



SAFETY SERVICES STANDARD OPERATING PROCESS: SEMI-ANNUAL LABORATORY INSPECTIONS

Safety Services will inspect laboratory locations with 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.

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.