

**LISP Question Set
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Section Name	Section	Question	Question Text	Guidelines Details
General Safety	1	1.01	Is the outside of the laboratory door posted with current emergency contact information and relevant hazards information (e.g. biohazards, radioactive materials)?	Observation => Signage is present and current.
General Safety	1	1.02	Is the presence of food/drink/cosmetics prohibited in the laboratory?	Observation => No visible food/trash
General Safety	1	1.03	Are refrigerators / freezers / microwaves labeled prohibiting food and drink?	Observation => Signage on refrig/freezer/microwaves/blenders
General Safety	1	1.04	Where in use, are extension cords in safe working condition and used properly for no more than 90 days? Must not be: (a) attached to building surfaces; (b) concealed; (c) run through holes in walls, ceilings, or floors; or (d) run through doorways, windows, or similar openings	Review area for extension cords. Cords and cables protected from accidental damage caused by sharp corners, projections, and doorways or other pinch points. No damage to outer jacket or insulation, free of pinched or crushed outer jacket. Cord shall contain grounding conductor. Interview personnel using extension cords and verify no more than 90 days. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
General Safety	1	1.05	Are extension cords or power strips NOT plugged into one another (daisy chained)?	Physical assessment of extension cords or power strips.
General Safety	1	1.06	Are extension cords or power strips NOT used to power appliances (e.g., microwave ovens, refrigerators)?	Physical assessment of extension cords or power strips.
General Safety	1	1.07	Are all doors or covers and unused openings in electrical cabinets, junction boxes, and fittings effectively closed?	Review cabinets and boxes for unused openings.
General Safety	1	1.08	Are all disconnecting switches, electric boxes, cabinets, circuit breaker panels, etc., labeled to indicate their use, voltage or equipment served?	Physical assessment of electrical equipment to verify proper labeling is in place.
General Safety	1	1.09	Are receptacles on rooftops, in outdoor areas, or within 6 feet of water sources GFCI protected, and is GFCI routinely tested to verify safe working condition?	Review receptacles for GFCI protection.
General Safety	1	1.10	Are electrical panels unobstructed (clear area at least 30" wide x 36" deep)?	Physical review of electrical panels. Working space in front of the electrical equipment must be minimum of 30 in. in width and 36 in. in depth.

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General Safety	1	1.11	Are step stools/ladders (both portable and fixed) in a safe condition?	Inspect equipment => Portable ladders - no wood or aluminum ladders, free of bent rungs, split rails, sharp edges, splinters, burrs, working metal spreader, safety feet, rungs free of grease and oil, safety information stickers present. => Fixed ladders - no loose or corroded parts, fall protection for climbs > 24 feet.
General Safety	1	1.12	Where lights are used for general illumination, are they protected from accidental contact by a fixture or guard and without damage?	Physical review of lighting less than 7 feet from floor level. => No exposed live parts => Bulbs are protected
General Safety	1	1.13	Are exits and aisles clear - 28 inches wide (office areas are permitted to be 22 inches)?	Observation
General Safety	1	1.14	Is there evidence of a lab housekeeping standard - area is uncluttered, there is not excessive storage of materials, trip hazards, egress access, etc.?	Review housekeeping program Observe dust accumulations to verify less than a paper clip or dime thick and that ventilation and dust collection systems appear to be working properly.
General Safety	1	1.15	Are laboratory hoods within annual certification, if not have they been taken out of service?	Observation => Review current hood certification located on hood.
General Safety	1	1.16	Do laboratory hoods contain minimal clutter?	Observation => 80% of back vent unobstructed/no chemical containers in the sink/items 6 inches from sash.
General Safety	1	1.17	Are sharps (needles, razor blades) disposed of in approved sharps containers?	Observation
General Safety	1	1.18	Are sharps containers being prepared for disposal prior to exceeding their fill line?	Observation
General Safety	1	1.19	Are full sharps disposal containers disposed through RMS?	Interview affected personnel. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
General Safety	1	1.20	Is shelving not overloaded (sagging) and are heavy items (>15 lbs.) stored on lower and middle shelves of storage rooms and cabinets?	Observation
General Safety	1	1.21	Is every open-sided platform 4 feet or higher, guarded by a standard railing and toe board?	Inspect area to verify guarding. => Review docks, attics and mezzanines
General Safety	1	1.22	Are load limits posted on elevated floors, mezzanines, and other elevated storage areas?	Inspect elevated areas to verify signage.

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General Safety	1	1.23	Are the manufacturer operating manuals / instructions available for equipment with inherent hazards? Examples would include autoclaves, centrifuges, microtomes, glove boxes, ductless hoods, biosafety cabinets, etc.	Review available manufacturer operating manuals / instructions to verify manuals are available for all equipment with inherent hazards.
General Safety	1	1.24	Are lab personnel refraining from recapping needles, unless using a needle holder or similar device?	Interview affected personnel. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
General Safety	1	1.25	If unique air monitoring devices are present, are they being properly maintained per the manufacturer's recommendations?	Observation and review of records
Training	2	2.01	Is a completed Training Needs Assessment available with a list of Personnel available?	Review documented training needs assessment for list of personnel and required training (paper, Excel form or Qualtrics).
Training	2	2.02	Have active lab personnel completed complyND General Lab Safety Parts 1-3 training initially and complyND General Lab Safety Refresher training annually thereafter?	Review training records that personnel have completed training in complyND (RMS Laboratory Safety Part 1, RMS Laboratory Safety Part 2, and RMS Laboratory Safety Part 3). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records Review training records that personnel have completed training in complyND (RMS Laboratory Safety Refresher). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.03	Have active lab personnel completed complyND Fire Extinguisher training annually?	Review training records that personnel have completed training in complyND (Fire - Fire Extinguisher Training 2015). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records

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Section Name	Section	Question	Question Text	Guidelines Details
Training	2	2.04	Have active lab personnel who use ladders completed complyND Ladder Safety training?	Review training records that user training in complyND has been complete (RMS - Ladder Safety Course 2015). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.05	For areas exceeding 85 dBA, have active lab personnel completed complyND Hearing Conservation training initially and annually thereafter?	Review training records that user training in complyND has been complete (RMS - Hearing Conservation). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.06	Have active lab personnel utilizing respirators completed complyND Respiratory Protection Program training annually?	Review training records that personnel have completed training in complyND (RMS - Respiratory Protection Training). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.07	Have active lab personnel who ship packages containing dry ice completed complyND Dry Ice Shipping training every other year?	Review training records that personnel have completed training in complyND (RMS - Dry Ice Shipping). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.08	Have active lab personnel who ship packages containing Category B biological materials completed complyND Category B Biological Shipping training every other year?	Review training records that personnel have completed training in complyND (RMS - Category B Biological Shipping). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records

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Section Name	Section	Question	Question Text	Guidelines Details
Training	2	2.09	Have active lab personnel completed complyND Biosafety Refresher training annually?	Review training records that personnel have completed training in complyND (RMS Biosafety Refresher). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.10	Have active lab personnel who are reasonably anticipated to have contact with blood or other potentially infectious materials completed complyND Bloodborne Pathogens training annually?	Review training records that personnel have completed training in complyND (RMS Bloodborne Pathogens Training). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.11	Have active lab personnel using autoclaves completed complyND Autoclave Safety training? This training is required initially only.	Review training records that personnel have completed training in complyND (RMS Autoclave Safety Training). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.12	Have active lab personnel working in a lab with radioactive materials or machine produced radiation, but not working directly with those materials / equipment, completed complyND Radiation Awareness training annually?	Review training records that personnel have completed training in complyND (RMS Radiation Awareness Training). < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records

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Section Name	Section	Question	Question Text	Guidelines Details
Training	2	2.13	Have active lab personnel working directly with radioactive materials completed complyND Radiation Safety Parts 1-3 initially and Radiation Safety Refresher training annually thereafter?	<p>Review training records that personnel have completed training in complyND (RMS - Radiation Safety Part 1, RMS - Radiation Safety Part 2, RMS - Radiation Safety Part 3).</p> <p>< 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records</p> <p>Review training records that personnel have completed training in complyND (RMS - Radiation Safety Refresher).</p> <p>< 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records</p>
Training	2	2.14	Have active lab personnel working directly with radiation producing machines completed complyND Machine Produced Radiation training every other year?	<p>Review training records that personnel have completed training in complyND (RMS - Machine Produced Radiation).</p> <p>< 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records</p>
Training	2	2.15	Have active lab personnel working with or around lasers completed the complyND Laser Safety training initially?	<p>Review training records that personnel have completed training in complyND (RMS - Laser Safety).</p> <p>< 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records</p>
Training	2	2.16	Have active lab personnels who serve as entrants or attendants completed complyND Confined Space Authorized Training and Notre Dame Specific Confined Space training initially and annually thereafter and authorized hands-on training initially and every three years thereafter?	<p>Review training records of all personnel conducting CSE. Training must include completion of these complyND courses:</p> <ul style="list-style-type: none"> => RMS - Confined Space Authorized Training => RMS Notre Dame Specific Confined Space Training => RMS - Confined Space Authorized Hands-On ILT Training => RMS - Fall Protection Safety Training

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Training	2	2.17	Have active lab personnels who serve as competent persons completed complyND Confined Space Authorized Training and Notre Dame Specific Confined Space training initially and annually thereafter and competent person hands-on training initially and every three years thereafter?	Review training records of all personnel conducting CSE. Training must include completion of these complyND courses: => RMS - Confined Space Authorized Training => RMS Notre Dame Specific Confined Space Training => RMS - Confined Space Competent Person Hands-On ILT Training => RMS - Fall Protection Safety Training
Training	2	2.18	Have all active lab personnels who use fall protection completed fall protection training in complyND?	Review training records that user training in complyND has been completed (RMS - Fall Protection Safety Training). <5 - all records >5 - 75% of records
Training	2	2.19	Have all active lab personnels who perform service or maintenance on equipment completed the complyND Authorized Lock/Tag/Try training initially and annually thereafter?	Review training records. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.20	Have active lab personnel performing hot work completed complyND Hot Work Employee training?	Review training records. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.21	Have active lab personnel that perform fire watch tasks completed complyND Hot Work Fire Watch training?	Review training records. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.22	Have active lab personnel that issue Hot Work permits completed complyND Hot Work Permit Issuer training?	Review training records. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.23	Have all appropriate lab personnel been trained on existing Lab Specific SOPs for activities with inherit hazards and/or machines in which they are using?	Review training records. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records

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Training	2	2.24	Have all active personnel in the laboratory received Lab Specific emergency response training that includes evacuation procedures and assembly areas for building evacuation, severe weather, and emergency response during an incident (cut, needle stick, chemical burn, fire, chemical spill, etc. and is training documented?	Review training records < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.25	Have active lab personnel using autoclaves completed Lab Specific hands-on autoclave training and it is documented? This training is required initially only.	Review training records that personnel have completed training. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Training	2	2.26	Have all active lab personnels who perform live work on exposed electrical conductors > 50 volts completed (in person) qualified electrical training?	Review training records of 100% of qualified personnel.
Training	2	2.27	Are personnel trained (in person) prior to operating an aerial or scissor lift?	Review training records. <5 - all records >5 - 75% of records
Training	2	2.28	Have lift truck and/or powered pallet operators completed (in-person) training?	Review training records. <5 - all records 5 - 10 - 75% of records >10 - 50% of records
Training	2	2.29	If lift truck attachments are used (e.g., fork extensions, man baskets, container handlers, carton clamps, barrel clamps, etc.), have operators been trained (in person) on its operation and limitations and has the trucks data plate been updated to include details of attachment?	Review training records. <5 - all records 5 - 10 - 75% of records >10 - 50% of records Review lift truck data plate.
Training	2	2.30	Are lift trucks only operated by trained and authorized ND personnel or third party lift truck maintenance personnel? (in person)	Interview persons operating equipment. <5 - 100% of interviews 5 - 10 - 75% of interviews >10 - 50% of interviews
Training	2	2.31	Have all active lab personnels who use fall protection completed hands-on fall protection training?	Review training records. <5 - all records >5 - 75% of records

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Section Name	Section	Question	Question Text	Guidelines Details
Training	2	2.32	Are crane, hoist operators, and maintenance personnel properly trained in safe operating procedures and equipment inspections requirements? Operator training includes both classroom and hands-on training.	Review training records. <5 - all records >5 - 75% of records Interview hoist/crane operators <5 - 100% of interviews >5 - 75% of interviews
Personal Protective Equipment (PPE)	3	3.01	Is a completed PPE Assessment and certification form signed by all lab personnel?	Review of 100% of completed PPE hazard assessment forms. => NOTE: Prior to 2019, forms may be paper copy. Newer ones are completed in Qualtrics.
Personal Protective Equipment (PPE)	3	3.02	Is appropriate attire being worn in the lab (safety glasses, closed toed shoes, long pants or long skirts, short sleeved (at a minimum) shirts?)	Observation
Personal Protective Equipment (PPE)	3	3.03	Are lab coats (disposable or not) worn when handling chemicals, radioactive materials or biological materials?	Observation
Personal Protective Equipment (PPE)	3	3.04	Are Flame Retardant (FR) lab coats being used when required per procedure?	Observation Use the URL for Appendix G in Lab Safety Manual / CHP regarding FR Lab Coat Use Requirements
Personal Protective Equipment (PPE)	3	3.05	Are lab personnel inspecting, cleaning, and maintaining their lab coats as required?	Interview personnel < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Personal Protective Equipment (PPE)	3	3.06	Are suitable eye protection (ANSI Standard Z87.1) required where operations present the hazard of flying particles, liquid chemicals, acids or caustic liquids, chemicals, etc?	Observe area => Safety glasses or goggles for use with chemicals => Face shields when employees are performing grinding activities or other work activities with potential for flying fragments. => Appropriate filter lens or welding helmet for hot work activities
Personal Protective Equipment (PPE)	3	3.07	Are lab personnel required to use appropriate hand protection when hands are exposed to hazards? Examples would include skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.	Interview personnel < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews

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Personal Protective Equipment (PPE)	3	3.08	Are all areas where PPE is stored clean and sanitary?	Observation
Personal Protective Equipment (PPE)	3	3.09	For areas exceeding 85 dBA, are they properly labeled and identified as areas requiring hearing protection?	Observation of work area for signage.
Personal Protective Equipment (PPE)	3	3.10	Is hearing protection provided and required for active lab personnel in the hearing conservation program?	Interview employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews Observe hearing protection devices being used or available
Personal Protective Equipment (PPE)	3	3.11	Do active lab personnel who are in the hearing conservation program (HCP) complete annual audiograms?	LISP Only Interview employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Personal Protective Equipment (PPE)	3	3.12	Are active lab personnel who are required to wear a respirator current with fit testing and medical clearance?	Review information from ND Wellness Center to verify those required to wear respirators have been medically cleared. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Personal Protective Equipment (PPE)	3	3.13	Have active lab personnel who voluntarily wear a N95 completed the online Voluntary Use form?	Review completed OnBase Voluntary Use forms to verify those voluntarily wearing N95's have completed the form. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Emergency Preparedness	4	4.01	If exit signs are present, are exit signs clearly visible, illuminated, and are exits clear and unobstructed?	Observation
Emergency Preparedness	4	4.02	Are doors, passageways or stairways that are neither exits nor a way to an exit, and which can be mistaken for an exit, marked with a sign reading "Not An Exit" or identify its function?	Observation

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Emergency Preparedness	4	4.03	Are fire extinguishers properly mounted and free of obstructions?	Verify fire extinguishers have clear and unobstructed access.
Emergency Preparedness	4	4.04	Are monthly and annual inspections of fire extinguishers current and documented?	Verify fire extinguishers are inspected by checking the tag affixed to the unit.
Emergency Preparedness	4	4.05	Are suitable facilities for quick drenching or flushing of the eyes and body available in work areas where the eyes or body may be exposed to corrosive materials?	Verify by review of chemicals and other materials used in area.
Emergency Preparedness	4	4.06	Do safety showers have unobstructed access, and are they inspected annually by facilities and documented?	Verify safety showers have unobstructed access and are inspected and current by checking the tag affixed to the unit.
Emergency Preparedness	4	4.07	Do eyewash stations have unobstructed access with inspections documented annually by facilities and monthly by area lab personnel?	Verify eyewash stations have unobstructed access. Verify eyewash stations are inspected and current by checking the tag affixed to the unit.
Emergency Preparedness	4	4.08	Is the vertical clearance between sprinklers and material below at least 18 inches?	Observation 18" of clearance around and below sprinkler heads are maintained horizontally across entire space.
Chemical Storage and Use	5	5.01	Are containers of hazardous chemicals labeled, tagged or marked with the appropriate information (identity of hazardous chemical & appropriate hazard warnings)?	Chemical containers include chemical name and hazard warnings. (includes reaction vessels, oil baths, squirt bottles). - Food products labeled "Not for human consumption" - Labels - legible and in English - Chemical names must be used
Chemical Storage and Use	5	5.02	Are containers of hazardous chemicals stored upright and closed securely?	Chemical containers are closed securely: with caps intact (no cracks) and no visible leakages, no spillage and stored upright. No containers that once held food - Closed reaction vessels in storage - No spillage down sides - No cracked caps
Chemical Storage and Use	5	5.03	Are the (M)SDS for all chemicals used readily available to all laboratory personnel?	Review SDS library (local library or MSDS Online). Randomly check chemicals and verify if SDS is available. Verify personnel know how to get to an SDS by asking them to pull one up on computer.

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Chemical Storage and Use	5	5.04	Is an inventory of all chemicals taken annually that is documented and includes quantities?	Electronic or hard copy available for review. Inventory is to be uploaded into MSDSOnline or lab must have a plan in place to do so by end of current assessment cycle. Randomly check chemicals observed in lab and verify they are on the inventory.
Chemical Storage and Use	5	5.05	Does the lab have appropriate spill response absorbents, neutralizing agents and equipment?	Visual inspection Verify spill response materials are appropriate for the types of materials in the lab. -neutralizers for concentrated acids and bases, disinfectants for biologicals, RadAway for radioactive materials.
Chemical Storage and Use	5	5.06	Are the spill response materials in a designated location and lab personnel are aware of the location?	Clearly identified area. Interview affected employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Chemical Storage and Use	5	5.07	Are time sensitive chemicals (ethers and peroxide formers) dated, within expiration and stored in dark colored glass / metal to avoid reactions with light?	100% bottles labeled and within expiration Use the URL for Appendix A - List of Time Sensitive Chemicals
Chemical Storage and Use	5	5.08	Are all hazardous materials NOT stored above eye level? - >6 feet	Visual inspection 100% hazardous materials stored below 6'
Chemical Storage and Use	5	5.09	Are incompatible chemicals/wastes segregated appropriately?	Visual inspection -Oxidizers (nitrates, perchlorates, permanganates, sulfuric, nitric and perchloric acids, etc.) and Flammables (acetone, methanol, ethanol, ether) - Water reactives and aqueous solutions Use the URL for List of Incompatible Chemicals
Chemical Storage and Use	5	5.10	Is dry ice properly stored and disposed?	Observation => Dry ice should be stored in a well-ventilated location (no walk-in freezers or coolers) and placed in a container designed for the storage of dry ice. => Unneeded dry ice should never be disposed of in sink, toilet, drain, trash/garbage.

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Chemical Storage and Use	5	5.11	Are any hazardous materials stored in a space located outside of the laboratory? If so, are they being properly and safely stored?	Interview employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Flammable Liquids and Compressed Gases	6	6.01	Are flammable cabinets appropriately vented and grounded (grounding is only necessary when storing Class 1A flammable liquids or if dispensing from the flammables cabinet)?	Count and calculation Conversion factor : 1 Liter = 0.264 gallons Link to Flammable and Combustible Liquids by Class
Flammable Liquids and Compressed Gases	6	6.02	Does the lab have less than 8 gallons/100 sq. feet of flammable / combustible liquids (Class I, II, III) stored in cabinets and on bench or hood and no more than 4 gallons/100 sq. feet out in use?	Count and calculation - calculate total number of gallons in use outside storage cabinets, calculate square footage of lab space and divide. Count and calculation - calculate total number of gallons out in use, calculate square footage of lab space and divide. Conversion factor : 1 Liter = 0.264 gallons Link to Flammable and Combustible Liquids by Class
Flammable Liquids and Compressed Gases	6	6.03	Does the lab allow no more than 2 gallons/100 sq. feet of Class I flammable liquids to be out of a flammable cabinet (on bench top or in hood) and no more than 4 gallons/100 sq. ft. in a storage cabinet.	Count and calculation - calculate total number of gallons in use outside storage cabinets, calculate square footage of lab space and divide. Count and calculation - calculate total number of gallons out in use, calculate square footage of lab space and divide. Conversion factor : 1 Liter = 0.264 gallons Link to Flammable and Combustible Liquids by Class
Flammable Liquids and Compressed Gases	6	6.04	Are flammables being stored in refrigerators rated, at a minimum, as laboratory safe?	Observation

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Flammable Liquids and Compressed Gases	6	6.05	Are compressed gas cylinders secured at all times to prevent tipping, falling, or rolling?	Observation
Flammable Liquids and Compressed Gases	6	6.06	Are safety caps replaced on compressed gas cylinders when not in use?	Observation
Flammable Liquids and Compressed Gases	6	6.07	Are compressed gas cylinders only transported using carts or other devices specifically designed for moving cylinders?	Observation
Flammable Liquids and Compressed Gases	6	6.08	Are compressed gas cylinders properly labeled identifying their contents?	Observation
Flammable Liquids and Compressed Gases	6	6.09	When placed in storage, are empties separated from non-empties and oxygen compressed gas cylinders separated from fuel-gas cylinders?	Observation Oxygen cylinders must be separated by a distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire resistance rating of at least one-half hour.
Flammable Liquids and Compressed Gases	6	6.10	Are cylinders of all gases that are greater than lecture bottle size and have health hazard ratings of 3 or 4 and cylinders of gases that have a health hazard rating of 2 without physiological warning properties (e.g., lack of odor) and pyrophoric gases stored in gas cabinets that are continuously mechanically ventilated?	Observation
Hazardous Waste	7	7.01	Are hazardous chemical waste containers clearly labeled with the words "hazardous waste" and constituents with no abbreviations, the hazard pictogram checked or hazard listed?	Observe containers
Hazardous Waste	7	7.02	Are hazardous chemical waste containers stored upright and in good condition?	Observe containers
Hazardous Waste	7	7.03	Are hazardous chemical waste containers kept closed when not actively adding or removing waste?	Observe containers. =>No crystallization in containers. =>No liquid on outside of containers. =>Containers are closed unless waste is being added. =>Containers could have a vented cap.

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Hazardous Waste	7	7.04	Are liquid wastes stored in containers that have secondary containment large enough to contain 10% of total volume of container or 100% of volume of largest container, whichever is greater?	Calculate volume of containers and compare to volume of secondary containment then compare to the standard.
Hazardous Waste	7	7.05	Are universal wastes properly labeled or marked to identify universal waste type?	<p>Observe work area.</p> <p>Closed container labeled with "Universal Waste" Bulbs, Batteries, etc. and accumulation start date may not be beyond one year.</p> <p>If leaking batteries or broken bulbs are found, notify Asst. Director Env. and Occ Health as they must be managed as hazardous waste.</p> <p>Notify Asst. Director Env. and Occ Health if battery buckets are found in locations other than these: Hammes Mowbray Near South Entrance, DeBartolo Hall 115, ITC Building Near North Entrance, Rockne Memorial Office Area, Main Building Recycling Station West Side First Floor.</p>
Biological Safety	8	8.01	Within 10 days of initial assignment, is the Hepatitis B Vaccination Form made available to persons whose job is reasonably anticipated to have contact with blood or other potentially infectious materials.	<p>LISP and BSL-2</p> <p>Review information from ND Wellness Center to verify Hepatitis B forms have been completed.</p> <p>< 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records</p> <p>Interview affected personnel.</p> <p>< 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews</p>

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Biological Safety	8	8.02	Have lab personnel who refused to take the hepatitis B vaccination series completed the online Hepatitis B Declination form?	<p>LISP and BSL-2</p> <p>Review information in OnBase or ND Wellness Center to verify Hepatitis B declination forms have been completed.</p> <p>< 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records</p> <p>Note: As of May 2021, forms are now available online and housed within OnBase.</p> <p>Interview affected personnel.</p> <p>< 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews</p>
Biological Safety	8	8.03	Is there appropriate biohazard warning signage on the equipment using biological agents?	<p>LISP and BSL-2</p> <p>Observation.</p> <p>=> 100 % of signage on equipment. Biohazard symbol on centrifuges, incubators, liquid nitrogen dewars with samples, freezers, fridge => Signage on door</p>
Biological Safety	8	8.04	Does the lab's emergency action plan (EAP) include protocols for biohazards-related adverse conditions?	<p>LISP and BSL-2</p> <p>Observation</p> <p>Verify EAP SOP covers response protocols for biologicals-related adverse conditions.</p>
Biological Safety	8	8.05	Does the lab have appropriate spill response materials for the biohazards that are used/stored in the lab?	<p>LISP and BSL-2</p> <p>Observation</p>
Biological Safety	8	8.06	Are the spill response materials in a designated location and lab personnel are aware of the location?	<p>LISP and BSL-2</p> <p>Clearly identified area.</p> <p>Interview affected employees</p> <p>< 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews</p>

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Section Name	Section	Question	Question Text	Guidelines Details
Biological Safety	8	8.07	Does each vacuum system used with biologicals have an inline HEPA filter installed?	LISP and BSL-2 Observation
Biological Safety	8	8.08	If vacuum traps are used, are the traps labeled appropriately?	LISP and BSL-2 Observation
Biological Safety	8	8.09	If vacuum traps are used, are the traps stored in secondary containment?	LISP and BSL-2 Observation
Biological Safety	8	8.10	If vacuum traps are used, is the disinfectant changed regularly and within an appropriate time frame?	LISP and BSL-2 Observation
Biological Safety	8	8.11	Are benchtops decontaminated after each use of biohazards?	LISP and BSL-2 Observation. Interview affected employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Biological Safety	8	8.12	Are biosafety cabinets (BSC) decontaminated after each use?	LISP and BSL-2 Observation. Interview affected employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Biological Safety	8	8.13	Are biosafety cabinets (BSC) within annual certification date?	LISP and BSL-2 Observation. Verify certification sticker on BSC is dated within 1 year of last being certified.
Biological Safety	8	8.14	Are pipets decontaminated or slipped into wrappers prior to disposing?	LISP and BSL-2 Observation. Interview affected employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews

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Section Name	Section	Question	Question Text	Guidelines Details
Biological Safety	8	8.15	Are autoclaves owned by the lab validated monthly with biological indicator testing?	LISP and BSL-2 Observation. Verify lab-owned autoclaves are validated monthly with biological indicator tests by reviewing biological indicator testing records.
Biological Safety	8	8.16	Are biohazardous wastes appropriately contained (closed, not protruding from container, etc.)?	LISP and BSL-2 Observation. Containers closed unless waste is being added.
Biological Safety	8	8.17	Are biohazardous wastes appropriately labeled with the biohazardous symbol?	LISP and BSL-2 Observation. Containers clearly labeled with the words "biohazardous waste" and infectious symbol.
Biological Safety	8	8.18	Are biohazardous wastes appropriately decontaminated prior to disposal?	LISP and BSL-2 Observation. => Autoclave bags must be available in lab. => Autoclave bags are to be sealed and decontaminated (autoclave, treat with bleach, alcohol or Lysol as appropriate) prior to removing from cabinet.
Biological Safety	8	8.19	In a BSL-2 Lab, is the outside of the laboratory door posted with Biosafety Level 2 Hazard signage with contact information?	LISP and BSL-2 Observation => Signage is present and current.
Biological Safety	8	8.20	In BSL-2 labs, has a protocol been approved by the Institutional Biosafety Committee (IBC) within the last 3 years?	LISP and BSL-2 Record review. 100% review of protocols to ensure they are available and current.
Biological Safety	8	8.21	In BSL-2 labs, has an IBC Registration Document been approved within the last 3 years for rDNA research that is being conducted in the lab?	LISP and BSL-2 Record review. 100% review of protocols to ensure they are available and current.
Biological Safety	8	8.22	In BSL-2 labs, does the lab have a lab specific biosafety manual (or adopted the University's Biosafety Manual)?	LISP and BSL-2 Record review. 100% review lab specific biosafety manual to ensure it is available and current.
Biological Safety	8	8.23	In BSL-2 labs, were porous materials present in the lab? This would include upholstered furniture, flooring, curtains, etc.	LISP and BSL-2 Observation
Biological Safety	8	8.24	In BSL-2 labs, are BSL-2 agents secured from unauthorized use or removal?	LISP and BSL-2 Observation. => Area is locked, and/or not open for anyone

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Section Name	Section	Question	Question Text	Guidelines Details
Radiation Safety	9	9.01	Has the use of radioactive materials in this area been approved by the campus Radiation Control Committee?	Verify Emergency Contact and Hazards sign indicates radioactive materials. Refer to the "Radiation Approvals and Inventories" sheet in the Assessor Resources Folder.
Radiation Safety	9	9.02	Are there records of completed contamination surveys when using unsealed radioactive materials?	Records review. Users - 100% Non-Users - 75% of non-users over the first five. Cards must be available for review. Include 2 day a week users.
Radiation Safety	9	9.03	Are there records of a current radioactive material inventory?	Records review. Verify radioactive materials inventory is available and updated regularly.
Radiation Safety	9	9.04	Is the NRC Form 3 "Notice to active lab personnels" posted in the lab. In labs using machine produced radiation (x-ray machines/accelerators) is ISDH Board Form X on or near the unit or its control panel.	Review area for proper postings.
Radiation Safety	9	9.05	Are all radioactive (non-waste) materials labeled with the radiation symbol and the words "Caution Radioactive Material"?	Observation. All radioactive material containers are labeled with the radiation symbol and "Caution Radioactive Materials".
Radiation Safety	9	9.06	Are all radioactive wastes labeled with the radiation symbol, the words "Caution Radioactive Material", the radioisotope, and the activity level?	Observation. All radioactive waste containers are labeled with the radiation symbol and "Caution Radioactive Materials".
Radiation Safety	9	9.07	Are all radioactive materials and wastes properly secured against unauthorized use or removal?	Observation
Laser/UV Safety	10	10.01	Have all class 3B and 4 lasers and laser areas been approved by the campus Laser Safety Officer?	Interview RSO to review RMS's laser inventory.
Laser/UV Safety	10	10.02	Are laser use areas identified by the proper signage, including lighted signs for Class 4 lasers?	Review area for proper signage.
Laser/UV Safety	10	10.03	Is the appropriate Laser Safety Eyewear available?	Eyewear must be available for inspection.
Laser/UV Safety	10	10.04	Have all laser users undergone a baseline eye exam as required by the Laser Safety Manual?	Records must be on file in RMS.
Laser/UV Safety	10	10.05	Are SOPs written and available for review in the lab?	SOP's must be available for review.
Laser/UV Safety	10	10.06	Are open laser beams appropriately confined and terminated (this includes covering windows if a curtain is not used)?	Observation of area.

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Section Name	Section	Question	Question Text	Guidelines Details
Machine and Portable Power Tool Safety	11	11.01	Are all electrically powered portable tools effectively grounded or double insulated?	Observation Verification that tool is of the grounded type, that it has the grounding prong. If double insulated, look for the symbol below.
Machine and Portable Power Tool Safety	11	11.02	Are hand and power tools in safe operating condition (free from defects or broken parts), properly guarded and being used properly?	Observation Wooden handles of tools free of splinters or cracks and kept tight in the tool. Electrical cords free of damage.
Machine and Portable Power Tool Safety	11	11.03	Is it prohibited to use compressed air for cleaning purposes except when it is reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment?	Review air nozzles to verify they are set for 30 psi.
Machine and Portable Power Tool Safety	11	11.04	Is it prohibited to never use compressed air for cleaning oneself or their clothing?	Interview personnel.
Machine and Portable Power Tool Safety	11	11.05	Are active lab personnels provided & using ground-fault circuit interrupter (GFCI) protection while using powered equipment or tools connected to extension cords?	Review GFCI and interview personnel using portable power tools. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Machine and Portable Power Tool Safety	11	11.06	Do those who operate machines have no loose fitting clothing, hair or jewelry that could become entangled?	Observation

**LISP Question Set
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Section Name	Section	Question	Question Text	Guidelines Details
Machine and Portable Power Tool Safety	11	11.07	Are machines guarded to prevent the operator and other people in the area from making contact with hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks?	<p>Observation of 100% of equipment. If this a machine shop, a machine shop audit should be conducted. Review for:</p> <ul style="list-style-type: none"> -Tongue guard and work rest appropriately adjusted on bench grinders. -Telescoping guard & spring loaded chuck wrench on drill presses. -Chuck guard & spring loaded chuck wrench on lathes. -Fixed guards, two hand controls, light curtains, etc. for power press/brake press. <p>Hazards include unguarded gears, belts, pulleys, sprockets, spindles, drums, flywheels, chains or other reciprocating, rotating, or moving parts.</p>
Machine and Portable Power Tool Safety	11	11.08	Are guards firmly secured, not easily removable and free from burrs and sharp edges?	Observation
Machine and Portable Power Tool Safety	11	11.09	Are guards designed to ensure that no objects will fall into moving parts?	Observation
Machine and Portable Power Tool Safety	11	11.10	Is all machinery designed for a fixed location securely anchored to prevent "walking" or "moving"?	Observation
Machine and Portable Power Tool Safety	11	11.11	Are all machines and equipment requiring the presence of an operator not left unattended while in operation or still in motion?	<p>Observation</p> <p>Interview personnel working with machinery.</p> <ul style="list-style-type: none"> < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Machine and Portable Power Tool Safety	11	11.12	Are foot operated switches guarded or arranged to prevent accidental contact by personnel or falling objects?	Observation
Machine and Portable Power Tool Safety	11	11.13	Are all fans less than 7 feet from the floor equipped with guards that have openings no larger than one-half (1/2) inch?	Observation

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Section Name	Section	Question	Question Text	Guidelines Details
Machine and Portable Power Tool Safety	11	11.14	Are chuck keys for lathes and drill presses spring loaded?	Observation
Machine and Portable Power Tool Safety	11	11.15	Prior to use, are machine guards inspected to ensure that they are in place and all electrical interlocks, e-stops, palm buttons, light curtains, and emergency pull cables inspected to check that they are working properly?	Observation Interview personnel working with machinery. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Electrical Safety	12	12.01	Are live parts of electrical equipment operating at 50 volts or more guarded against accidental contact?	Visual - 100% for guarded parts If parts not guarded: -Training 100% complete -Visual of PPE, tools, safe work practices
Electrical Safety	12	12.02	Are only qualified persons permitted to work on energized electric circuit parts (>50 volts) or equipment that has not been de-energized?	Interview 100% of qualified persons working with live electrical conductors.
Electrical Safety	12	12.03	Are annual evaluations of each qualified person conducted & documented?	Review 100% of records (Appendix H of procedure).
Electrical Safety	12	12.04	Are permits completed for live electrical work (>50 volts) and retained for the current and previous year?	Review 100% of records (Appendix A of procedure).
Electrical Safety	12	12.05	Are active lab personnels who work in areas where live electrical hazards (>50 volts) exist provided with and using PPE?	Review PPE for availability and condition. Interview 100% of persons working on energized equipment.
Electrical Safety	12	12.06	Is insulating equipment (gloves, mats, etc.) inspected before each day's use and electrically tested or replaced?	Interview 100% of qualified personnel. Review stamped inspection dates on PPE (gloves). Review 100% of testing records.
Electrical Safety	12	12.07	Are PPE requirements for electrical tasks documented using Appendix E of Electrical Safety Procedure?	Review 100% of records (Appendix E of procedure).
Confined Space Entry	13	13.01	Are confined spaces properly labeled and is there a documented inventory list identifying each space?	Inspect 20% of confined spaces from inventory (Appendix C from procedure) to verify signage.
Confined Space Entry	13	13.02	Are confined space permits properly completed prior to entry and cancelled at the end of entry operations?	Review 100% of completed CSE permits. Verify that: => Permits are completed in their entirety => Permits do not exceed the shift => Permits are retained by the department for 1 year

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Section Name	Section	Question	Question Text	Guidelines Details
Confined Space Entry	13	13.03	If confined space has been reclassified to a non-permitted space is there documentation of a reclassification form?	Review 100% completed CSE permits or Qualtrics reclassification forms.
Confined Space Entry	13	13.04	Are atmospheric conditions of the space tested prior to entry to determine if acceptable entry conditions exist?	Review 100% of completed CSE permits. Interview personnel performing CSE activities. < 5 - 100% of interviews > 5 - 75% of interviews
Confined Space Entry	13	13.05	Are atmospheric monitoring devices bump tested prior to each use and current on calibrations?	Review 1 year's worth of bump test and calibration records.
Confined Space Entry	13	13.06	Are attendants assigned and stationed outside the confined space for the duration of the entry operation?	Review 100% of completed CSE permits. Interview personnel performing CSE activities. < 5 - 100% of interviews > 5 - 75% of interviews
Confined Space Entry	13	13.07	Have entrants been provided the opportunity to observe any monitoring or testing of atmospheres?	Interview personnel performing CSE activities. < 5 - 100% of interviews > 5 - 75% of interviews
Confined Space Entry	13	13.08	Are active lab personnels who serve as entrants or attendants equipped with appropriate entry equipment?	Review confined space entry equipment. =>Depending on site, must have harness, tripod, retrieval device, and barrier around opening. Interview personnel performing CSE activities. < 5 - 100% of interviews > 5 - 75% of interviews
Confined Space Entry	13	13.09	Is there a system for summoning rescue and emergency services?	Interview personnel performing CSE activities asking to detail process for summoning rescue services. < 5 - 100% of interviews > 5 - 75% of interviews
Aerial Lift Equipment	14	14.01	Is fall arrest equipment worn by persons working from articulating booms and other similar mobile equipment used to elevate workers?	Review inventory list of articulating booms on campus => 100% of units on inventory Interview users => 100% of users Inspect fall protection equipment - should have self-retracting lanyard or fixed length connecting lanyard (based on fall distance) => 100% of users

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Section Name	Section	Question	Question Text	Guidelines Details
Aerial Lift Equipment	14	14.02	Is fall arrest equipment worn by persons working from scissor lifts?	<p>Review inventory list of scissor lifts on campus => 100% of units on inventory</p> <p>Interview users => 100% of users</p> <p>Inspect fall protection equipment - should have self-retracting lanyard or fixed length connecting lanyard => 100% of users</p>
Aerial Lift Equipment	14	14.03	Are pre-use equipment inspections conducted and documented when using aerial and scissor lifts?	<p>Interview users - verify pre-use inspections include harness / lanyard => 100% of users</p> <p>Review inspection forms => 1 year's worth of inspections</p>
Aerial Lift Equipment	14	14.04	Are workplace inspections conducted and documented when using aerial and scissor lifts?	<p>Interview users - verify pre-use inspections include harness / lanyard => 100% of users</p> <p>Review inspection forms => 1 year's worth of inspections</p>
Powered Industrial Trucks (Lift Trucks)	15	15.01	Are evaluations performed of each powered industrial truck operator's performance at least once every three years?	<p>Review training records. <5 - all records 5 - 10 - 75% of records >10 - 50% of records</p>
Powered Industrial Trucks (Lift Trucks)	15	15.02	Are the fork trucks inspected prior to use each shift and inspections properly documented?	<p>Review inspection records.</p>
Powered Industrial Trucks (Lift Trucks)	15	15.03	Are battery charging installations located in areas designated for that purpose and adequately protected from accidental damage?	<p>Review PIT battery charging areas. Are they designated and have: => Chargers raised off the floor on pallets/stands with protective bollards or mounted to wall => Eyewash stations and spill absorbent if maintenance is performed => Adequate ventilation for dispersal of fumes from gassing batteries</p>

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Section Name	Section	Question	Question Text	Guidelines Details
Powered Industrial Trucks (Lift Trucks)	15	15.04	Does the electric lift truck have a single point watering system installed? If not, are facilities provided for flushing and neutralizing spilled electrolyte?	Observation
Powered Industrial Trucks (Lift Trucks)	15	15.05	Is the data plate available and legible?	Review lift truck data plate.
Powered Industrial Trucks (Lift Trucks)	15	15.06	Are operators' manuals for each PIT readily available and do operators know how to access them?	Interview persons operating equipment. <5 - 100% of interviews 5 - 10 - 75% of interviews >10 - 50% of interviews
Powered Industrial Trucks (Lift Trucks)	15	15.07	Are liquified petroleum (LP) gas tanks stored properly when not in use?	Observation.
Powered Industrial Trucks (Lift Trucks)	15	15.08	If active lab personnels are required to change liquified petroleum (LP) tanks, are leather gloves, safety glasses and face shield required to be worn?	Interview persons operating equipment. <5 - 100% of interviews 5 - 10 - 75% of interviews >10 - 50% of interviews
Powered Industrial Trucks (Lift Trucks)	15	15.09	When loading or unloading with a PIT, are brakes set and wheels chocked to prevent movement of trucks and trailers, and fixed jacks used when trailer is not coupled with a tractor?	Observation. Interview persons operating equipment. <5 - 100% of interviews 5 - 10 - 75% of interviews >10 - 50% of interviews
Fall Protection	16	16.01	Do guardrail systems or personal fall arrest systems (PFAS) protect active lab personnels when they work on unprotected sides and edges of walking and working surfaces or into dangerous equipment?	Review work areas to ensure PFA systems are being utilized to protect employees (e.g., travelers for lifelines).

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Section Name	Section	Question	Question Text	Guidelines Details
Fall Protection	16	16.02	Have all active lab personnels who access rooftop areas been informed of required access procedures and signed and dated the posted hazard assessment? If a hazard assessment is not posted, do active lab personnels refrain from accessing the roof?	<p>Inspect access point to roof to verify hazard assessment is posted and signed by personnel.</p> <p>Interview personnel accessing rooftop to verify they've been informed of access procedures, or, that they are refraining from accessing if hazard assessment is not posted.</p> <p>< 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews</p>
Fall Protection	16	16.03	Is there a documented inventory of fall protection equipment in OnBase?	<p>Review documented inventory located in OnBase and verify equipment observed is captured.</p>
Fall Protection	16	16.04	Are personal fall arrest systems inspected before each use, and any defective components removed from service?	<p>Interview personnel working at heights to verify equipment is inspected.</p> <p>< 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews</p> <p><u>Inspect equipment.</u></p>
Fall Protection	16	16.05	Are documented periodic inspections of personal fall arrest systems conducted by a Competent Person and any defective components removed from service?	<p>Review records of annual inspections by Competent Person in OnBase. => 100% records review for previous year</p> <p>Verify that Competent Person has completed Competent Person training. => 100% records review</p>
Fall Protection	16	16.06	Are permanent anchor points used for fall protection devices inspected annually by a qualified person?	<p>Review records of annual inspections by Qualified Person. => 100% records review for previous year for facilities under scope of review of assessment.</p>

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Section Name	Section	Question	Question Text	Guidelines Details
Fall Protection	16	16.07	Are provisions made for prompt rescue in the event of a fall, or are active lab personnels able to rescue themselves?	Interview personnel working at heights to verify rescue plans are developed. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Lock, Tag, Try	17	17.01	Are equipment-specific energy control procedures available for each piece of equipment that address the elements listed below? <ul style="list-style-type: none"> • Identification of the equipment and/or task • Type and magnitude of all hazardous energy sources • Listing of all applicable energy isolation devices • Specific steps to obtain zero energy state • Specific steps for verifying energy control including the release of stored energy <p>Written procedures are NOT required for cord and plug connected equipment and pieces of equipment that have single, readily identifiable energy isolation devices if there is no potential for stored energy after shut down.</p>	Review written energy control procedures < 5 machines - all records 5-10 machines - 75% of records 11-20 machines - 50% of records > 20 machines - 25% of records
Lock, Tag, Try	17	17.02	Are periodic audits of procedures and authorized personnel conducted and documented to ensure authorized persons are following prescribed energy control procedures and that energy controls are being utilized properly? The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the active lab personnels included in the inspection, and the person performing the inspection.	Review of equipment specific lockout inspection records < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Lock, Tag, Try	17	17.03	Are locks, tags, or other hardware provided for isolating, securing and blocking of machines or equipment from energy sources?	Interview authorized employees to verify proper equipment is provided < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Lock, Tag, Try	17	17.04	Are lockout and tagout devices red in color for personal locks, blue for group lockout and green for long term equipment isolation?	Inspect authorized employees' issued equipment.

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Section Name	Section	Question	Question Text	Guidelines Details
Lock, Tag, Try	17	17.05	Are locks prohibited from use for other purposes, capable of withstanding the environment to which they are exposed, standardized, i.e., color, shape, size, paint and format, and substantial enough to prevent removal without the use of excessive force?	Inspect authorized employees' issued equipment. Interview authorized employees < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Lock, Tag, Try	17	17.06	Are locks equipped with tags that read "Do not start", "Do not open", "Do not close", "Do not energize", or "Do not operate" and identify lock owner?	Inspect authorized employees' issued equipment
Lock, Tag, Try	17	17.07	Do authorized persons verify that de-energizing has been effective by attempting to start the equipment and release residual energy before starting servicing or maintenance work?	Interview authorized employees to verify authorized personnel attempt to restart equipment to verify effectiveness < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Lock, Tag, Try	17	17.08	Where more than one authorized active lab personnel is conducting maintenance, is each authorized active lab personnel affixing a personal lockout/tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work and when he or she stops working on the equipment?	Interview authorized employees to verify individual and group lockout processes < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Lock, Tag, Try	17	17.09	Do procedures exist for removing and transferring locks and tags?	Interview authorized employees to verify procedures exist. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Lock, Tag, Try	17	17.10	Are documented emergency lock removal forms (Appendix C from LTT Procedure) completed in such situations?	Review emergency lock removal records and interview personnel. < 5 - 100% of records 5-10 - 75% of records 11-20 - 50% of records > 20 - 25% of records
Cranes & Hoists	18	18.01	Are documented crane and hoist pre-use inspections and functional checks conducted by operators prior to usage?	Interview users - verify pre-use inspections => 100% of users Review inspection forms (Appendix C) => 1 year's worth of inspections

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Section Name	Section	Question	Question Text	Guidelines Details
Cranes & Hoists	18	18.02	Are periodic inspections of cranes, hoists, ropes, and chains conducted by qualified personnel (e.g., outside vendor), including initial load testing?	100% review of inspection records
Cranes & Hoists	18	18.03	Are periodic inspections of alloy steel slings conducted by qualified personnel (e.g., outside vendor)?	Visual of equipment
Cranes & Hoists	18	18.04	Are all under-hook lifting attachments in safe working order and properly stored?	Interview hoist/crane operators <5 - 100% of interviews >5 - 75% of interviews
Cranes & Hoists	18	18.05	Are personnel informed that loads shall not be moved over people and tag lines shall be used on loads that must be guided into position?	Review training records. <5 - all records >5 - 75% of records Interview hoist/crane operators <5 - 100% of interviews >5 - 75% of interviews
Cranes & Hoists	18	18.06	Is the rated load of the crane plainly marked on each side and is the marking clearly legible from the ground or floor?	Verify load limit signage on hoist.
Welding, Cutting and Brazing	19	19.01	Is the designated hot work area properly identified (permit not required) and maintained with proper housekeeping (combustibles kept 35' away, fire extinguishing equipment present and maintained)?	Inspect ALL hot work designated areas for signage, housekeeping, welding curtains, fire extinguishers, etc.
Welding, Cutting and Brazing	19	19.02	Are Hot Work Permits obtained for hot work activities in non-designated hot work areas?	Review 100% of completed hot work permits for current year plus one. Interview personnel performing hot work activities. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews
Welding, Cutting and Brazing	19	19.03	Are firewatchers required and used during hot work activities and maintained for at least 30 minutes after completion of the hot work?	Review 100% of completed hot work permits for current year plus one. NOTE: Effective February 1, 2020, permits can be found in Qualtrics. Interview personnel performing hot work activities. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews

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Section Name	Section	Question	Question Text	Guidelines Details
Welding, Cutting and Brazing	19	19.04	Is appropriate PPE required (welding helmet, cutting goggles, face shields, etc.) for individuals when performing hot work activities?	<p>Review completed PPE Hazard Assessments for task (paper form or Qualtrics).</p> <p>Inspect PPE for availability and condition.</p> <p>Interview personnel performing hot work activities. < 5 employees - 100% of interviews 5-10 employees - 75% of interviews 11-20 employees - 50% of interviews > 20 employees - 25% of interviews</p>
Welding, Cutting and Brazing	19	19.05	Are welding hoses, leads, or cables free of damage and kept clear of passageways, ladders, and stairways?	Inspect welding equipment and area where used
Welding, Cutting and Brazing	19	19.06	Are cutting torch hoses equipped with flashback arrestors and ignited using a flint spark lighter?	Observation of welding equipment
Welding, Cutting and Brazing	19	19.07	Are cutting/welding carts that are equipped with O2/acetylene in safe condition?	Observation
Welding, Cutting and Brazing	19	19.08	Are all persons adjacent to welding areas protected from the arc rays by noncombustible or flameproof screens or shields?	Observation
Welding, Cutting and Brazing	19	19.09	Are soldering operations performed using lead-free solder?	Review of SDS for solder material