Laboratory Chemical Safety Audit Flow Chart

AUDIT FINDINGS

PHASE 1 | **PHASE 2** | **PHASE 3** | **PHASE 4**

High Risk IDLH

Yes → **STOP**

- Issue Stop Work Order. Immediately Notify:
  - Lab-PI & All Lab Personnel
  - EHRS-Director & Assistant Director/Chemical Hygiene Officer (CHO)
  - Department-Chair & Safety Liaison (if one established)
- Immediate corrective action is required.
- A written corrective action plan (CAP) is required from the PI within 3 days.
- Issue report to PI within 1 business day and include:
  - EHRS-Director & Assistant Director
  - Department-Chair & Safety Liaison
  - EHSSC
- Completion of CAP, Certification of Corrective action or a progress report within 10 business days.

Re-Audit within 10 business days

Corrected ? Yes → Re-Audit within 10 business days

Corrected ? No →

Response to Findings

- Verify that a CAP is being implemented and/or a progress report has been submitted to EHRS.
- Issue 2nd report to PI within 1 business day and include:
  - College-Dean or Designee (i.e. Associate Dean)
  - All recipients from Phase 1

Re-Audit within 5 business days

Corrected ? Yes → Re-Audit within 5 business days

Corrected ? No →

Response to Findings

- Notify the Vice Provost for Research if CAP and/or corrective actions are not being implemented.
- Discuss and determine next steps and/or additional recommended corrective actions with EHSSC.
- Present EHSSC recommendation to OVPR for implementation.

No →

Medium Risk

Yes →

Response to Findings

- Notification (verbal) to the PI on Findings.
- Issue report to PI within 5 business days and include:
  - Lab-Lab Manager and/or applicable lab personnel
  - Department Safety Liaison (if one established)
  - EHRS-Assistant Director/Chemical Hygiene Officer (CHO)
- Certification of Corrective Actions within 15 business days.

Re-Audit within 15 business days

Corrected ? Yes → Re-Audit within 15 business days

Corrected ? No →

Response to Findings

- Verify that corrective actions are being implemented.
- Issue 2nd report to PI within 3 business days and include:
  - Department-Chair
  - EHRS-Director
  - All recipients from Phase 1

Re-Audit within 10 business days

Corrected ? Yes → Re-Audit within 10 business days

Corrected ? No →

Response to Findings

- Verify that corrective actions are being implemented.
- Issue 3rd report to PI within 2 business days and include:
  - College-Dean or Designee (i.e. Associate Dean)
  - All recipients from Phase 2

Re-Audit within 7 business days

Corrected ? Yes → Re-Audit within 7 business days

Corrected ? No →

Response to Findings

- Issue Report to EHSSC within 1 business day and include:
  - All recipients from phase 3
  - Present and discuss findings/status at the next EHSSC scheduled meeting
- Consider temporary suspension of research activity/lab work until findings are corrected.

No →

Low Risk

Yes →

Response to Findings

- Notification (verbal) to the PI on Findings.
- Issue report to PI within 10 business days and include:
  - Lab-Lab Manager and/or applicable lab personnel
  - Department Safety Liaison (if one established)
  - EHRS-Assistant Director/Chemical Hygiene Officer (CHO)
- Certification of Corrective Actions within 30 business days.

Re-Audit within 30 business days or during next audit cycle as warranted by risk at the discretion of auditor

Corrected ? Yes → Re-Audit within 30 business days or during next audit cycle as warranted by risk at the discretion of auditor

Corrected ? No →

Response to Findings

- Verify that corrective actions are being implemented.
- Issue 2nd report to PI within 5 business days and include:
  - Department-Chair
  - EHRS-Director
  - All recipients from Phase 1

- Re-Audit at next audit cycle
- Repeat findings will be elevated to a Medium Risk at the next audit
- Immediately inform EHRS-Assistant Director if conditions have deteriorated or IDLH

No →

Item of Concern, Information, or No Findings

Yes →

Response to Findings

- Notification (verbal) to the PI on Findings.
- Issue report to PI within 15 business days and include:
  - Lab-Lab Manager and/or applicable lab personnel
  - Department Safety Liaison (if one established)
  - EHRS-Assistant Director/Chemical Hygiene Officer (CHO)

Evaluated during next audit cycle

Facilities Management (FM) items not Corrected (Phase 2)

- Follow-up with Department Administrator and/or Building Manager to determine status.
- Contact applicable FM Supervisor and request assistance with corrective action(s) as appropriate.

Facilities Management (FM) items not Corrected (Phase 3)

- Follow-up with Department Administrator and/or Building Manager to determine status.
- Contact applicable FM Director and Supervisor and request assistance with corrective action(s) as appropriate.

Temple University
Environmental Health and Radiation Safety

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