

Schedule of Tasks for Chemistry Safety Program				Relevant Forms/Links		
Color Codes	EH&S Required	Chemistry Recommended	University Required			
January	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books		Eyewash log		
		2) "Safety Moment" at group meeting		Satellite waste accumulation log		
	Tasks to be completed by January 31st	1) Chemical and hazardous waste handling refresher (if applicable) Store certificates in waste management log book Submit copies to Teresa Spayd		Link to lab and chemical safety Link to request waste pick-up Initial lab and chemical safety		
		2) Laser or X-ray audits (if applicable) Review laser, X-ray, radioactive safety training procedures Review safety implementation steps Review laser, X-ray, radioactive regulation procedures		Link to laser safety resources Link to X-ray safety resources Link to radioactive materials safety		
		3) EHS Mandatory self-inspection and lab clean-up Require a different lab member to help each time Send to Teresa Spayd and Larry Johns Include copy in waste management log book		EHS Self-inspection form Link to waste logbook template		
		4) Place copy of lab safety training certificates for new lab members in waste management log book				
		5) Learning Experience Report Send to John Asbury		LER blank template		
Requirements for Community Citizen Award due by January 31st 1) Self-inspection to Teresa Spayd 2) LER to John Asbury 3) Updated contact information to Teresa Spayd		Link to previous LER summaries Link to previous LER files				
February	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books		Eyewash log		
		2) "Safety Moment" at group meeting		Satellite waste accumulation log		
	Monthly Tasks	Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd		EHS Self-inspection form		

March	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Monthly Tasks	Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd	EHS Self-inspection form
April	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Tasks to be completed by April 30th	1) Monthly laboratory self-inspection and lab clean-up Require a different lab member to help each time Send to Teresa Spayd	EHS Self-inspection form
		2) Learning Experience Report Send to John Asbury	LER blank template
		Requirements for Community Citizen Award due by April 30th 1) Self-inspection to Teresa Spayd 2) LER to John Asbury 3) Updated contact information to Teresa Spayd	Link to previous LER summaries Link to previous LER files
May	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Monthly Tasks	Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd	EHS Self-inspection form
June	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Monthly Tasks	Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd	EHS Self-inspection form

July	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Tasks to be completed by July 31st	1) EH&S Laboratory Inspection and lab clean-up Take corrective action as required by EH&S after inspection Confirmation of corrective actions to Larry Johns and Teresa Spayd	
		2) Chemical inventory updated annually (at a minimum) in CHIMS	Info about CHIMS CHIMS Forms
		3) Learning Experience Report Send to John Asbury	LER blank template
		Requirements for Community Citizen Award due by July 31st 1) Confirmation of corrective action to Teresa Spayd 2) LER to John Asbury 3) Updated contact information to Teresa Spayd	Link to previous LER summaries Link to previous LER files
August	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Monthly Tasks	Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd	EHS Self-inspection form
September	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Monthly Tasks	Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd	EHS Self-inspection form

October	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Tasks to be completed by October 31st	1) Monthly laboratory self-inspection and lab clean-up Require a different lab member to help each time Send to Teresa Spayd	EHS Self-inspection form
		2) Learning Experience Report Send to John Asbury	LER blank template
		Requirements for Community Citizen Award due by October 31st 1) Self-inspection to Teresa Spayd 2) LER to John Asbury 3) Updated contact information to Teresa Spayd	Link to previous LER summaries Link to previous LER files
November	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Monthly Tasks	Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd	EHS Self-inspection form
December	Weekly Tasks	1) Check eyewashes and satellite waste accumulation areas, record in log books 2) "Safety Moment" at group meeting	Eyewash log Satellite waste accumulation log
	Tasks to be completed by December 31st	1) Monthly laboratory self-inspection and lab clean-up Require a different lab member help each month Send to Teresa Spayd	EHS Self-inspection form
		2) Review of Unit Specific Plan All lab members including PI must review and sign updated version	Template for Unit Specific Plan
		3) Review of Standard of Operating Procedures SOPs must be reviewed annually and updated if necessary	Template for Safe Operating Procedures
		4) Clery Act compliance training refresher - all group members including PI	Link to Clery Act reporter training
	5) Child abuse reporter training - all group members including PI	Link to child abuse reporter training	

Revised July 24, 2015