General Information On Laboratory Inspection Types:

General Laboratory Building Safety Inspections

Criteria for EHS inspections are based upon federal, state, and local regulations, as well as university safety standards, and are conducted using comprehensive checklists.

EHS personnel conduct general building inspections of all UCF lab buildings on an annual basis, based on the relative safety risks of the activities that take place in the building. In general, these inspections focus on fire safety, electrical safety, physical hazard safety, proper hazardous materials storage, etc.

General building inspections include classrooms, laboratories, storage rooms, mechanical rooms, conference rooms, hallways, stairwells, auditoriums, shops, electrical closets, etc.

Reports for general building inspections are submitted to building administrators and/or department heads; finding must be addressed in 30 days. Findings that are not addressed in that timeframe will be reported by EHS to deans and/or other responsible administrators.

Lab Safety Inspections

When EHS conducts a general building inspection, a lab safety inspection of each laboratory in the building is also performed.

Just as with the building inspection, the criteria for these lab inspections are based upon federal regulations, state regulations and university safety standards, and are conducted using comprehensive checklists.

Reports for lab safety inspections are submitted to the PIs who oversee those labs; findings must be addressed in 30 days and a report of corrective action must be submitted for an in-person re-inspection to take place.

Re-inspection will continue as outlined in the Campus Health and Safety Policy (3.122).

Biosafety Lab Inspections

EHS Biosafety Program staff performs biosafety lab inspections in addition to laboratory safety inspections; these inspections are conducted using checklists that evaluate biosafety compliance according to federal, state, local, and university standards.

The results of these inspections are reported to the PI, Institutional Biosafety Committee (IBC) administrators, and members of the IBC. In some instances, they are also reported to department heads and facility coordinators/managers.

Biosafety lab inspections are required:

As part of the initial IBC approval process for a research project.

As part of a renewal of IBC-approved projects.

When a major amendment or change is proposed for a research project.

When a research/teaching team moves to another physical location on campus.

These inspections cover many of the same safety elements as general building inspections, but focus closely on biohazard containment methods, equipment and facilities features, handling procedures of hazardous biological agents/materials, and biosafety training compliance.

The EHS Biosafety Office and the IBC Administrators work collaboratively with PIs and lab personnel to encourage and support the correction of inspection violations in a timely manner, and to see that biosafety compliance is maintained.

The IBC requires modifications of research protocols to address findings found upon inspections.

Principal Investigators typically are given 30 days from receipt of notification to respond to required modifications for correction of biosafety inspection violations. Violations and deficiencies must be corrected before IBC protocol approval/ renewal is granted, and research can begin or continue.

Radiation Lab Safety inspections

EHS Radiation Program staff performs radiation safety lab inspections in addition to Laboratory Safety and Biosafety inspections; these inspections are conducted using checklists that evaluate radioactive materials and radiation producing equipment compliance according to federal, state, local, and university standards.

The results of these inspections are reported to the PI, and members of the Radiation Safety Committee. In some instances, they are also reported to department heads and facility coordinators/managers.

Radiation lab inspections are required:

As part of the initial Radiation approval process for a research project.

As part of a renewal of approved projects.

When a major amendment or change is proposed for a research project.

When a research/teaching team moves to another physical location on campus.

And on a quarterly bias as stated in our licensing agreement.

Lab Self-Audit Checklist

Laboratory personnel can use a self-audit checklist to conduct their own inspections as a way to prepare for an EHS inspection, and to maintain regulatory compliance as well as efficient, safe operations. This document is based on the checklists used by EHS inspectors. Self-Audit checklists can be found using this link, or on the EHS website under forms in Laboratory Safety section.