



## **EHS Written Practice Directive**

### **Lab Inspections - Required Inspections of Laboratories and Areas Where Hazardous Materials Are Used or Stored**

<b>Division:</b> Administration & Finance
<b>Department:</b> Environment, Health, and Safety
<b>Contact Information:</b> Director, Environment, Health, and Safety Marc Majewski x82596 majewski@sfsu.edu
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#### **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:**

Define a process for complying with required inspections of laboratories and areas where hazardous materials are used or stored.

#### **Statement:**

The San Francisco Department of Public Health (SFPDH), serving as the CUPA administering environmental regulations for the city of San Francisco requires quarterly environmental inspections of areas where hazardous materials are used or stored.

Cal/OSHA regulations require annual lab safety inspections.

#### **Procedures:**

1. In 2018, the CSU acquired a license for campuses to use the RSS Inspections software module to conduct laboratory safety and hazmat inspections, and to track inspection findings.
2. Using this software, 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.
3. EH&S reports outstanding corrective actions 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 to administer certain environmental programs)  
DTSC Department of Toxic Substances Control  
HMBP Hazardous Materials Business Plan  
HSC Health & Safety Code  
Hazmat Hazardous Materials  
RSS Risk & Safety Solutions, a UC company providing software programs to campuses  
SFDPH San Francisco Department of Public Health (CUPA for the City and County of San Francisco)