Laboratory Safety Reviews: Report & Response Flowchart

Inspection Findings → Inspection Report → Follow-Up Inspection → Escalation Process

**Serious Finding?**
- **YES** → STOP
  - Issue "Stop Work" Order. Notify PI, Department Head, Lab Safety Advocate, LSS Program Leader, EHS Director, Associate Dean for Research, and Vice Chancellor for Research. Re-inspection of lab will be conducted when stop work is resolved.
- **NO**

**Major Finding?**
- **YES**
  - Notify PI of major findings by the next business day
  - Log *FS request if applicable.
  - *Re-inspect* 5 business days after notification
  - **Corrected?**
    - **YES** → Issue report with corrections noted within 5 business days
    - **NO** → **Corrected?**
      - **YES** → Submit report within 5 days with uncorrected major and/or minor findings (sequentially or collectively at EHS’s discretion) to:
        - PI
        - Department Head
        - Lab Safety Advocate
        - EHS Director
        - Associate Dean for Research
        - Vice Chancellor for Research
        - Relevant safety committees
        - Consider temporary suspension of research activity/lab work until findings are corrected
      - **NO** → **Minor Finding?**
  - **NO** → Issue report with corrections noted within 5 business days

**Minor Finding?**
- **YES**
  - Issue report within 5 business days of site review
  - Log *FS request if applicable.
  - Follow-up 15 business days after issued report
  - **Corrected?**
    - **YES** → Submit report within 5 days with uncorrected major and/or minor findings (sequentially or collectively at EHS’s discretion) to:
      - PI
      - Department Head
      - Lab Safety Advocate
      - EHS Director
      - Associate Dean for Research
      - Vice Chancellor for Research
      - Relevant safety committees
      - Consider temporary suspension of research activity/lab work until findings are corrected
    - **NO** → **Corrected?**
      - **YES** → Issue report with corrections noted within 5 business days
      - **NO** → **No Deficiencies?**

**No Deficiencies?**
- **YES** → Submit report to:
  - PI
  - Lab Manager/Lab Researchers
- **NO**

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**Non-Corrected Facilities Services related Items**

Facility Services related findings are not considered for escalation by this process.

Completion of these findings will be handled through alternative administrative channels.

- *FS – Facility Services*