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|  | **Lab/Shop Maintenance Task***Excludes lab/shop tasks for initial personnel training & registrations for new hazards* | **Timing**  |
| [**General Safety**](https://www.sjsu.edu/fdo/services/ehs/resources-and-training/iipp.php) | Schedule a [Lab/Shop Safety Inspection](%22Schedule%20a%20Lab/Shop%20Safety%20Inspection%2C%20check%20first%20aid%20%26%20spill%20kits%2C), check first aid & spill kits, check personal protective equipment quality/expiration, and update [Hallway Door Sign](https://docs.google.com/forms/d/e/1FAIpQLSeA0MTNqWbY1A37uGHriSGP3C6xlwrff_Vw2S19qv26yQcx6g/viewform) if needed | Twice each year: \_\_\_\_\_\_\_& \_\_\_\_\_\_\_\_ |
| Annual Lab/Shop Hazard Assessment Updates in RSS App | Next Due: \_\_\_\_\_\_\_\_ |
| Lab/Shop Safety Awareness Training Refresher (at least every 3 years) | Next Due: \_\_\_\_\_\_\_\_ |
| First-aid, CPR, and AED training refresher (at least every 2 years) (*delete row if N/A*) | Next Due: \_\_\_\_\_\_\_\_ |
| Annual check to remove universal waste and metal recycling | Next Due: \_\_\_\_\_\_\_\_ |
| Fire extinguisher, AED, safety shower, and eyewash testing | Monthly by EHS |
| Each month, remove hazardous chemical waste with start dates over 9 months old | Monthly on: \_\_\_\_\_\_ |
| Each month, remove oily/solvent rag waste (*delete row if N/A*) | Monthly on: \_\_\_\_\_\_ |
| Annual hands-on fire extinguisher training with EHS (*delete row if N/A*) | Next Due: \_\_\_\_\_\_\_\_ |
| Asbestos training (*delete row if N/A*) | Next Due: \_\_\_\_\_\_\_\_ |
| Annual respirator fit testing and/or hearing protection testing (*delete row if N/A*) | Next Due: \_\_\_\_\_\_\_\_ |
| [**Chemical Safety**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/chemical-hygiene.php) | Chemical Inventory Reconciliation and Certification in RSS App (at least annual) | Next Due: \_\_\_\_\_\_\_\_ |
| Chemical Standard Operating Procedures Annual Refresher in RSS App | Next Due: \_\_\_\_\_\_\_\_ |
| Replacement of filters in ductless fume hoods, fume extractors, equipment-specific exhaust systems, and paint booths. | Next Due: \_\_\_\_\_\_\_\_ |
| Annual EHS Certifications for Chemical Fume Hoods, Paint Booths, Slot Hoods, Exhaust Snorkels, Fume Extractors, Dust Collection Systems, and Downdraft Tables | MLML- FallCoS + CoE- SummerOthers- Spring |
| Annual Glove Box Audit (*delete row if N/A*) | March each year |
| Annual Controlled Substance + Precursor Audit (*delete row if N/A*) | March each year |
| *note any reactive testing requirements here -- for example testing peroxide formers at least every 6 months-- delete row if N/A* |  |
| [**Radiation Safety**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/laser-safety.php) | *add compliance items as applicable -- delete row if N/A* *consider adding to equipment safety section if only X-ray devices* |  |

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|  | **Lab/Shop Maintenance Task***Excludes lab/shop tasks for initial personnel training & registrations for new hazards* | **Timing** |
| **Equipment Safety** | Risk Level 3-5 Equipment Standard Operating Procedures Annual Refreshers in RSS App |  Next Due: \_\_\_\_\_\_\_\_ |
| Check that critical equipment is on backup power. Confirm that your lab/shop is up-to-date on college backup power lists (at least annual) |  Next Due: \_\_\_\_\_\_\_\_ |
| Test equipment emergency shut off and warning signal function (at least annual) |  Next Due: \_\_\_\_\_\_\_\_ |
| Freezer defrost and decontamination (at least annual) |  Next Due: \_\_\_\_\_\_\_\_ |
| Annual Hoist/Crane Inspection |  Next Due: \_\_\_\_\_\_\_\_ |
| Preventative Maintenance for Powered Industrial Vehicles (such as forklifts, electric carts, aerial lifts, trucks + trailers, and passenger vans) |  Next Due: \_\_\_\_\_\_\_\_ |
|  Defensive Driver Training Refresher (at least every 4 years) |  Next Due: \_\_\_\_\_\_\_\_ |
|  Forklift Certification Refresher (at least every 3 years) |  Next Due: \_\_\_\_\_\_\_\_ |
|  Check physical integrity and maintenance of ladders, scaffolds, toe boards, elevated platforms, guardrails, and hatches (at least annual) |  Next Due: \_\_\_\_\_\_\_\_ |
|  Check for physical integrity, appropriateness, and maintenance for  ergonomic aids (at least annual) |  Next Due: \_\_\_\_\_\_\_\_ |
| Kitchen Range Hoods Professional Cleaning (at least annual) | Next Due: \_\_\_\_\_\_\_\_ |
| Grease Trap and/or Sink Trap Cleaning | Next Due: \_\_\_\_\_\_\_\_ |
| Surge protector replacement (optional every 3-5 years) | Next Due: \_\_\_\_\_\_\_\_ |
|  *delete or add rows as applicable* |  |
| [**Laser Safety**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/laser-safety.php) |  Annual Laser Safety Facility Inspection |  Nov each year |
| Annual Authorization Update and Standard Operating Procedure Refreshers in RSS App | Nov each year |
|  Laser Safety Awareness Training Refresher (at least every 3 years) |  Next Due: \_\_\_\_\_\_\_\_ |
| [**Radiation**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/laser-safety.php)[**Safety**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/laser-safety.php) | *add compliance items as applicable -- delete row if N/A**consider adding to chemical section if you use radioactive chemicals NOT equipment* |  |
| **Electrical Safety** | *add compliance items as applicable -- this is especially important for those that work with experimentally modified batteries, high voltage, or procedures that require “Lock Out Tag Out” training-- delete row if N/A* |  |

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|  | **Lab/Shop Maintenance Task***Excludes lab/shop tasks for initial personnel training & registrations for new hazards* | **Timing**  |
| [**Biosafety**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/biosafety.php) |  Biosafety Standard Operating Procedure Annual Refresher in RSS App | Next Due: \_\_\_\_\_\_\_\_ |
|  Biological Use Authorization Renewal through Institutional Biosafety Committee | Next Due: \_\_\_\_\_\_\_\_ |
|  Biosafety Cabinet & Laminar Flow Hood Annual Certification | Aug each year |
|  Annual BSL2 lab facilities inspection occurs during the general safety inspection |  |
|  CITI Shipping Biological Materials Training Refresher (at least every 2 years) | Next Due: \_\_\_\_\_\_\_\_ |
|  CITI NIH Recombinant DNA Training Refresher (at least every 4 years) | Next Due: \_\_\_\_\_\_\_\_ |
|  CITI Shipping Biological Materials Training Refresher (at least every 2 years) | Next Due: \_\_\_\_\_\_\_\_ |
|  Annual CITI or CSULearn Bloodborne Pathogen Training Refresher | Next Due: \_\_\_\_\_\_\_\_ |
| *consider adding a note about seasonal pest management if applicable (such as kitchens, animal care, entomology, other biology labs) -- delete row if N/A* |  |
| [**Animal Research**](https://www.sjsu.edu/research/research-compliance/iacuc/index.php?utm_source=research&utm_medium=301&utm_campaign=research-migration) | *add compliance items as applicable -- delete row if N/A* |  |
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| [**Human Subjects Research**](https://www.sjsu.edu/research/research-compliance/irb/index.php) | *add compliance items as applicable -- delete row if N/A* |  |
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| [**Field Safety**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/field-safety.php) |  SJSU Heat Illness Prevention Plan *– update with relevant tasks or delete row if N/A* |  |
|  SJSU Defensive Driver Training *– update with relevant tasks or delete row if N/A* |  |
|  SJSU Confined Space Entry Permit *– update with relevant tasks or delete row if N/A* |  |
|  SJSU Fall Protection Program *– update with relevant tasks or delete row if N/A* |  |
|  SJSU Wildfire Smoke Protection Program *– update with relevant tasks or delete row if N/A* |  |
|  Remote Communication Device Maintenance *– update with relevant tasks or delete row if N/A* |  |
|  Diving Safety Certifications and Training *– update with relevant tasks or delete row if N/A* |  |
|  Boating Safety Certifications and Training *– update with relevant tasks or delete row if N/A* |  |
|  SJSU Hot Work Permits *– update with relevant tasks or delete row if N/A* |  |
|  Drone Permits *– update with relevant tasks or delete row if N/A* |  |
|  Regulatory Agency Permits *– update with relevant tasks or delete row if N/A* |  |
| *add compliance items as applicable -- delete row if N/A* |  |