Laboratory Safety Inspection Process Flow Chart

Inspection Findings	Inspection Report	Follow-Up Inspection	Follow-Up Inspection Report	2nd Follow-Up Inspection	2nd Follow-Up Inspection Report	3rd Follow-Up Inspection	3rd Follow-Up Inspection Report

IDLH?* — YES → **STOP**

Issue Stop Work Order. Notify EH&S Director; EH&S Deputy Director; Safety Liaison; Department Chair

No

Critical? — YES → Issue report next business day. Log FMS Request (if applicable)

Re-inspect after 5 business days

Corrected? — NO → Issue report next business day. Log FMS Request (if applicable)

YES → Re-issue report with corrections noted next business day

Re-inspect after 5 business days

Corrected? — NO → Issue report next business day. Log FMS Request (if applicable)

YES → Re-issue report with corrections noted next business day

Re-inspect after 5 business days

Corrected? — NO → Submit report to:

- Vice President of Research;
- Research Safety Oversight Committee (RSOC)

YES → Re-issue report with corrections noted next business day

No

Non-Critical — YES → Issue report next business day. Log FMS Request (if applicable)

Re-inspect after 20 business days

Corrected? — NO → Issue report next business day. Log FMS Request (if applicable)

YES → Re-issue report with corrections noted next business day

Re-inspect after 5 business days

Corrected? — NO → Issue report next business day. Log FMS Request (if applicable)

YES → Re-issue report with corrections noted next business day

Re-inspect after 5 business days

Corrected? — NO → Consider temporary suspension of research activity/lab work until findings are corrected.

YES → Re-issue report with corrections noted next business day

No Deficiencies → Issue report next business day.

Submit initial and corrected report to:

- *PI*
- *Lab Manager*
- *Safety Liaison*
- *CHO*
- *EH&S Deputy Dir.*

FMS-related items NOT corrected

Submit FMS-related items that are NOT corrected to:

- *Zones Manager*

FMS-related items NOT corrected

Submit initial and corrected report to:

- *Department Chair*
- *Department Safety Committee Chair (if one established)*
- *EH&S Dir.*
- *Include all recipients from first Inspection Report*

FMS-related items NOT corrected

Submit FMS-related items that are NOT corrected to:

- *FMS Director*

FMS-related items NOT corrected

Submit initial and corrected report to:

- *Chemical Safety Committee Chair*
- *Dean of School/College*
- *EH&S Dir.*
- *Include all recipients from past inspection reports*

FMS-related items NOT corrected

Submit FMS-related items that are NOT corrected to:

- *FMS Vice President*

*Immediately Dangerous to Life and Health

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