



University of New Haven

POLICIES AND PROCEDURES

Policy Title:

**UNH Laboratory
Inspection Policy**

Policy No.: 8235

Rev.:

Effective Date: **January 2024**

Last Revision: **N/A**

Responsible Office: Department of Public Safety

Responsible Official: Associate VP of Public Safety & Administrative Services

1.0 Policy Statement

The University of New Haven (University) has multiple departments which include teaching and research within laboratories. This is an environment where the activities of students and faculty can involve a variety of hazards. The University instills a strong safety culture through best management practices and regulatory inspections of laboratory spaces.

1.1 Purpose and Scope

This policy provides a written description of the laboratory inspection process and expectations that are to take place at the University of New Haven. It has been developed to provide structure to the laboratory inspection process with the objective to anticipate, recognize, and control potentially hazardous conditions within the laboratories.

1.2 Review

The Associate Vice President of Public Safety and Administrative Services will review and update this policy whenever necessary or at least annually.

All the elements of this policy are considered University of New Haven policy and may be enforced as such. Failure on the part of the employees to follow the policies of this plan may result in disciplinary action.

2.0 Roles and Responsibilities

The following individuals have responsibilities regarding this laboratory inspection policy. All laboratory inspections are to be saved to the UNH EHS shared drive. The previous three years of inspections should be available. Please note:

IF AN INFRACTION IS PRESSING, TIME SENSITIVE, OR POSES A SERIOUS HAZARD, INSPECTIONS SHOULD IMMEDIATELY BE SUBMITTED TO PUBLIC SAFETY.

2.1 Lab Managers

The lab manager or designated EH&S representative shall be responsible for coordinating and documenting routine laboratory inspections on a quarterly basis for labs within the Biology & Environmental Science Department, Chemistry and Chemical & Biomedical Engineering Departments, Forensic Sciences Department, and Mechanical or Environmental Engineering Departments. The following steps shall be taken to conduct the inspections:

- Conduct quarterly self-inspections using the online IMEC Safety Inspection software. These detailed lab safety inspections will be conducted in all laboratories within their department.
- If able to do so, infractions are to be corrected at the time of inspection. Corrective action should be taken and documented in the IMEC inspection form prior to submittal.

- If an infraction cannot be corrected right away, documentation of progress or a plan of action toward resolving the infraction must be noted.
- Reach out to faculty, other lab personnel, or Public Safety if their assistance is needed to achieve corrective action or if there are questions on how to achieve resolution.
- Provide constructive feedback to Public Safety on any updates and or changes to this policy as necessary.

2.2 Triumvirate Environmental

An Environmental Specialist from Triumvirate Environmental is regularly onsite to strengthen the safety culture and compliance of the University. The Environmental Specialist is responsible for ensuring hazardous waste storage areas are compliant in all identified areas on campus and include the following:

- Weekly Main Accumulation Area (MAA) inspections using IMEC. These inspections are submitted through the IMEC system and are kept on file electronically. Any infraction and corrective action are to be noted on the inspection form.
 - Keep at least the previous three years of inspections on file.
- Weekly Satellite Accumulation Area (SAA) inspections using IMEC. Once submitted through IMEC, a report will automatically be generated and be sent to Public Safety representatives. This report summarizes all SAA inspections that were completed.
- If able to do so, infractions are to be corrected at the time of inspection. Corrective action should be taken and documented on the IMEC inspection form prior to submittal.
 - If an infraction cannot be corrected during inspection day, documentation of progress or a plan of action toward resolving the infraction must be noted.
 - Reach out to Public Safety or the departmental lab manager if their assistance is needed to achieve corrective action or if there are questions on how to achieve resolution.

2.3 Public Safety

The Executive Director of Fire, Environmental, & Workplace Safety and onsite Environmental Health & Safety Consultant are responsible for conducting periodic surprise inspections of the laboratories. Details are as follows:

- Inspections apply to all departments and do not have time constraints.
- An inspection form will be submitted to the department lab manager (whether or not corrective action is necessary), within a timely manner after the date of inspection.

- If corrective action cannot be achieved at time of surprise inspection, the lab manager follows the same structure as explained above under Section 2.1.

3.0 Disciplinary Action

The University of New Haven is dedicated to the safety of its students, faculty, contractors, and visitors. Laboratory safety inspections are to be taken seriously, and everyone must accept personal responsibility for practicing safety on campus.

3.1 Lack of Corrective Action

Public Safety will follow up on any compliance matters to ensure resolution. Issues regarding safety and compliance in which corrective action is not addressed or achieved will be addressed through the provisions of the University of New Haven's Laboratory Safety Policy, Section 4.0. General Oversight and Corrective Actions. If infractions are still unresolved with no motivation or plan for correction, the escalation process will be utilized.

Appendix I: Laboratory Inspection Locations

Buckman	B117	Mechanical Engineering
Buckman	B127 – Machine Shop	Mechanical Engineering
Buckman	B301	Chemistry
Buckman	B304	Chemistry
Buckman	B305	Chemistry
Buckman	B306	Chemistry
Buckman	B307	Chemistry
Buckman	B310 (MAA)	Chemistry
Buckman	B310A	Chemistry
Buckman	B310B	Chemistry
Buckman	B310C	Chemistry
Buckman	B311	Chemistry
Buckman	B313	Chemistry
Buckman	B314	Chemistry
Buckman	B331A	HIGA Polymer Lab
Buckman	B331B	Environmental Engineering
Buckman	B332	Chemistry & Biomedical Engineering
Bergami Hall	101E	Makerspace - Mechanical Engineering
Charger Plaza	CP05	Biology
Charger Plaza	CP06	Biology
Charger Plaza	CP07	Biology
Charger Plaza	CP12	Biology
Charger Plaza	CP14	Biology
Charger Plaza	CP18	Biology
Charger Plaza	CP22	Biology
Charger Plaza	CP24/24A	Biology
Charger Plaza	CP108/110	Forensics
Charger Plaza	CP118	Biology
Dental Hygiene Building	Laboratories & Prep Rooms	Dental Hygiene

Dodds	D103	Environmental Science
Dodds	D301	Biology
Dodds	D302/303	Biology
Dodds	D304	Biology
Dodds	D305	Biology
Dodds	D306	Biology
Dodds	D307	Biology
Dodds	D308	Biology
Dodds	D309	Biology
Dodds	D311/312	Biology
Dodds	D313	Biology
Dodds	D408	Forensics
Dodds	D411	Forensics
Dodds	D412	Forensics
Dodds	D413B	Forensics
Dodds	D414	Forensics
Dodds	D415	Forensics
Dodds	D415A	Forensics
One Care Lane	110 Classroom	Health Sciences
New Haven Canal Dock Boathouse	Teaching Laboratory	Biology & Environmental Science

**All of the above locations have either a Satellite Accumulation Area (SAA) or Main Accumulation Area (MAA) for hazardous waste that Triumvirate Environmental inspects weekly. Full lab inspections are conducted for the above locations at least quarterly.