



**University of Delaware
Environmental Health and Safety Laboratory Inspection Program
Standard Operating Procedure**

Created: January 2008

Amended: July 3, 2010

1. Contact the responsible Faculty Member or designee to schedule the inspection.
2. After two notifications, contact the Faculty Member or designee and advise them that inspection will be performed at the convenience of the EHS Lab Inspector; provide the date of the inspection.
3. Prior to the scheduled inspection, review the data in the Environmental Health and Safety Assistant (EH&S) Program. Print out the information as necessary.
 - a. Lab Member List
 - b. Check training information
 - c. Expired permits or approvals
 - d. Up-to-date chemical inventory
 - e. Up-to-date biological inventory
4. Load the inspection onto the PDA/Smart Phone via the EH&S Mobile Inspection Program. Gather any documentation, safety glasses, etc.
5. Perform the inspection following the items in the Mobile Inspection Program.
6. Note all deficiencies and number of occurrences
7. Correct all possible deficiencies at the time of the inspection. Note these as "Corrected at Time of Inspection".
8. Provide recommendations and guidance on how to rectify the deficiencies to the Faculty Member or designee. At the close of the inspection, review the deficiencies. Advise the Faculty Member or designee that they will receive a report and that they will need to respond to each deficiency. Serious or imminent items must be rectified as soon as possible. Less emergent items must either be rectified within 30 days or be forwarded to upper management for action.
9. Upload the mobile inspection back into the EH&S Program. Finalize the inspection and send the inspection report to the responsible Faculty Member and the Department Safety Committee Chair. Copy the designee if the inspection was not performed with the Faculty Member. The report informs the Faculty Member that all uncorrected deficiencies will be handled following the procedures in the [Chemical Hygiene Committee Compliance Policy](#).
10. The completed inspection report must be returned to Environmental Health and Safety with a listing of the corrective actions, who performed the corrective actions and the date corrective actions were completed.
11. The EHS Inspector should submit any facility related deficiencies to Facilities, Maintenance and Operations through the "FixIt" program. Copy the Faculty Member and/or designee and the appropriate department building manager on the "FixIt" request.
12. On a periodic basis, EHS will send the Safety Committee Chair a status report on the outstanding deficiencies.
13. It is the responsibility of the Faculty Member and his/her department to correct the deficiencies. EHS will assist the Faculty Member or the Safety Committee Chair as necessary and when requested.

Laboratory Inspection Schedule

- January – Animal and Food Sciences
- February – Biology
- March
 - Lewes and Psychology (Even Year)
 - Lewes and Geology (Odd Year)
- April – Chemical Engineering
- May –
 - Georgetown and Physics (Even Year)
 - Georgetown and Delaware Geology Survey (Odd Year)
- June – Chemistry and Biochemistry
- July – Delaware Biotechnology Institute
- August – Plant and Soil Sciences and Bioresources Engineering
- September
 - Institute of Energy Conversion, Electrical Engineering and HNES (Even Year)
 - Institute of Energy Conversion and Electrical Engineering (Odd Year)
- October
 - Mechanical Engineering and Nursing (Even Year)
 - Mechanical Engineering and Entomology (Odd Year)
- November - Civil and Environmental Engineering and Material Science and Engineering
- December
 - Center for Composite Materials and Medical Technology (Even Year)
 - Center for Composite Materials and Physical Therapy (Odd Year)

Annual Inspections

Animal and Food Sciences
Biological Sciences
Bioresources Engineering
Center for Composite Materials
Chemical Engineering
Chemistry and Biochemistry
Civil and Environmental Engineering
Delaware Biotechnology Institute
Electrical and Computer Engineering
Georgetown Research and Education
Institute for Energy Conversion
Marine and Earth Studies, Lewes
Materials Science and Engineering
Mechanical Engineering
Plant and Soil Sciences

Inspections every 2 years

Delaware Geological Survey
Entomology and Applied Ecology
Geological Sciences
Health, Nutrition, and Exercise Sciences
Medical Technology
Nursing
Psychology
Physical Therapy
Physics and Astronomy

Inspected as part of general building inspections (no specific lab inspections by EHS)

Art and Art Conservation