



Lab Safety Evaluation Instructions

Please complete each of these 10 items before the in-person walkthrough:

- For more details on each item, see the longer instructions on the following pages

Items to complete online using OESO's [Lab Safety and Waste Management System](#):

- 1. Update list of lab members (if needed)
- 2. Check that all lab members' online training is up-to-date (or ask them to complete it)
- 3. Update the room numbers for your lab (if needed)
- 4. Submit the lab's annual Targeted Chemical Report
 - ➔ This is required for every lab, every year, even if no targeted chemicals are used or stored.
- 5. Submit the lab's annual Biological Materials Report
 - ➔ This is required for every lab, every year, even if no biological materials are used or stored.

Items to send to OESO via e-mail:

- 6. [Lab Safety Checklist](#) (required; attached to your invitation email, in addition to this document)
- 7. [Chemical Hygiene Plan](#) (required; updated for the current year)
 - ➔ If your particularly hazardous substances are not listed within the Chemical Hygiene Plan, please send a separate document listing them.
 - ➔ OESO updated the template for Lab-Specific Chemical Hygiene Plans in March 2023. Please use the new template from this point forward (linked above).
- 8. If you have one, a complete chemical inventory, ideally using the [GHS Lookup Tool](#) (copy and paste the CAS numbers for each chemical in your lab into the tab named "Multiple CAS Lookup").
 - ➔ Using the GHS tool will identify which SOPs are needed for your lab.
- 9. Any required lab-specific [Chemical SOPs/Guidelines](#) (as indicated by the GHS tool)
- 10. Any required [Biosafety SOPs](#)
 - ➔ Send the OESO-approved version, if you have one. If not, see details below.

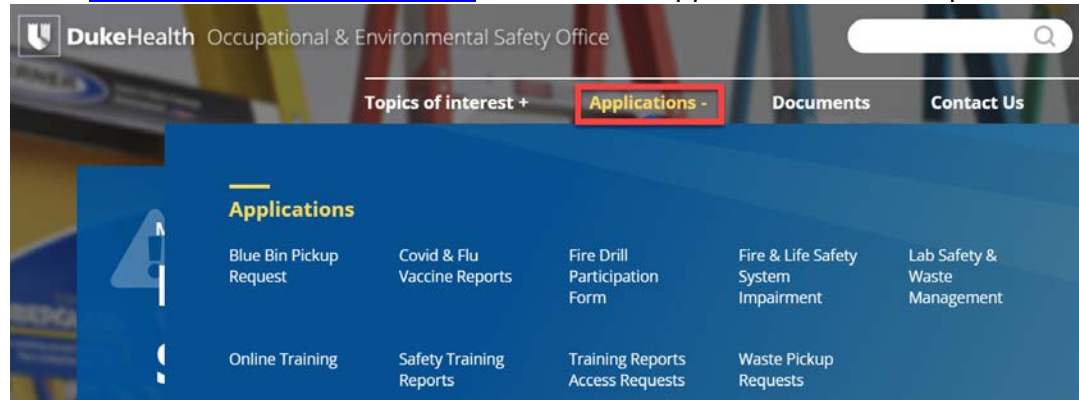


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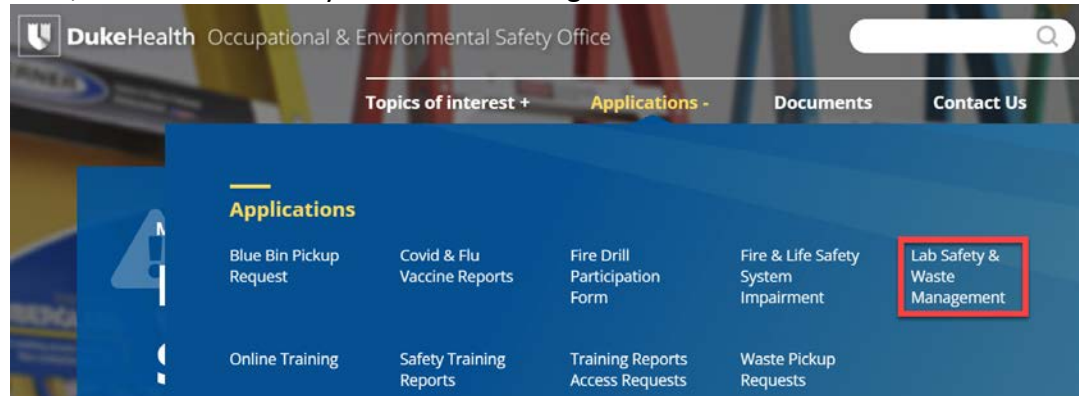
Detailed instructions for items to complete using OESO's online [Lab Safety and Waste Management System](#) (before walkthrough):

1. Login to OESO's [Lab Safety and Waste Management System](#) to update lab members and verify their training.

a. Go to <https://www.safety.duke.edu> and click on "Applications" at the top:



b. Next, click on "Lab Safety and Waste Management"



c. Log in using your Duke Net ID and password.

d. Click "Lab Contacts" at the top to update the list of lab personnel (if needed).

i. Click "Add Contact" or "Add Personnel" > enter their Duke Unique ID

o FYI: Lab "Contacts" will have access to this system, but Lab "Personnel" will not.

ii. To remove people, click the red "X" on the row with their name.

Edit Rooms	Lab Personnel					
Room Details	<p><i>i</i> The following employees work in your lab, but Do Not Have Permission to complete any lab-related tasks in this system for the selected PI. To allow permission, an employee must be added as a lab contact above.</p>					
Lab Audit	+ Add Personnel					
Lab Contacts	Name	DukeID	Phone	Email	Training	Delete
Edit IBC	Tung, Jenny	226425	+1 919 668 4912	jenny.tung@duke.edu	<input type="button" value="View"/>	<input type="button" value="View"/>
	Zipple, Matthew	684282		matthew.zipple@duke.edu	<input type="button" value="View"/>	<input type="button" value="X"/>



2. **After the list of lab members is up-to-date, please verify the online training requirements for each person.** Let us know if any adjustments are needed.
 - a. All laboratory members need the following:
 - i. Fire/Life Safety
 - ii. Laboratory Safety - General
 - iii. Hazard Communication for Lab Personnel
 - b. Any lab members working with infectious agents or human blood, tissue, or cell lines (even immortal cell lines purchased from a vendor) should also have the following:
 - i. Biosafety Level 2 and BBP for Lab Workers
 - c. Any lab member who prepares shipping papers and/or packages containing biological materials or dry ice should have the following:
 - i. Shipment of Biological Materials

If personnel are overdue for training, ask them to complete the training requirements at www.safety.duke.edu (click on “Online Training”).

3. While logged in to OESO’s [Lab Safety and Waste Management System](#), please verify and/or update any changes in Room Numbers for your lab (if needed).
 - a. Click “Manage Rooms” at the top to Edit Rooms and to enter details for each room.

Edit Room List				
Close this Lab				
+ Add Building/Room				
	Building	Room	Edit Details	Delete
Room Details	Biological Sciences Bldg.	0010		
Lab Audit	Biological Sciences Bldg.	0025A		
Lab Contacts	Biological Sciences Bldg.	006		
Edit IBC	French Family Science Center	4311		

4. While logged in to OESO’s [Lab Safety and Waste Management System](#), complete the lab’s annual **Targeted Chemical Report** as follows:
 - a. Click on “Chemical Reporting” at the bottom left of the screen.





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- b. Click the red button “Click Here to Report Your Targeted Chemicals”, and follow the prompts to submit the Targeted Chemical Report.

Chemical Reporting Home

Welcome to our Targeted Chemical Reporting System


This system allows Duke to track certain chemicals regulated by the government. Each lab reports its quantities of targeted chemicals, and OESO tracks overall quantities so that we can report to the relevant government authority if we exceed regulatory thresholds. **Labs are required to report their targeted chemicals each year before their laboratory audit.**

If you are associated with more than one PI, you can change from one PI to another using the dropdown box at the upper right of the screen.

The following are printable and spreadsheet versions of the list of targeted chemicals.  
 Note: To view the PDF version you must have Acrobat Reader installed.

Click Here to Report Your Targeted Chemicals

Note: You have a report below that is not yet complete. Please click Review below to Continue.

Date Created	Completed By	Actions	Submitted?
1/4/2017 9:12:56 AM	North, John	Review	

- i. Please note that there are several tabs in this report:

Select Chemicals in your lab and report locations, concentrations, and amounts

[Previous Report](#) [Chemical Lookup](#) [New Chemicals](#) [Data Entry](#) [Review](#) [Finish](#)

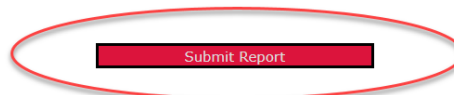
The chemicals listed below were marked as Favorites within Chemical Lookup. If you have any of these chemicals, check the appropriate checkbox(es) and then indicate the number of containers you possess. The actual data entry for these items will be completed on the Data Entry tab.

	Chemical Name	CAS#	# Containers	Synonyms
<input checked="" type="checkbox"/>	Hydrogen Peroxide (Conc 35% or more)	7722-84-1	1	

[Save and Continue](#)

Please be sure you go all the way through each tab, until you reach the final “Submit” button at the end.

TERMS AND CONDITIONS: In checking this box, I am verifying that I have completed and reviewed this report of my targeted chemicals, and that it is accurate.



If you have trouble accessing the Targeted Chemical Reporting Function, let us know. The Report may not open if last year’s report includes a room that is no longer associated with the lab, but we can help fix this.

- c. Please note that this Targeted Chemical Report is ***not*** the chemical inventory (which you can email to OESO, as described in Step 7 below).

5. While logged in to OESO’s [Lab Safety and Waste Management System](#), complete the lab’s annual **Biological Materials Report**.

- a. See [detailed instructions](#) on how to submit your lab’s annual Biological Materials Report on our [Biological Materials Reporting System webpage](#).



Detailed list of documents to send OESO before walkthrough (please send the following to the OESO staff member who contacted you about the evaluation):

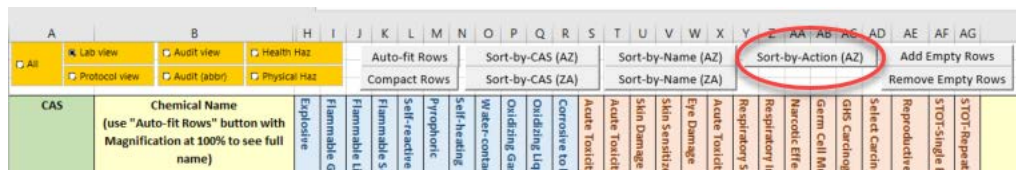
6. A filled-out **Lab Safety Checklist** for this year (attached to your invitation email, with this document).
7. **Chemical Hygiene Plan (CHP)** -- updated for the current year
 - a. OESO updated the template for Lab-Specific Chemical Hygiene Plans in March 2023. **Please use the new template from this point forward (linked above).**
 - b. If your particularly hazardous substances are not listed within the Chemical Hygiene Plan, please send them in separate list.
 - c. The CHP should be a word document, although a pdf (or scan) will work.
 - d. Please make sure the CHP has been reviewed and updated to be reflective of the current year before you send it.
 - e. For the signature pages, you can use digital signatures or a scan of a physical copy/signature.
8. If you have one, **a complete chemical inventory, ideally using the GHS Lookup Tool** (copy and paste in the CAS numbers for each chemical in your lab, on the tab named "Multiple CAS Lookup"). The CAS number is a unique identifier for each chemical in format xxxxxx-xx-x. (If you will be copy/pasting CAS numbers into the GHS Lookup Tool, it will work best if you omit the dashes. Otherwise, Excel may reformat some CAS numbers as dates!)
 - f. Using the GHS Lookup Tool will identify which SOPs are required for your lab.
 - i. Instructional videos for the GHS Lookup Tool can be found [here](#), if needed.
 - g. If the lab already has a filled-out copy of the GHS Lookup Tool from previous years, please add any new chemicals obtained within the past year to the "Multiple CAS Lookup" Tab (if needed). Note that the most updated version of the GHS Lookup Tool may have updated information about some of the lab's chemicals, so you may want to copy/paste the CAS numbers from the previous version of the tool into the latest one.
 - h. **Once your lab's GHS Lookup Tool is up-to-date, please send us a copy of the filled-out tool.**
 - i. If you do not have a filled-out copy of the GHS Lookup Tool yet, the easiest way to create one is to make a Chemical Inventory in Excel. Please be sure to create a column containing the CAS number for each chemical in the lab.



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We have a [Sample Chemical Inventory](#) form on our website available, if desired.

- i. The CAS numbers can then be pasted into the GHS Lookup Tool. Enter them on the tab named "Multiple CAS Lookup".
 - ii. If you have problems with the GHS Lookup Tool, please send us the Excel version of your Chemical Inventory. Please be sure it includes a column containing the CAS number for each chemical in the lab.
 - j. If you do not have a chemical inventory with CAS numbers in Excel, and will not have a chance to create one before the walkthrough, please send us your chemical inventory by the means you already have (a list or Word doc, etc.).
9. **Any required lab-specific Chemical SOPs/Guidelines for Action A and B substances** (as indicated by the GHS tool).
- k. After you have entered all of your CAS numbers, use the Sort-by-Action button to bring all of the Action A and Action B chemicals (which require SOPs) to the top of the list:



Action A and Action B chemicals will now be listed at the top of the form:

Action (use "Auto-fit Rows" button with Magnification at 100% to see full details)	P-list? (Empty mfr container=wait)	Chem Reporting req'd if YES	Record Date
A: Particularly Hazardous/High risk. Lab-specific SOP must be approved			4/7/2017
A: Particularly Hazardous/High risk. Lab-specific SOP must be approved			4/7/2017
B: Particularly Hazardous. Lab-specific SOP required. If used in			8/24/2016
B: Particularly Hazardous. Lab-specific SOP required. If used in	YES		12/20/2019
C: Hazardous. Follow safety guidelines for applicable hazard(s) when			8/24/2016

Create lab-specific SOPs as needed (specified in the 'Action' column, as shown in the image above), using the [SOP Creation Guidelines](#), [SOP template](#), the [GHS Lookup Tool](#), supplier's SDS, and possibly a [chemical- or hazard-specific template](#) from OESO's website (if available for the chemical in question). **Please send us all of the lab-specific chemical SOPs alongside the rest of your documentation.**



10. Any required [Biosafety SOPs](#).

- l. Send the most recent **OESO approved** Biosafety SOPs you have on file (the OESO approved versions will be PDFs with a certified signature stamp).
- m. If you do not have a signed / OESO approved version from within the last 3 years, please send us the most recent Biosafety SOP(s) you have as a word document (with any changes tracked), and we will review and work with you on updates / approval.