels, and emergency shut-offs unobstructed?

- ○ Yes, electrical panels and emergency shutoffs are unobstructed
- ○ No, electrical panels and emergency shutoffs are obstructed
- ○ N/A, there are no electrical panels or emergency shutoffs in the space

Q47. Are all safety equipment in the space free from obstructions and accessible (Emergency Eye wash, Safety Showers, Chemical Fume Hoods, Fire Extinguishers, Fire Blankets, AEDs, etc.)?

- ○ Yes
- ○ No
- ○ N/A

If Q15 is "Biological Safety Cabinet", OR "Chemical Fume Hood", OR "Glove box", Display Q48.

Q48. Are the chemical fume hoods, biological safety cabinets, and glove boxes free of excessive storage?

- ○ Yes
- ○ No

Plan and Document Block

This section reviews the presence and quality of written safety procedures, emergency plans, and hazard-specific documentation. Keeping these materials updated and accessible ensures the lab can respond effectively and consistently to normal operations and emergencies.

If Q13 is "Chemicals", OR "Controlled Substances", OR "Compressed Gas Cylinders (includes cryogens)", OR "Nanomaterials / Nanotechnology", Display Q49.

Q49. Are all the Safety Data Sheets(SDS) for all chemicals/materials accessible to all in the space?

- ○ SDSs are accessible
- ○ Some SDSs are accessible
- ○ SDSs are NOT accessible
- ○ N/A

If Q13 is "Chemicals", OR Q14 is "Chemical Waste", Display Q50.

Q50. Is the chemical inventory accurate and up-to-date in Campus Optics? Check out the Laboratory Safety Webpage for guides, support, and all information about Campus Optics.

- ○ Yes
- ○ No

Q51. Which of the following documents are current and accurately reflect all operations, risks, and hazards in he space?

- ☐ Standard Operating Procedures (SOPs)
- ☐ Emergency Spill Procedures [Display if Q13 or Q14 selects any option other than "None"]
- ☐ Emergency Incident/Injury Procedures
- ☐ Emergency Evacuation Procedures
- ☐ Shutdown Procedures
- ☐ None of the above

Q52. Which of the following documents have all space occupants been trained on (and re-trained as updates occur)?

- ☐ Standard Operating Procedures (SOPs)
- ☐ Emergency Spill Procedures [Display if Q13 or Q14 selects any option other than "None"]
- ☐ Emergency Incident/Injury Procedures
- ☐ Emergency Evacuation Procedures
- ☐ Shutdown Procedures
- ☐ None of the above

Q53. Which of the following documents have been shared and made accessible to all space occupants?

- ☐ Standard Operating Procedures (SOPs)
- ☐ Emergency Spill Procedures [Display if Q13 or Q14 selects any option other than "None"]
- ☐ Emergency Incident/Injury Procedures
- ☐ Emergency Evacuation Procedures
- ☐ Shutdown Procedures
- ☐ None of the above

Q54. Which of the following documents are physically posted in the space?

- ☐ Emergency Spill Procedures [Display if Q13 or Q14 selects any option other than "None"]
- ☐ Emergency Incident/Injury Procedures
- ☐ Emergency Evacuation Procedures
- ☐ None of the above

Train and Review Block

This section focuses on how personnel are trained and informed about hazards and procedures, including onboarding and refresher efforts. Comprehensive training empowers individuals to act safely and supports a resilient, informed lab culture.

Q55. Has all required EH&S safety training been completed for personnel in this space?

- ○ Yes
- ○ No
- ○ N/A

Q56. Have all personnel been trained on the tasks and/or hazards specific to this space (on-the-job training)?

- ○ Yes
- ○ No

Q57. Are training records accessible for review upon request for all lab occupants?

- ○ Yes
- ○ No
- ○ N/A

Q58. Has your group conducted a drill or tabletop review of emergency procedures within the past 12 months?

- ○ Yes
- ○ No

Q59. Have all personnel physically walked through the space to review the location of hazards, risks, machines/equipment, emergency exits, fire extinguishers, first aid kits, spill kits, AEDs, safety equipment, and storage areas?

- ○ Yes
- ○ No

End Block

You've reached the end of the 2025 Laboratory Self-Audit.

Q60. By clicking "Submit," you confirm that the information provided is complete and accurate to the best of your knowledge.

A confirmation email with a copy of your submission will be sent to the Group Lead and Authorized Alternate. Additional follow-up emails may be sent based on your response.

- ○ Submit