UCI Environmental Health & Safety

Quality Control Criteria for Lab Inspection Program

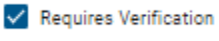
Revised: November 10, 2020

The following checklist has been developed to assure consistency and quality control related to the EHS Laboratory Safety Inspection Program. The current approach involves a dedicated team of trained EHS inspectors that utilizes the *UC Inspect* software application to perform inspections and communicate the internal audit of lab safety efforts to Campus staff. The Quality Control (QC) process as established below, involves the EHS Laboratory Safety Inspection Program manager/supervisor conducting a comprehensive review of each inspection conducted and the findings identified before it has been released to the Principal Investigator/Responsible Person/Lab Delegate. Once EHS inspectors complete an inspection, the report contained in *UC Inspect* is placed in a "ready to review" draft mode and the Laboratory Safety Inspection Program manager/supervisor will receive an automated email from *UC Inspect* informing them an inspection report is ready for review. The draft inspection report will be reviewed using the checklist criteria outlined below.

The Laboratory Safety Inspection Program manager/supervisor (or delegate for vacations, FMLA, etc.) will complete the QC review within 2 working days after the inspection has been completed and submitted by the EHS inspector. Once the QC is completed, the approved lab safety inspection report will be released from "draft" status and distributed to the PI/Responsible Person as listed in *UC Inspect*.

The QC inspection criteria includes:

1. **Review of draft lab safety inspection completed and submitted to the *UC Inspect* System**

   - Proper *UC Inspect* checklist is used
     - Under the "Other" category, if there are no items entered ensure it is "N/A" on the checklist in order for the report to be submitted.
     - This particular question should not be selected as "compliant" unless there are items recorded in the category.
     - Do not give credit for to a question as this will skewed the data – if the lab has 50% of the question correct – make sure it is "compliant" or "not compliant" either one.
     - For every question that is selected as "not compliant", the check box "requires verifications" and must be selected. 

   - Spelling is correct, content is clear, pictures are formatted/visible

- Correct Principal Investigator (PI)/Researcher, School Coordinator, Department and location is indicated
- Inspector reviewed lab's chemical inventory (current, complete, etc.)
- Inspector reviewed current Chemical Hygiene Plan (CHP)
- Inspector reviewed the lab's Laboratory Hazard Assessment Tool (LHAT)
- Inspector checked training status of Lab Safety Fundamentals and Safety Training Self-Assessment (STSA) for each lab member and have listed names of those who are not compliant

2. Review of Lab Safety Inspection Findings

- Review and verify priority finding levels are in accordance with established EH&S standards in table below:

Priority Scale	Priority Description	Days to closure
IDLH	Imminent Danger/Immediately Dangerous to Life and Health	0
One	Serious safety hazard, serious/willful regulatory violations and/or significant fire and life safety code violation that poses a serious safety or compliance risk	0-7
Two	Moderate safety hazard or moderate/repeat regulatory violation and/or moderate fire and life safety concern, poor housekeeping, safety documentation issues, safety training compliance, etc.	8-30
Three	Minimal safety hazard, possible regulatory violation, infrastructure, deferred maintenance, etc.	31-90

- Verify the proper Cal/OSHA standard or UCI policy is cited, if applicable
- Verify that written comments are valid and follow regulations and established EH&S standards
- Verify that "Not Applicable" items are set accordingly
- Verify that compliant items are set accordingly
- If items are corrected on site, verify that findings are identified and marked as corrected

- Verify that “status” is selected when EHS inspector enters comments
- Verify all public comments or private comments are valid
- The Assistant Director of Research Safety Services will perform a quarterly Quality Control check of selected reports

3. **Send an email to Assistant Director of Research Safety Services and EH&S Executive Director if:**

- Any inspection has an identified IDLH item noted in the report
- Any inspection has more than 5 Priority One findings
- Any inspection which had complaints, quality concerns, or issues related to the inspector, inspection process, or report generated