



## **SAFETY SERVICES STANDARD OPERATING PROCESS: SEMI-ANNUAL LABORATORY INSPECTIONS**

Safety Services will inspect laboratory locations for lab safety compliance at least twice annually. Upon completion of an inspection, an Inspection Report will be produced and provided to the PI. The PI or his/her subordinate personnel will have approximately two (2) weeks from the date of the report to provide a response and/or take corrective action for the documented violations.

### **INSPECTION VIOLATION [EMAIL] REPORT**

**To: PI**

Safety Services will complete a follow-up inspection of the Inspection Report following the initial two-week corrective action period. Violations that have been corrected will be removed and any remaining deficiencies will be sent as a Follow-Up Inspection Report to the PI and Chair. The Follow-Up Inspection Report will only document violations that have not been resolved during the initial two-week period. If you require any assistance from Safety Services or Facilities to address and correct these violations/concerns, please email [safety.services@ttuhsc.edu](mailto:safety.services@ttuhsc.edu).

### **FOLLOW-UP INSPECTION [EMAIL] REPORT WITH VIOLATIONS AND CONCERNS**

**To: PI, IBC Chair, & Department Chair**

Safety Services is requesting a response within one (1) week to the findings outlined in this final laboratory inspection report. If documented violations are not addressed by written response, Safety Services will email the Follow-Up Inspection Report to the appropriate school Dean and the Senior VP of Research and Innovation with the recommended corrective action, which may include the suspension of lab operations. The PI, IBC Chair, and Department Chair will be notified in writing concerning these appropriate next steps and escalation of violations. Safety Services will continue to report monthly the violation's status until corrected to all parties. If you require any assistance from Safety Services or Facilities to address these violations/concerns, please email [safety.services@ttuhsc.edu](mailto:safety.services@ttuhsc.edu).