

Laboratory Safety Committee



Northern Illinois
University

Laboratory Inspection Program

Purpose

Periodic laboratory inspections are an integral part of any laboratory safety program. Inspections are the most productive when a qualified member of the lab is present to answer questions and provide input. A variety of topics are included in an inspection. For example, documentation, training, use of personal protective equipment, and chemical safety, just to name a few.

Various regulations also require lab inspections on a regular basis to provide evidence of adherence to regulations. OSHA's Laboratory Standard (29 CFR 1910.1450).

Policy

This program establishes NIU's laboratory inspection procedure in accordance with all applicable state and federal regulations, best management practices, and university policies and procedures.

Procedure

1. Frequency

All laboratories will be inspected annually. Additional or follow up inspections may be required based on the findings from previous inspections or as needed.

2. Inspection form

The Laboratory Inspection Checklist is included in (Attachment A).

3. Inspection Procedure

Scheduling of departmental inspections will be coordinated by the Office of Research Compliance, Integrity and Safety with the Department Chair and Laboratory Managers. Inspections will be conducted by a member(s) of the laboratory safety team. The laboratory inspection team may consist of the following: Laboratory Safety Manager, Laboratory Safety Officer, Department Chair, Laboratory Manager, or members of the Laboratory Safety Committee. The laboratory inspection team will coordinate the inspection with the Principal Investigator (PI) or a designee for the initial annual inspection. Follow up inspections for noncompliant labs or inspections to verify the use of personal protective equipment will be unannounced.

4. Documentation

The inspection will be conducted using the Laboratory Inspection Checklist (Attachment A). Comments and corrective action as well as photographic documentation will be included with the inspections form. The completed inspection documents will be electronically sent to the Department Chair, Laboratory Manager and PI. All inspection documentation will be maintained in the Laboratory Safety Office.

5. Noncompliant Laboratories

- a. Violations that present an immediate risk to the safety of the lab and occupants must be corrected during the inspection or the laboratory may be closed by the inspection team.
- b. Violations of a less serious nature must be corrected within 30 days upon receipt of the inspection checklist. Noncompliant laboratories must respond to the Laboratory Safety Office detailing all corrective actions.
- c. Follow up inspection may be conducted any time after 30 days to verify corrective actions. If the laboratory continues to not be in compliance, the laboratory will be referred to NIU's Laboratory Safety Committee for additional enforcement actions.

Annual Review

The Laboratory Safety Committee will review and revise this policy on an annual basis to reflect operational and procedural changes internal to the University as well as changes to applicable rule, and regulations and consensus standards.

Date	Reviewed by	Changes
4/18/207	Lab Safety Committee	Annual review
3/8/2021	Lab Safety Manager	Annual review
2/16/2022	Lab Safety Manager	Annual review