

Listing of Inspection Categories

The University of Texas at El Paso

CHEM

P & P

Violation Code	Description	Point Value	Ask Order
1. Policies and Postings			
001	The studio/lab/workshop door hazard sign(s) contains current information regarding the area hazards and emergency contact information. <i>Please inform EH&S of any changes to the information on the door hazard sign(s). All hazards MUST be communicated to all personnel that work in the area.</i>	1	1
002	Refrigerators and freezers used to store chemicals (art supplies, chemical/biological reagents) and or potentially hazardous biological materials are labeled with a "no food or drink allowed" sign.	1	2
003	Studio/lab/workshop entrance door(s) is self-closing and self-locking. <i>EH&S recommends that the Department consider installing self-closing - self-locking door hardware to secure areas that use and store hazardous chemicals and or machinery.</i>	1	3
004	Studio/lab/workshop entrance door(s) is closed and or locked when room is unattended. <i>Areas where hazardous materials and or machinery is used and stored must be closed to unauthorized access when unattended. Stricly enforce this policy to protect students and materials in the area.</i>	1	4
005	Lab/studio/workshop personnel have attended the applicable UTEP Safety Class within the last year. <i>Individuals working in areas that use and or store hazardous materials or equipment need to attend the applicable UTEP Safety Class annually. Classes offered include Radiation Safety, Biosafety, General Lab Safety and Art Safety Classes. Call EH&S x7124 to schedule safety classes or visit www.utep.edu/ehs to view Safety Class Calendar.</i>	5	5
007	The studio/lab/workshop has written Standard Operating Procedures (SOPs) in place to protect students and personnel against high risk activities, equipment or experiments. <i>The development and communication of SOPs to personnel is an integral part of a successful quality system as it provides individuals with the information needed to perform a dangerous task properly and safely. The PI, professor or shop supervisor must provide SOPs to students or personnel as needed and send a copy to EH&S office files, email: eh&s@utep.edu</i>	2	6
008	Studio/lab/workshop specific training is documented for specific hazardous chemicals, tasks and or equipment. <i>The PI, professor or shop supervisor must conduct and document shop specific safety training on dangerous activities such working with chemicals, kilns, saws, lathes, welding, etc., for the protection of students and individuals working in the area.</i>	2	7
009	Personnel and students know how to access Safety Data Sheets for hazardous chemicals used and or stored in the shop. <i>All individuals in the lab/shop/studio must know how to access publishehd Safety Data Sheets for hazardous chemicals in case of accidental spill, if someone is injured as these provide valuable safety information. Safety Data sheets can be accessed via the EH&S database at www.utep.edu/ehs as well as by doing a Google search online.</i>	2	8

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1. Policies and Postings

010	Safety Data Sheets are readily available for all hazardous chemicals used or stored in the area.	1	9
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Keep readily accessible hard copies for all high risk hazardous chemicals used regularly and or stored in the shop in case of accident or injury and communicate their location to students working in the studio/lab/shop.

011	Lab/studio/workshop has an up-to-date/current listing of all chemicals and or hazardous biological materials used in the shop.	1	10
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A current listing of hazardous materials used and or stored in the lab/studio/shop needs to be readily available. It can be kept in the Shop Safety Binder and a copy sent to EH&S via e-mail: eh&s@utep.edu

012	Lab/workshop/studio personnel know how to access UTEP Safety Policies and Shop Standard Operating Procedures.	1	11
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PI, professor or shop supervisor must inform students that UTEP Safety Policies are available via hardcopy in the Safety Binder and via the EH&S website at www.utep.edu/ehs in case of accident or injury.

013	Food or drink is not allowed in studio/workshop/lab where hazardous materials (art supplies, solvents, chemicals, biological materials) are used and or stored.	2	12
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Professor, PI or shop supervisor must ensure students/individuals do not bring or consume food or drink in the shop/studio/lab. Inadvertent contamination could occur and result in direct exposure to the hazardous materials.

EnCon 2. Engineering Controls

014	Chemical Fumehoods are operated in a safe manner to protect individuals from hazardous chemical vapors.	5	13
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Chemical fumehoods must remain clear of chemicals and or equipment when not in use and stored elsewhere. The sash should be kept at no more than 18 inches while in use, lowered when not in use and capable of being closed during an emergency. The chemical fumehood should operate with a face velocity of 80 to 120 linear feet per minute (FPM).

015	All hazardous equipment/machinery has the appropriate guards in place to ensure safe operation and protect students/individuals from accident, injury or death.	2	14
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Be vigilant of older equipment and work with equipment manufacturer to replace damaged machine guards.

016	The studio/lab/workshop has an adequate air change rate (ACR) to protect individuals from the hazardous materials (art supplies, solvents, chemicals or biologicals) used.	2	15
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Professor, PI or shop supervisor must communicate to EH&S any new or modified hazardous activity which may require re-assessment of the adequacy of the ACR for the area.

017	Safe needle devices, retractable scalpels and or other "sharps" with engineered safety devices are used to minimize injuries to personnel and students.	2	16
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Shop/lab/studio personnel must work to remove and replace all unsafe needles, scalpels, unprotected blades with engineered sharps to protect individuals from injuries.

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CHEM

EnCon

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Point
Value Ask
Order

2. Engineering Controls

PPE

2. Personal Protective Equipment (PPE)

018	Personal Protective Equipment (PPE) is readily available in the work area and is clean and in good condition.	2	17
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PPE must be available at all times to aid in the prevention of injury. Replenish PPE in the area as necessary, when damaged or deteriorated to prevent injury.

018	Personal Protective Equipment (PPE) is readily available in the work area and is clean and in good condition.	2	17
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PPE must be available at all times to aid in the prevention of injury. Replenish PPE in the area as necessary, when damaged or deteriorated to prevent injury.

019	Personnel wear personal protective equipment (PPE) while working in the area and remove all PPE prior to leaving the work areas.	2	18
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Eye protection, protective gloves and an apron or lab coat are worn while conducting work. Additional PPE may be warranted based on risk assessment. PPE is not worn outside of the work area to prevent contamination of offices or eating areas.

019	Personnel wear personal protective equipment (PPE) while working in the area and remove all PPE prior to leaving the work areas.	2	18
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Eye protection, protective gloves and an apron or lab coat are worn while conducting work. Additional PPE may be warranted based on risk assessment. PPE is not worn outside of the work area to prevent contamination of offices or eating areas.

020	Personnel entering the work area wear appropriate lab/studio/workshop attire.	1	19
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Appropriate attire consists of closed toed shoes, pants and sleeved shirts. Flip-flops, tank tops and shorts are not allowed. The PI, upervisor or professor should enforce the policy diligently especially during warm weather.

020	Personnel entering the work area wear appropriate lab/studio/workshop attire.	1	19
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Appropriate attire consists of closed toed shoes, pants and sleeved shirts. Flip-flops, tank tops and shorts are not allowed. The PI, upervisor or professor should enforce the policy diligently especially during warm weather.

HazID

4. Hazard Identification

021	Acids, bases, flammables, and oxidizers are segregated according to their hazard class.	1	20
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Chemicals should never be stored in alphabetical order alone and must be kept segregated by hazard class.

022	Chemical containers are in good condition, compatible with its contents and labeled as to their contents.	2	21
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All containers of hazardous materials must have no visible damage or deterioration, Caps must be secure and intact and all labels must be legible, chemical formulas are not permitted as the sole means of identification. Containers found to be leaking, rusted or forming precipitates must be disposed of to prevent injury or accident.

023	Flammable solvents and chemicals must be stored in a flammable safety cabinet when not in use.	2	22
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4. Hazard Identification			
023			
024	Flammable solvents and chemicals that are stored at cold temperatures must be stored in a refrigerator/freezer that are approved and marked to indicate that the refrigerator/freezer meets the requirements for safe storage of flammable liquids. <i>Flammable liquids cannot be stored in non-explosion proof refrigerator/freezers that are not marked for that purpose.</i>	1	23
025	Hazardous liquids are stored below eye level to prevent spill and or injury.	1	24
026	Chemicals are stored safely in the work area and the chemical storage areas are clearly marked/labeled. <i>Chemicals storage areas cannot be dirty or unkept. Work areas must be free of chemical residue and excess unused chemical must be stored away from the active work areas. Chemical storage closets and cabinets must be clearly labeled or marked.</i>	2	25
027	Ethers and other peroxide forming chemicals are dated when received and again when opened. <i>Peroxide forming chemicals must be constantly evaluated to prevent dangerous peroxide forming crystals from forming that could cause explosion and severe injury to students, individuals and property. Consider discarding 6 months after opening.</i>	5	26
028	Safety shower and or eyewash stations are available and not blocked or obstructed.	1	27
029	Eyewash stations are activated weekly by workshop or laboratory personnel. <i>Flushing eyewash stations weekly is needed to prevent particulate build up in the pipes which can then cause further injury when the eyewash station is used in an emergency.</i>	2	28
030	Refrigerators, freezers and other equipment is not contaminated or show signs of past chemical spills. <i>Equipment must be maintained clean to avoid contamination of product and personnel. Report all chemical and or hazardous biological material spills to EH&S x7124 or campus police x5611 after regular business hours.</i>	1	29
031	The workshop/studio/lab does not use damaged glassware or equipment. <i>Damaged equipment and glassware can result in injury to students and personnel.</i>	1	30
032	The lab/shop/studio maintains an 18 inch clearance in all directions of the fire protection sprinkler head. <i>All material that can potentially interfere with the performance of the fire protection sprinkler system must be removed.</i>	1	31
033	Extension cords are not used as permanent wiring, covered by rugs or carpeting and are not daisy chained to one on another.	2	32

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Violation Code	Description	Point Value	Ask Order
4. Hazard Identification			
033	Call Facilities Services Work Control Center (x7187) if a piece of equipment needs permanent wiring installed or if an electrical outlet is not available. Covering extension cords could cause damage to the cords which could result in an electrical short and fire.		
034	Electrical cords are in good condition and not frayed or damaged. Electrical cords must be securely plugged into the wall outlets with the grounding prongs intact. Equipment with cracked or frayed cords need to be repaired or replaced to prevent injury or fire.	2	33
035	Electrical panels and emergency cut-off switches for large machinery or equipment are clearly marked and not blocked or obstructed.	2	34
036	Labels, stickers or markings are present to identify hazards (chemical, biological, radiological, etc.) and on all potentially contaminated equipment. All chemicals and containers with chemicals should be properly labeled. Identified on northeast wall a blue tub with white powder chemical sealed with no label on container.	2	35
037	Compressed gas cylinders are labeled as to their contents, capped when not in use and secured to prevent from falling. Compressed gas cylinders must be secured to a wall, bench mount, wall bracket or other stable fixture to prevent from falling and causing spill, damage, injury or fire.	3	36
038	The work area is clean, free of debris and or clutter. Materials and equipment are stored when not in use. Keep the work areas clean and organized to prevent slips, trips and injuries to students and or personnel.	1	37
039	Fire extinguishers have been inspected within the last year. Report any deficiency to EH&S at x7124.	1	38
040	Personnel know where the chemical spill kit for the shop is stored and how to contain a minor spill. Personnel should always notify EH&S in the event of an accident or chemical spill. EH&S is available to assist in all chemical spills and emergencies. Call EH&S at x7124 or Campus Police at x5611 after regular business hours.	3	39
041	Sharp devices such as scalpels, razor blades, needles, etc., are disposed of in rigid, puncture resistant leak-proof sharps containers. Call EH&S to dispose of sharps containers x7124.	2	40

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4. Hazard Identification			
042	Secondary containment is used for liquid chemical containers to prevent spills in the work area. <i>A plastic tub capable of containing the contents of the container in the event of leakage will prevent accident, injury or fire.</i>	1	41
043	Hazardous waste containers are not left open, are labeled as to their contents and with an EH&S supplied hazardous waste label. <i>All hazardous waste containers must be properly labeled with their chemical names and must have the words "Hazardous Waste." Containers must never be allowed to remain opened and venting to the environment.</i>	3	42
044	Hazardous waste containers are sturdy, capped and compatible with the waste material. Never reuse glass chemical reagent bottles for chemical waste containers. <i>EH&S supplies chemical hazardous waste containers, call x7124 for assistance.</i>	2	43
045	Non-contaminated broken glass is disposed of in the EH&S supplied broken glass container. <i>The the broken glassware cannot be cleaned it is considered contaminated. Contaminated boken glassware must be disposed of in a sharps container to prevent injury and direct exposure to hazardous materials.</i>	2	44
046	Exits are clearly marked and unobstructed in case of emergency evacuation. <i>Keep exits free of equipment and clutter.</i>	2	45
047	The studio/shop/lab maintains logbooks for hazardous equipment use and maintenance. <i>It is very important for students and personnel to log their use of equipment. It allows the professor or shop supervisor to understand who, why and how the equipment is being used and maintained.</i>	1	46
048	Laboratory/Studio/Workshop floor is free of debris and safe walkways are clearly marked and outlined on the shop floor. <i>Mark and outline safe walkways to protect observing students and personnel from injury while equipment is in operation.</i>	1	47
049	Grinder work rests are used and within 1/8 inch of the grinding wheel. The adjustable tongue on the topside of the grinder is used and within 1/4 inch of the grinder wheel. <i>Maintain maximum clearance for workrest and adjustable tongue to prevent inuriy while using grinder wheel.</i>	3	48
050	The shop/lab/studio follows Lock-Out Tag-Out procedures to prevent hazardous equipment from energizing while adjusting, cleaning or performing maintenance activities on hazardous equipment.	2	49
051	Heavy equipment and hazardous machinery is secured or anchored to prevent tipping, excessive vibration that could result in migration and injury to students and personnel.	1	50

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4. Hazard Identification

051

Secure or anchor heavy equipment or hazardous machinery.

052

Oily rags are kept in a metal bin and removed from the shop daily to prevent heat build up and spontaneous combustion.

2

51

Unsafe storage of oily rags can lead to fires in shops if not maintained and disposed of properly.

053

Light fixtures and light levels are adequate for the work performed and functioning properly.

1

52

Report unsafe light levels to EH&S x7124. Call Facilities Services Work Control at extension x7187 to report burned out light bulbs.

054

Are radioactive sources properly labeled, stored, and secured.

1

53

055

Class IIIB and or IV lasers are equipped with protective housings, safety interlocks, key controls, beam stops, attenuators and scanning safety guards as appropriate.

1

54

056

Biological safety cabinets (BSCs) are operated in a safe manner to prevent exposure.

1

55

BSCs must be kept free of materials while not in use. Should operate within airflow specifications and be tested annually for safe operation.

057

Building vacuum system is protected from chemical, biological or other contamination.

1

56

Protect centralized vacuum system so that hazard and risk to system is minimized during operation and maintenance.

058

Hazardous waste is appropriately labeled and segregated based on hazard category.

1

57

Chemical waste is not mixed with biological waste and biohazard waste is placed in red biohazard bags.

059

EH&S Internal Use Only: Do lab/studio/workshop personnel have a safety concern, deficiency or observation that they would like to raise to Environmental Health and Safety (EH&S).
All safety concerns should be reported to EH&S.

58