



**SAN FRANCISCO
STATE UNIVERSITY**

EHS Written Process Directive: Lab Inspections

Division:

Administration & Finance

Department:

Environment, Health, and Safety

Contact Information:

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Effective Date:

Tuesday, October 1, 2019

Revised November 18, 2023

Authority:

HSC, 25000-25547.8 Hazardous Materials Release Response Plan and Inventory
Cal/OSHA Title 8 Section 3203. Injury and Illness Prevention Program (IIPP)

Objective:

Establishment of a formal process for completing Quarterly Hazmat Laboratory Inspections, as required by the San Francisco Department of Public Health (SFDPH), as part of the Hazardous Materials Business Plan (HMBP) Program, and Annual Laboratory Safety Inspection to comply with Cal/OSHA Title 8 requirements for identifying hazards.

Statement:

The procedures below describe a formal process for completing required laboratory inspections. This written EHS Process Directive applies to faculty, staff, and student assistants at SFSU involved in managing laboratories or areas on campus where hazardous materials are stored or used.

Introduction

Annual health & safety inspections are part of SFSU's compliance with the Cal/OSHA IIPP requirement for hazard identification.

Additionally, quarterly inspections of hazmat areas are required by SFDPH as part of the state-wide HMBP Program, also known as California's "Hazardous Materials Release Response Plans and Inventory," authorized by HSC, 25500-25547.8.

Procedures:

The CSU acquired a license for campuses to use the RSS Laboratory Inspections Software module to track laboratory safety and hazmat inspections in 2018.

EH&S staff supported by trained student aides conduct annual lab safety inspections and quarterly hazmat area inspections with results reported to appropriate lab owners/ hazmat area owners for correction.

Outstanding corrective actions are reported to the appropriate Dept. Chair/ Dean/ Director/ Vice President, for follow up.

Definitions

CCR	California Code of Regulations
CHP	Chemical Hygiene Plan
CUPA	Certified Unified Program Agency (authorized by Cal/EPA, DTSC to administer certain environmental programs)
DTSC	(California) Department of Toxic Substances Control
HMBP	Hazardous Materials Business Plan
HSC	(California) Health & Safety Code
Hazmat	Hazardous Materials
RSS	Risk & Safety Solutions (software program with three modules provided to CSU campuses by the Chancellor's Office)
SFDPH	San Francisco Department of Public Health (CUPA for the City and County of San Francisco)