

ID	Checklist Question	Answer Type	Applicability	Requirements
LRA Administrative Section				
1.0	<i>As the Responsible Person of my work group, I certify that I will ensure all members of my work group have reviewed this assessment entirely. Everyone will be aware and understand the potential hazards and how to control them within the scope of their work.</i>	Select: Accept and Acknowledge		
1.1	<i>Select the option that best describes your role for this work group (only the roles listed are permitted to complete this assessment):</i>	Select: Principal Investigator, Laboratory Director, Supervisor/Manager, Safety Officer, Other (please specify)		If "Other (please specify)" is selected. Conditional logic should unlock question 1.2.1 to have the free text field appear for the submitter to type in the their other role details.
1.2	<i>Other Role (please specify):</i>	Free Text		
1.3	<i>Provide a brief description of your group's work/research including website links that may apply for your workgroup.</i>	Free Text		
1.4	<i>Confirm your LionSpace room assignments are accurate.</i>	Select: Confirmed, Needs EHS assistance	<p>The University uses a space management system (aka LionSpace) to assign rooms to Principal Investigators and other responsible persons. These space assigned should reflect the current locations for which the Responsible Person is conducting their primary work activities; excluding core facilities.</p> <hr/> <p>Access to the list of LionSpace room assignments are available as follows: OPTION 1 - Contact your facility coordinator to confirm current room assessments. OPTION 2 - Review your LionSAFE Safety Summary Report which lists the LionSPACE room assignments within the report.</p>	Contact your facility coordinator to make updates to your space assignments as needed.

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1.5	<i>Identify if your group conducts work in other secondary locations (e.g., core facilities, research farms, or other remote locations).</i>	Select: Applicable, Not Applicable, Needs EHS assistance		
1.6	<i>Describe secondary locations where your group conducts work.</i>	Free Text		
1.7	<i>Provide a roster for those who conduct work associated with this LionSafe Risk Assessment.</i>	Select: Roster updated in LionSafe, Roster attached	OPTION 1 - A member roster can be attached to facilitate this information.	OPTION 2 - Update your Employee Roster within LionSafe. One benefit to this method is that it provides read-only access to the Responsible Persons dashboard. This includes access to the LionSafe Risk Assessment, chemical inventory, assessments, waste requests and other features within LionSafe.
1.8	<i>Provide a primary contact phone number(s) for the Responsible Person and work group in case there are questions about this assessment.</i>	Free Text		

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Chemical Safety				
2.9	<i>Our group uses and/or stores chemicals (includes compressed gas cylinders) in a laboratory environment.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Students, Researchers, and University Employees who handle chemicals in instructional and research laboratory settings.</p> <hr/> <p>PROGRAM DEFINITION: This program applies to work involving chemical manipulations carried out on a laboratory scale, whereby multiple different chemicals are often used and handled in laboratory settings.</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/laboratory-safety/guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> - Be aware of hazards associated with the materials, processes, and equipment associated with their work; - Follow and enforce university safety policies and procedures; - Model safe behaviors for personnel; - Complete all required training and ensure that all personnel complete training requirements; - Provide site-specific safety training to personnel commensurate with the hazards present and the activities performed. This training must be documented. Update this training as needed to reflect changes in materials and work practices; - Provide appropriate personal protective equipment (PPE) to personnel and enforce compliance with PPE requirements; - Comply with regulatory and university requirements regarding registrations, prior approvals, and permits; - Maintain required documentation including but not limited to: chemical inventory, safety data sheets (SDS) for chemicals in the inventory; training records, and written standard operating procedures for hazardous operations; - Ensure waste is managed properly and in a timely manner; - Report incidents, accidents, and near misses to EHS. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> - Follow safe work practice in accordance with university specified policies and procedures; - Comply with all relevant training requirements; - Report unsafe conditions, practices, or equipment when observed; - Report incidents, accidents, and near misses to the Supervisor and EHS. - Must not perform any hazardous task without proper instructions or authorization.

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Chemical Safety				
2.10	<i>Training is required for those that use or store hazardous chemicals in a research laboratory setting.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: All personnel must receive training commensurate with the work they perform and the hazards present in their work area. Initial training in chemical safety and unit specific training must be received upon hire and prior to conducting work in spaces where hazardous materials are used or stored. Refresher training is required annually. The following LRN courses are required for laboratories: - Laboratory and Research Safety (Initil) -Laboratory and Research Safety Refresher (Annually)</p> <hr/> <p>The following courses are optional and strongly recommended for all individuals who work with compressed gas cylinders: - Compressed Gas Safety</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=136</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: Initial Laboratory and Research Safety Training and Unit Specific Training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Annual Laboratory and Research Safety Refresher Training</p>

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Chemical Safety				
2.11	<i>Our group uses and/or stores highly hazardous chemicals, including Explosives; Pyrophoric Liquids and Solids; Water Reactive (flammable); Self-Reactive; Flammable Gases; Acutely Toxic; or Large quantities (> 4L) of concentrated corrosives or oxidizers, or concentrated oxidizing acids.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>APPLICABILITY: Group works with other highly hazardous chemicals,, including Explosives; Pyrophoric Liquids and Solids; Water Reactive (flammable); Self-Reactive; Flammable Gases; Acutely Toxic; or Large quantities (> 4L) of concentrated corrosives or oxidizers, or concentrated oxidizing acids.</p> <hr/> <p>PROGRAM DEFINITION: - Explosives (GHS codes H200, H201, H202, H203, H204, H205): An explosive substance (or a mixture) is a solid or liquid, capable by chemical reaction of producing gas at a temperature, pressure and speed that may cause damage to the surroundings. - Flammable Gases (GHS codes H220, H221): Gases with a flammable range in the air at 20 deg C and a standard pressure of 101.3 kPa. - Self-Reactive Substances (GHS code H240): Thermally unstable liquids or solids liable to undergo a strongly exothermic thermal decomposition, even without the participation of oxygen (air). Heating may cause an explosion. - Pyrophoric Liquids and Solids (GHS code H250): Materials which, even in small quantities, could ignite within five minutes after coming into contact with air. - Self-heating substances and mixtures (GHS code H251): A solid or liquid substance or mixture (other than a pyrophoric) that could heat itself by reaction with air and without energy supply. - Water-Reactive Chemicals (GHS code H260): Solids or liquids which, by contact with water, may become spontaneously flammable or release flammable gases in dangerous quantities. - Acute Toxicity (GHS codes H300, H310, H330) Substances with Acute toxicity may have adverse effects following oral or dermal administration of a single dose of a substance, or multiple doses given within 24 hours, or an inhalation exposure of 4 hours.</p>	<p>REQUIREMENTS: - Ensure all applicable highly hazardous chemicals are accurately identified in the chemical inventory.</p> <hr/> <p>All general chemical safety requirements apply and the additional requirements may apply below: -Additional specialized PPE. -Specialized engineering controls. -Unit-specific high hazard SOPs approved by EHS. CONTACT EHS WITH QUESTIONS (814) 865-6391 or psuehs@psu.edu</p>

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Chemical Safety				
2.12	<i>Our group uses and/or stores hazardous chemicals (includes compressed gas cylinders) in a non-laboratory environment (i.e. maintenance shop, farm, grounds/landscape, etc.).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: This program applies to all non-laboratory work areas that utilize hazardous chemicals including, but not limited to, machine shops, maintenance shops, garage areas, and janitorial/custodial storage areas.</p> <hr/> <p>PROGRAM DEFINITION: A hazardous chemical includes any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified. Examples include, but are not limited to, safety glasses, gloves, respirators, hearing protection, foot protection. These terms will be found on the product label and Safety Data Sheets (SDS).</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/hazcom/overview</p>	<p>FULL PROGRAM REQUIREMENTS: -https://ehs.psu.edu/hazcom/requirements-guidelines -https://policy.psu.edu/policies/sy25</p> <hr/> <p>SUPERVISORS MUST: -Be thoroughly informed of the contents of this program and how it relates to their areas of responsibility and authority. -Ensure that all provisions of this program are implemented in their work groups. -Ensure Safety Data Sheet (SDS) inventories are maintained and updated. -Investigate all injuries and incidents involving chemicals within their work group. -Report incidents, accidents, and near misses to EHS.</p> <hr/> <p>EMPLOYEES MUST: -Follow the work practices described in this program. This includes maintaining proper labeling of chemical containers, reviewing Safety Data Sheets (SDS), following instructions regarding proper use of chemicals, and using personal protective equipment as required. -Immediately report any unsafe conditions or concerns related to chemicals to their supervisor.</p>

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Chemical Safety				
2.13	<i>Training is required for those that use or store hazardous chemicals in a non-laboratory environment.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: -A combination of online and hands on training is required for those working with or storing hazardous chemicals in a non-laboratory environment. -Compressed Gas Safety is a recommended training on the LRN for those that work with compressed gas cylinders.	TRAINING WEBSITE: -Hazard Communication Training: https://ehs.psu.edu/training?tid=111 -Compressed Gas Safety Training (recommended): https://ehs.prod.fbweb.psu.edu/training?tid=61 INITIAL TRAINING REQUIREMENTS: -Hazard Communication Supervisor Training: The training consists of a review of the Hazard Communication PowerPoint presentation pertaining to the specific work group/site. The training will provide the participants with a clear understanding of how to edit the presentation to include their site-specific information. -Employee Training: Part 1 is online. Part 2 (work group specific Hazard Communication training) is provided by the supervisor/designated person and covers work group specific information pertaining to safe chemical use. REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required unless a new chemical hazard is introduced into the work area and/or when changes to the work area have the potential to introduce a new hazard.
2.14	<i>All chemicals (including compressed gases) must be entered into the LionSafe Chemical Inventory and reviewed annually.</i>	Select: Acknowledge, Need EHS Assistance	CHEMICAL INVENTORY APPLICABILITY: -University Safety Policy SY39 - Hazardous Chemical Inventory Management requires that all work areas maintain a chemical inventory in the Chemical Inventory Management System (CHIMS).	CHEMICAL INVENTORY WEBSITE: https://ehs.psu.edu/chemical-inventory-management/overview CHEMICAL INVENTORY REQUIREMENT: -Regular use and required annual updates of the chemical inventory is an essential part of Penn State's efforts to comply with various regulations as well as to provide critical information to emergency responders entering an area where hazardous chemicals are present. -Work areas are also required to maintain a hard copy of their CHIMS chemical inventory. -Chemical inventory is now managed in LionSafe.

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Chemical Safety				
2.15	<p><i>Our group works with Particularly Hazardous Substances, as defined by OSHA. These include "select carcinogens," reproductive toxins and substances which have a high degree of acute toxicity.</i></p>	<p>Select: Applicable, Not Applicable, Needs EHS Assistance</p>	<p>PROGRAM APPLICABILITY: Group possess and/or uses Particularly Hazardous Substances (PHSs) as defined by OSHA.</p> <hr/> <p>PROGRAM DEFINITION: Under the OSHA Laboratory Standard 29 CFR 1910.1450, additional protections are required for work involving particularly hazardous substances. These substances include select carcinogens, reproductive toxins, and substances which have a high degree of acute toxicity.</p> <hr/> <p>The definition of select carcinogens from the standard is: Select carcinogen means any substance which meets one of the following criteria: (i) It is regulated by OSHA as a carcinogen; or (ii) It is listed under the category, "known to be carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or (iii) It is listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (latest editions); or (iv) It is listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria: (A) After inhalation exposure of 6-7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m³; (B) After repeated skin application of less than 300 (mg/kg of body weight) per week; or (C) After oral dosages of less than 50 mg/kg of body weight per day.</p> <hr/> <p>Reproductive toxins mean chemicals that affect the reproductive capabilities including adverse effects on sexual function and fertility in adult males and females, as well as adverse effects on the development of the offspring. Chemicals classified as reproductive toxins in accordance with the Hazard Communication Standard (1910.1200) shall be considered reproductive toxins for purposes of this section. OSHA defines a chemical as having a high degree of acute toxicity if it falls within any of the following categories: 1. A chemical that has a median lethal dose (LD50) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each. 2. A chemical that has a median lethal dose (LD50) of 200 milligrams or less per kilogram of body weight when administered by continuous</p>	<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> - Ensure all applicable Particularly Hazardous Substances (PHSs) are accurately identified in the chemical inventory. <hr/> <ul style="list-style-type: none"> - All general chemical safety requirements apply in addition to the following. - Establish a designated area to work these PHSs. - Use of containment devices such as chemical hoods or glove boxes. - Establish procedures for safe removal of contaminated waste. - Establish procedures for decontamination procedures.

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Chemical Safety				
			<p>contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between two and three kilograms each.</p> <p>3. A chemical that has a median lethal concentration (LC50) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume, or dust, when administered by continuous inhalation for one hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each. Information on determining whether or not a chemical meets one of these definitions can be found in SDSs. Additionally EHS can help determine if this category applies for a work unit psuehs@psu.edu.</p>	
2.16	<p><i>Our group works with one of the following chemical substances and are included in our chemical inventory: lead, inorganic arsenic, cadmium, benzene, hexavalent chromium (or chromium (VI)), methylene chloride (or dichloromethane), formaldehyde, ethylene oxide, vinyl chloride, or other hazardous substances for which OSHA has a special standard as found in 29 CFR 1910 (Subpart Z). (http://osha.gov/chemical-hazards/standards).</i></p>	<p>Select: Applicable, Not Applicable, Need EHS Assistance</p>	<p>APPLICABILITY: Groups that work with chemicals for which there is an OSHA substance specific standard have been included in the chemical inventory.</p>	<p>REQUIREMENTS: - Ensure all applicable chemical substances are accurately identified in the chemical inventory.</p>

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Explosive Materials Management				
3.17	<i>Our work involves shock sensitive, explosive, energetic, and/or unstable materials.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY:</p> <ul style="list-style-type: none"> -University employees, students, and visitors who handle or supervise individuals who handle energetic or unstable materials in their work. -Regardless of ATF formal registration and program, EHS wants to conduct risk assessment (or ensure that a proper risk assessment was done) on the laboratory handling and storage procedures for unstable/energetic materials. -Contact the Chemical Hygiene Officer if you possess these materials. <hr/> <p>PROGRAM DEFINITION:</p> <p>Examples of unregulated shock-sensitive, explosive, energetic and/or unstable materials include high burn rate finely-divided or powdered metals, pyrotechnics, solid rocket fuels, white phosphorous, thermite, sodium azide, transition metal perchlorates, certain organic peroxides, diazo compounds, or nitro-functionalized organic compounds.</p>	<p>FULL PROGRAM REQUIREMENTS:</p> <ul style="list-style-type: none"> -https://ehs.psu.edu/laboratory-safety/guidelines -https://ehs.psu.edu/explosive-materials-management/requirements-guidelines <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Comply with general chemical safety requirements -Fully evaluate the activities that involve energetic materials for applicability in other sections of this assessment. -Provide training in line with the intended activities of any employees. -Comply with the training requirements and ensure that all employees do as well. -Report any incidents or accidents involving energetic materials to EHS. <hr/> <p>Be aware that requirements may include:</p> <ul style="list-style-type: none"> -Detailed risk assessment for research activities. -Additional specialized PPE. -Specialized engineering controls. -Unit-specific high hazard SOPs approved by EHS. -Transportation restrictions. -Synthesis or preparation of ATF-regulated materials may require registration. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Follow proper safe workplace procedures as described by the supervisor.

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Explosive Materials Management				
3.18	<i>Individuals in our group use materials regulated as explosives by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) per the list of Explosive Materials on the EHS website.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employee activities that use or conduct research with materials regulated as explosives by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).</p> <hr/> <p>PROGRAM DEFINITION: https://ehs.psu.edu/sites/ehs/files/2022_annual_list_of_explosive_materials.pdf</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/explosive-materials-management/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Understand program requirements and ensure employees within their area(s) of responsibility adhere to the requirements -Maintain all records outlined within program and required by the regulating agencies -Report theft/loss of explosive materials -Communicate any modifications that impact program requirements within their area(s) to their Facility Coordinator / Safety Officer and the Department of EHS</p> <hr/> <p>EMPLOYEES MUST: -Adhere to the requirements of the program -Immediately report any theft or suspicious activities associated with covered materials -Communicate any difficulties or challenges relating to program requirements to their immediate supervisor</p>
3.19	<i>Unit specific training is required for the use and/or storage of explosive materials in your work unit.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: -Unit Specific standard operating procedures provided prior handling and as required based on modifications -Grant specific requirements as outlined by research sponsor (i.e., DoD)</p>	<p>TRAINING REQUIREMENTS: Unit Specific SOP outlining requirements on how to acquire, store, handle, and use explosive materials shall occur prior to handling and include their role within the safe handling protocols and associated hazards.</p>

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Chemical Facility Anti-Terrorism Standards				
4.20	<i>Our work group has (or plans to obtain) chemical(s) listed on the Department of Homeland Security (DHS) Chemical of Interest (COI) that exceeds the Screening Threshold Quantity (Appendix A).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Applies to any facility that has a chemical(s) listed in Appendix A above the Screening Threshold Quantity.</p> <hr/> <p>PROGRAM DEFINITION: CFATS program identifies and regulates high-risk chemical facilities to ensure security measures are in place to reduce the risk of certain hazardous chemicals being weaponized.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY: https://ehs.psu.edu/sites/ehs/files/2024-02/CFATS%20Overview%20Fact%20Sheet.pdf</p>	<p>PROGRAM REQUIREMENTS: https://ehs.psu.edu/chemical-inventory-management/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Understand CHIMS program requirements and immediately notify EHS when COI Screening Threshold Quantity will be exceeded -Ensure employees within their area(s) of responsibility adhere to the requirement outlined in the Facility SSP -Develop appropriate Standard Operating Procedures (SOPs) as required by the Facility SSP -Ensure individuals working in their areas understand their security responsibilities relating to COI, purchasing, transporting, storing, inventory management, and reporting</p> <hr/> <p>EMPLOYEES MUST: -Adhere to the requirements of their units SSP. -Understand responsibilities and actions relating to COI security within their work environment. -Communicate any difficulties or challenges relating to program requirements to their immediate supervisor.</p>
4.21	<i>Training is required for facilities with possession of DHS COI above the threshold quantity.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: -Covered High Risk Chemical Facility personnel managing oversight of program must complete the DHS Chemical Vulnerability Information (CVI) training online) -Facility personnel must complete General Security Awareness (unit specific) training -Facility personnel with access to COI must complete Site Security Plan (unit specific) training</p>	<p>TRAINING WEBSITE: DHS - Chemical-terrorism Vulnerability Information (CVI) Authorized User Training CISA</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: Unit specific training based on responses to Risked Based Performance Standards developed within SSP</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Tiered (General & SSP) required every 3 yrs.</p>

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Pesticides				
5.22	<i>Individuals in our group apply (use), store, or transport registered pesticides.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: -University employees, visitors and students (non-employees) who apply pesticides. -University employees, visitors or students, who work or conduct research at an agricultural facility (nursery, farm, greenhouse, laboratory, research center, etc.) where pesticides are applied. -Work units that contract with vendors for pesticide applications.</p> <hr/> <p>PROGRAM DEFINITION: Pesticides include: rodenticides, herbicides, fungicides, insecticides, swimming pool chemicals, etc.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/pesticide-management/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/pesticide-management/requirementsguidelines</p> <hr/> <p>SUPERVISORS MUST: -Identify the individuals at their facility that need training and ensure they are trained. -Provide safety equipment and Personal Protective Equipment (PPE) and ensure that it is worn by employees. -Ensure Integrated Pest Management (IPM) is followed.</p> <hr/> <p>EMPLOYEES MUST: Applicators must: -Read and follow pesticide label directions. -Maintain records of pesticide applications. -Ensure proper notification of appropriate parties before application.</p>
5.23	<i>Pennsylvania Department of Agriculture (PDA) licensure and training is required for individuals that apply, use, store, or transport pesticides (pesticide "handlers").</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: -Ensure certified applicators are trained in accordance with PDA requirements. -Provide applicators with specific hands on training for pesticide application equipment. -Ensure Worker Protection Standard training for Agricultural workers (including students) is provided every year.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=171</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -Worker Protection Standard-Handler Training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Worker Protection Standard-Handler Training is required annually</p>
5.24	<i>Medical surveillance is required for PDA licensed pesticide applicators.</i>	Select: Acknowledge, Need EHS Assistance	<p>MEDICAL SURVEILLANCE APPLICABILITY: All licensed pesticide applicators are required to be in the respiratory protection program.</p>	<p>MEDICAL SURVEILLANCE REQUIREMENTS: -Annual fit test and medical clearance -Annual respiratory protection training</p>
5.25	<i>Monthly inspections and annual self-audits are required for pesticide storage areas.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION / AUDIT APPLICABILITY: Monthly inspections and annual self-audits are required for pesticide storage areas.</p>	<p>INSPECTION / AUDIT WEBSITE: https://ehs.psu.edu/pesticide-management/pesticide-forms</p> <hr/> <p>INSPECTION / AUDIT REQUIREMENTS: -Monthly Pesticide Facility Checklist -Annual Pesticide Self Audit</p>

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Pesticides				
5.26	<i>Individuals in our group come into contact with pesticide treated areas (agricultural areas, green houses, etc.) and/or maintain equipment used for application of pesticides.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: -University employees, visitors or students, who work or conduct research at an agricultural facility (nursery, farm, greenhouse, laboratory, research center, etc.) where pesticides are applied. -Work units that contract with vendors for pesticide applications.</p> <hr/> <p>PROGRAM DEFINITION: Pesticides include: rodenticides, herbicides, fungicides, insecticides, swimming pool chemicals, etc.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/pesticide-management/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/pesticide-management/requirementsguidelines</p> <hr/> <p>SUPERVISORS MUST: -Identify the individuals at their facility that need training and ensure they are trained. -Provide safety equipment and Personal Protective Equipment (PPE) and ensure that it is worn by employees. -Ensure Integrated Pest Management (IPM) is followed.</p>
5.27	<i>Training is required for individuals that come into contact with pesticide treated areas (agricultural areas, green houses, etc.) or maintain equipment used for application of pesticides (pesticide "workers").</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: -Ensure Worker Protection Standard training for Agricultural workers (including students) is provided every year.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=171</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -Worker Protection Standard-Worker Training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Worker Protection Standard-Worker Training is required annually</p>

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Gas Monitoring				
6.28	<i>Our group uses compressed gases as covered by University Safety Policy SY25 and the release of the gas poses an immediate physical/health risk to room occupants (immediate risk evaluation is typically conducted in consult with EHS).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Applies to use of compressed gases covered by University Safety Policy SY25 - Compressed Gas Cylinders, except in situations for short term use of limited quantities (lecture bottles - typically 12-18 inches long and 1-3 inches in diameter) in a chemical fume hood. Short term is considered less than 14 calendar days. Additional exclusions may be identified within the document as appropriate for the gas in question.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/sites/ehs/files/EHS%20Snapshot%20-%20Gas%20Monitoring%20Program.docx</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/sites/ehs/files/gas_monitoring_program_-_final.docx</p> <hr/> <p>SUPERVISORS MUST: -Understand the program requirements and ensure employees within their area(s) of responsibility adhere to the requirements outlined in this program -Develop appropriate Standard Operating Procedures (SOPs) for proper handling of gases covered by this program including procurement, handling, storage, use and emergency response -Ensure individuals working in their areas understand their responsibilities relating to specific alarm conditions that may be encountered along with other groups (e.g., floor/building occupants, OPP/Maintenance, EHS, etc.) as appropriate -Immediately notify the Office of Physical Plant or campus Maintenance Supervisor of any operational issues associated with the equipment included within the Gas Monitoring program -Communicate any modifications that impact program requirements within their area(s) to their Facility Coordinator / Safety Officer and the Department of EHS</p> <hr/> <p>EMPLOYEES MUST: -Adhere to the requirements of the Gas Monitoring program. -Understand responsibilities and actions relating to alarms within their work environment. -Communicate any difficulties or challenges relating to program requirements to their immediate supervisor.</p>
6.29	<i>Standard Operating Procedures (SOPs) are required for proper handling of gases covered by this program including procurement, handling, storage, use and emergency response.</i>	Select: Acknowledge, Need EHS Assistance	<p>SOP APPLICABILITY: SOPs explain what the setpoints are of the alarm and if the alarm is a local alarm or connected so CCS will receive an alarm signal. The SOP has actions occupants of the labs need to take depending on the level of alarm.</p>	<p>SOP REQUIREMENTS: The work unit must develop appropriate Standard Operating Procedures (SOP's) for proper handling of gases covered by this program including procurement, handling, storage, use and emergency response.</p>
6.30	<i>Our work unit has a gas detection system.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>GAS MONITORING APPLICABILITY: Depending on characteristics and volume of your gases, you may be required to have a gas monitoring system.</p>	<p>GAS MONITORING REQUIREMENTS: https://ehs.psu.edu/sites/ehs/files/gas_monitoring_program_-_final.docx2.0</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Gas Monitoring				
6.31	<i>Gas monitor equipment must be calibrated and serviced according to manufacturer's recommendations.</i>	Select: Acknowledge, Need EHS Assistance	CALIBRATION AND SERVICE APPLICABILITY: Some gas monitors require calibration to maintain correct measurements.	CALIBRATION AND SERVICE REQUIREMENTS: If required per the manufacturer, gas monitor equipment must be calibrated and serviced according to manufacturer's recommendations.

ID	Checklist Question	Answer Type	Applicability	Requirements
Chemical Waste Management				
7.32	<i>Our group generates hazardous and/or chemical waste in a research setting.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, researchers, and students who generate, handle, or supervise those who generate or handle hazardous waste in the performance of their duties within laboratory areas. This plan covers groups generating waste from teaching and research labs, art studios, photo labs, field labs, diagnostic labs, and areas that support labs (e.g., chemical stockrooms, prep rooms, etc.).</p> <p>PROGRAM DEFINITION: Examples of hazardous waste include chemicals for disposal such as: corrosive, flammable, reactive, or toxic chemicals, oil-based paint, gasoline, ethanol, muriatic acid, pesticides, and universal wastes.</p> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/sites/ehs/files/EHS%20Snapshot%20-%20Laboratory%20Waste%20Management.doc</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/sites/ehs/files/ehs-0023_-_laboratory_waste_management_plan_1-18.docx</p> <p>SUPERVISORS MUST: -Identify the individuals who handle chemical and hazardous materials and ensure that they receive training. -Identify a satellite accumulation area (SAA) and post appropriate signage. -Identify the primary hazardous waste responsible individual and appropriate backup individual. -Provide Personal Protection Equipment (PPE) and ensure that it is worn by personnel. -Ensure that hazardous waste is disposed of properly and in a timely manner.</p>
7.33	<i>Training is required for those generating hazardous waste in a research setting.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Online training is required for those generating hazardous waste. Other trainings are offered for certain types of waste such as lamps, ballasts, and batteries but are not required.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=136</p> <p>INITIAL TRAINING REQUIREMENTS: -Initial Laboratory and Research Safety Training (UP or Non-UP)</p> <p>REFRESHER RETRAINING REQUIREMENTS: -Laboratory and Research Safety Refresher Training</p>
7.34	<i>Waste stored in Satellite Accumulation Areas must be inspected on a weekly basis.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY: Weekly inspections are required for Satellite Accumulation Areas which store laboratory and research wastes.</p>	<p>INSPECTION REQUIREMENTS: -Weekly waste inspections are required for labs/research generating waste -Each waste container must have a properly filled out green waste tag attached prior to requesting a pickup -Each waste container must be requested to be picked up through Waste Requests module in LionSafe</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Chemical Waste Management				
7.35	<i>Our group generates hazardous and/or chemical waste in a non-research setting.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, technicians, and contractors who generate, handle, or supervise those who generate or handle hazardous waste in the performance of their duties.</p> <hr/> <p>PROGRAM DEFINITION: Examples of hazardous waste include chemicals for disposal such as: corrosive, flammable, reactive, or toxic chemicals, oil-based paint, gasoline, ethanol, muriatic acid, pesticides, and universal wastes.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/chemical-and-hazardous-waste-management/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/chemical-and-hazardous-waste-management/requirementsguidelines</p> <hr/> <p>SUPERVISORS MUST: Supervisors must: -Identify the individuals who handle chemical and hazardous waste and ensure that they receive required training. -Identify a satellite accumulation area (SAA) primary and backup responsible person to ensure that hazardous waste is stored within the satellite accumulation area (SAA), and abides to all SAA requirements. -Provide Personal Protection Equipment (PPE) and ensure that it is worn by employees.</p>
7.36	<i>Training is required for those generating hazardous waste in a non-research setting.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Online training is required for those generating hazardous waste. Other trainings are offered for certain types of waste such as lamps, ballasts, and batteries but are not required.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=66</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -EHS Chemical Waste Management Training -EHS Universal Waste: Lamps and Ballasts (Recommended for work units generating waste lamps and ballasts) -EHS Universal Waste: Battery Handling and Disposal (Recommended for work units generating waste batteries)</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: -EHS Chemical Waste Management Refresher Training is required annually.</p>
7.37	<i>Chemical waste stored in satellite accumulation areas must be inspected on a weekly basis.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY: Weekly inspections are required for Satellite Accumulation Areas which store chemical wastes.</p>	<p>INSPECTION REQUIREMENTS: - Weekly waste inspections are required for labs generating waste - Each waste container must have a properly filled out green waste tag attached prior to requesting a pickup - Each waste container must be requested to be picked up through Waste Requests module in LionSafe</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Universal Waste Management				
8.38	<i>Our group generates universal waste (e.g., batteries and mercury arc lamps or lightbulbs) in a research setting. Refer to Program Definition for complete list of universal waste types.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, researchers, and students who generate, handle, or supervise those who generate or handle universal waste in the performance of their duties within laboratory areas. This plan covers groups generating waste from teaching and research labs, art studios, photo labs, field labs, diagnostic labs, and areas that support labs (e.g., chemical stockrooms, prep rooms, etc.).</p> <p>PROGRAM DEFINITION: Examples of universal waste include batteries, pesticides, mercury containing equipment, lamps, and aerosol cans.</p> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: (Internal note) Snapshot coming soon.</p>	<p>FULL PROGRAM REQUIREMENTS: Requirements/Guidelines Environmental Health and Safety (psu.edu) https://policy.psu.edu/policies/sy31</p> <p>SUPERVISORS MUST: -Identify the individuals who handle universal waste materials and ensure that they receive training. -Identify the primary universal waste responsible individual and appropriate backup individual. -Provide Personal Protection Equipment (PPE) and ensure that it is worn by personnel. -Ensure that universal waste is disposed of properly and in a timely manner.</p>
8.39	<i>Training is required for those generating universal waste in a research setting.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Training offered for universal waste such as lamps, ballasts, and batteries are strongly encouraged, but not required .</p> <p>-EHS Universal Waste: Lamps and Ballasts (Recommended for units generating waste lamps and ballasts) -EHS Universal Waste: Battery Handling and Disposal (Recommended for units generating waste batteries)</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=136</p> <p>INITIAL TRAINING REQUIREMENTS: -EHS Laboratory Waste Management Training</p> <p>REFRESHER RETRAINING REQUIREMENTS: -EHS Laboratory Waste Management Refresher Training</p>
8.40	<i>Universal waste stored in research chemical satellite accumulation areas must be inspected on a weekly basis.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY: Universal waste stored in chemical SAA's must be inspected weekly.</p>	<p>RESEARCH UNIVERSAL WASTE REQUIREMENTS: - Each waste container must have a properly filled out green waste tag attached prior to requesting a pickup - Each waste container must be properly closed - Each waste container must be in good condition and suitable for the type of waste (ballasts shall not be placed into cardboard boxes, no lamp boxes shall be torn, ripped, missing closure flaps, or deteriorated in any other manner) - All waste containers must be requested to be picked up through the Waste Requests module in LionSafe</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Universal Waste Management				
8.41	<i>Our group generates universal waste (e.g., batteries, mercury lamps, pesticides) in a non-research setting. Refer to Program Definition for complete list of universal waste types.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, technicians, and contractors who generate, handle, or supervise those who generate or handle universal waste in the performance of their duties.</p> <hr/> <p>PROGRAM DEFINITION: Examples of universal waste include batteries, pesticides, mercury containing equipment, lamps, and aerosol cans.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: (Internal note) Snapshot coming soon.</p>	<p>FULL PROGRAM REQUIREMENTS: Requirements/Guidelines Environmental Health and Safety (psu.edu) https://policy.psu.edu/policies/sy31</p> <hr/> <p>SUPERVISORS MUST: Supervisors must: -Identify the individuals who handle universal waste and ensure that they receive required training. -Identify the primary universal waste responsible individual and appropriate backup individual. -Provide Personal Protection Equipment (PPE) and ensure that it is worn by personnel. -Ensure that universal waste is disposed of properly and in a timely manner.</p>
8.42	<i>Training is required for those generating universal waste in a non-research setting.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Training offered for universal waste such as lamps, ballasts, and batteries are strongly encouraged, but not required . -EHS Universal Waste: Lamps and Ballasts (Recommended for units generating waste lamps and ballasts) -EHS Universal Waste: Battery Handling and Disposal (Recommended for units generating waste batteries)</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=66</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -EHS Chemical Waste Management Training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: -EHS Chemical Waste Management Refresher Training</p>
8.43	<i>Universal waste stored in non-research chemical satellite accumulation areas must be inspected on a weekly basis.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY: Universal waste stored in chemical SAA's must be inspected weekly.</p>	<p>NON-RESEARCH UNIVERSAL WASTE REQUIREMENTS: - Each waste container must have a properly filled out universal waste label attached and filled out fully (including start date, location of generation, and container contents) - Each waste container must be properly closed - Each waste container must be in good condition and suitable for the type of waste (ballasts shall not be placed into cardboard boxes, no lamp boxes shall be torn, ripped, missing closure flaps, or deteriorated in any other manner) - All waste containers must be requested to be picked up through the Waste Requests module in LionSafe</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Human Subjects				
9.44	<i>Our work (research or instruction) involves human subjects.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Penn State faculty, staff, students, or affiliates who will conduct research involving human subjects must register with the Institutional Review Board (IRB) and meet requirements outlined by the Human Research Protection Program.</p> <hr/> <p>PROGRAM DEFINITION: The Human Research Protection Program (HRPP) is the Institutional Review Board (IRB) office for the entire University and provides support for all Penn State researchers, including those at the College of Medicine and Penn State Health.</p>	<p>FULL PROGRAM REQUIREMENTS: Please see website for the HRPP/IRB: https://www.research.psu.edu/irb</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Biological Materials				
10.45	<p><i>Our work (research or instruction) involves biological materials such as: microorganisms, live cells or cell lines, intact tissues, recombinant or synthetic nucleic acids, human blood or body fluids, live animals and/or plants.</i></p>	<p>Select: Applicable, Not Applicable, Need EHS Assistance</p>	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle biological materials.</p> <hr/> <p>PROGRAM DEFINITION: The biosafety program is very broad and includes research and instructional activities that involve any biological materials. Certain training requirements apply for all academic uses of biological materials and additional requirements may apply for specific materials. These details will be addressed in subsequent sections of this assessment. Work with regulated biological materials (as per RP11) must be submitted to the IBC and approved prior to use.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/biosafety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/biosafety/biosafety-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Be aware of hazards associated with the materials, processes, and equipment associated with their work. -Follow and enforce University-specified biosafety policies and procedures. -Model safe behaviors for personnel. -Complete all required training and ensure that all personnel complete their training requirements. -Provide unit-specific training commensurate with the hazards present and activities. This training must be documented. Update this training as needed to reflect changes in materials and work. -Provide appropriate personal protective equipment (PPE) to personnel and enforce compliance with PPE requirements. -Comply with regulatory and University requirements regarding registrations, prior approvals, and permits. -Ensure waste is properly managed and collected in a timely manner. -Report incidents, accidents, and near misses to EHS. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Follow safe work practices in accordance with University-specified policies and procedures. -Comply with all relevant training requirements. -Report unsafe conditions or equipment when observed. -Report incidents, accidents, and near misses to supervisor.
10.46	<p><i>Annual training is required for those that work with biological materials.</i></p>	<p>Select: Acknowledge, Need EHS Assistance</p>	<p>TRAINING APPLICABILITY: All personnel must receive training commensurate with the work they perform and the hazards present in their work area. Initial training in biological safety (biosafety) must be received upon hire and prior to conducting work in spaces where biological materials are used or stored. Refresher training is required annually. Additionally, unit specific training must be completed upon hire and prior to conducting work involving biological materials.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=136</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -EHS Lab and Research Safety Training and Unit Specific training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: -EHS Lab and Research Safety Refresher Training (annually)</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Materials Regulated by the ORP Institutional Biosafety Committee				
11.47	<i>Our group works with regulated biological materials such as: infectious materials that require handling above Biosafety Level 1 (BSL-1), recombinant/synthetic nucleic acids, transgenic animals and/or plants or other materials as defined by PSU Policy RP11.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle biohazardous materials.</p> <hr/> <p>PROGRAM DEFINITION: Regulated biohazardous materials are defined in RP11 and include: Infectious agents requiring handling conditions above Biosafety Level 1, activities involving recombinant or synthetic nucleic acids, human and non-human primate, blood and blood products, body fluids, and/or tissue, wastewater, toxins produced by living organisms (>1 mg of pure toxin or solutions with concentrations of >1mg/ml), Select Agents and Toxins, USDA Restricted Animal Pathogens, any research that requires a permit from the USDA Animal and Plant Health Inspection Service (APHIS). Work with these materials must be submitted to the IBC and approved prior to use. Contact orp-biosafety@psu.edu for additional information.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/biosafety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/biosafety/biosafety-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: In addition to previously listed expectations: -Apply for authorization to work with biohazardous material which may only be granted by the Office for Research Protections. -Be responsible for biohazardous material in their laboratory and ensure that safe work practices are followed. This includes supplying an up-to-date list of regulated biological materials to ORP as part of the IBC protocol, following basic security measures like locking doors when no one is present in the laboratory, and training employees in the safe practice of the activities that they perform. -Report any accidents or incidents that include biohazardous material to EHS and the IBC. - Comply with the training requirements set out by EHS and ORP.</p> <hr/> <p>EMPLOYEES MUST: -Be responsible for biohazardous material in their laboratory and ensure that they are following safe work practices in accordance with laboratory operating procedures. -Report any incidents or accidents involving biohazardous material to their supervisor and EHS. -Comply with the training requirements set out by EHS and ORP. -Contact Occupational Medicine after any exposures to biohazardous material for appropriate medical evaluation.</p>
11.48	<i>Registration with the IBC is required for work with these materials and other permits may be required.</i>	Select: Acknowledge, Need EHS Assistance	<p>PENN STATE INSTITUTIONAL BIOSAFETY COMMITTEE APPLICABILITY: Institutional Biosafety Committee (IBC) Registration is required for work with these materials and their requirements must be followed.</p> <hr/> <p>USDA APHIS PERMIT APPLICABILITY: USDA APHIS Permits may apply for those who import certain pathogens from outside of Pennsylvania or the United States.</p> <hr/> <p>CDC PERMIT APPLICABILITY: CDC Permits may apply for those who import certain pathogens from outside of the United States.</p>	<p>PENN STATE IBC WEBSITE: https://www.research.psu.edu/ibc</p> <hr/> <p>PENN STATE IBC REQUIREMENTS: -Refer to the OSVPR Office of Research Protection - Regulated Biohazardous Materials (IBC) website for IBC registration guidance. -IBC approval must occur before beginning any research that involves regulated biological materials, which includes any human samples. -IBC approvals and subsequent requirements must be followed.</p> <hr/> <p>USDA APHIS PERMIT REQUIREMENTS: Contact EHS for assistance, if required.</p> <hr/> <p>CDC PERMIT REQUIREMENTS: Contact EHS for assistance, if required.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Materials Regulated by the ORP Institutional Biosafety Committee				
11.49	<i>Training is required for those that work with regulated biological materials.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: ORP CITI Biosafety Training is required initially and annually for those that work with regulated biological materials.	TRAINING WEBSITE: https://www.citiprogram.org/members/index.cfm?pageID=50&showInstitution=1463 INITIAL TRAINING REQUIREMENTS: -CITI Biosafety Training (Initial) REFRESHER RETRAINING REQUIREMENTS: -CITI Biosafety Training (Refresher, Annual)
11.50	<i>Certain research protocols may have respirator fit test requirements and/or vaccination recommendations.</i>	Select: Acknowledge, Need EHS Assistance		

ID	Checklist Question	Answer Type	Applicability	Requirements
Bloodborne Pathogens - Research and Instruction				
12.51	<i>Our group works with human blood, blood products, human cells or tissues, or other potentially infectious materials from humans in the course of our research or instruction. This includes primary and established human cell lines as well as infectious microorganisms that can exist in human blood.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle bloodborne pathogens.</p> <hr/> <p>PROGRAM DEFINITION: The bloodborne pathogens program is meant to satisfy the requirements of the OSHA Bloodborne Pathogens standard (29 CFR 1910.1030). Compliance with this standard in a research context has specific training and registration requirements at Penn State, which are listed in this summary. Full details of the program requirements can be found in the University's Bloodborne Pathogens Exposure Control Plan. Research or instructional activities involving bloodborne pathogens must be submitted to the IBC and approved prior to use.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/bloodborne-pathogen/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/bloodborne-pathogen/bloodborne-pathogen-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: In addition to previously listed expectations: -Follow and enforce University-specified biosafety policies and procedures, specifically those outlined in the Exposure Control Plan. -Attend all required training and ensure that all personnel complete their training requirements. -Provide unit-specific training commensurate with the hazards present and activities performed to personnel. -Register projects with ORP (IBC, IRB, IACUC) as necessary. -Report incidents and accidents to EHS and ORP.</p> <hr/> <p>EMPLOYEES MUST: -Follow safe work practices in accordance with University-specified policies and procedures, specifically those outlined in the Exposure Control Plan. -Comply with all relevant training requirements. -Report incidents and accidents to supervisor and EHS. -Contact Occupational Medicine after any exposures to biohazardous material for appropriate medical evaluation. -Submit an Immunization Determination Form to Occupational Medicine before starting work.</p>
12.52	<i>Bloodborne pathogens training is required annually for those that work with infectious materials from humans.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: ORP CITI OSHA Bloodborne Pathogens Training is required initially and annually.</p>	<p>TRAINING WEBSITE: https://www.citiprogram.org/members/index.cfm?pageID=50&showInstitution=1463</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -CITI OSHA Bloodborne Pathogens (Initial)</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: -CITI OSHA Bloodborne Pathogens (Annual Refresher)</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Bloodborne Pathogens - Research and Instruction				
12.53	Relevant personnel must have an immunization determination form on file with Occupational Medicine.	Select: Acknowledge, Need EHS Assistance	<p>MEDICAL SURVEILLANCE APPLICABILITY:</p> <p>-Anyone who has occupational exposure to bloodborne pathogens must have an immunization determination form on file with occupational medicine.</p> <p>-Employees who are exposed to blood or other infectious materials must report this to their supervisor and be offered medical consultation immediately.</p>	<p>MEDICAL SURVEILLANCE REQUIREMENTS:</p> <p>-Complete Immunization Determination Form and submit to Occupational Medicine (not EHS) once upon initiation of work with bloodborne pathogens.</p> <p>-Medical consultation post blood or other infectious material exposure</p>
12.54	Registration with Penn State ORP is required for research work with these materials.	Select: Acknowledge, Need EHS Assistance	<p>PENN STATE INSTITUTIONAL BIOSAFETY COMMITTEE APPLICABILITY:</p> <p>Institutional Biosafety Committee (IBC) Registration is required for work with materials covered by the bloodborne pathogens standard, and their requirements must be followed.</p> <hr/> <p>PENN STATE HUMAN RESEARCH PROTECTION PROGRAM APPLICABILITY:</p> <p>Human Research Program Program (HRPP; also known as IRB) Registration may be necessary depending on the origin of any samples. IRB approval must occur before beginning any research activity with human subjects.</p>	<p>REQUIREMENTS:</p> <p>-IBC Registration is required for work with these materials and their requirements must be followed. IBC approval must occur before beginning any research that involves regulated biological materials, which includes any human samples. https://www.research.psu.edu/ibc</p> <p>-IRB Registration might be necessary depending on the origin of any samples. IRB approval must occur before beginning any research activity with human subjects. https://www.research.psu.edu/irb</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Animals Regulated by the ORP Institutional Animal Care and Use Committee				
13.55	<i>Our group works with live vertebrates and/or cephalopods in the course of our research. See RP04 for applicability.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle live cephalopods or vertebrate animals.</p> <p>PROGRAM DEFINITION: Research that involves live vertebrates or cephalopods is monitored by the IACUC within the Office of Research Protections. EHS collaborates with the IACUC to ensure that the practices used in this research are safe for the workers and for the environment.</p> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/biosafety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/biosafety/biosafety-requirements-guidelines</p> <p>SUPERVISORS MUST: -Apply for authorization to work with live vertebrate or cephalopod animals which may only be granted by the Office for Research Protections. -Follow the directions of the IACUC.</p> <p>EMPLOYEES MUST: -Follow the procedures as specified by the IACUC.</p>
13.56	<i>Work with vertebrate animals and/or cephalopods is required to be registered with the IACUC.</i>	Select: Acknowledge, Need EHS Assistance		<p>IACUC WEBSITE: https://www.research.psu.edu/iacuc</p> <p>INITIAL TRAINING REQUIREMENTS: -As specified by IACUC</p> <p>REFRESHER RETRAINING REQUIREMENTS: -As specified by IACUC</p>
13.57	<i>Certain research protocols may have medical surveillance requirements.</i>	Select: Acknowledge, Need EHS Assistance		<p>MEDICAL SURVEILLANCE REQUIREMENTS: -As specified by IACUC</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Invertebrates				
14.58	<i>Our group works with live animals not covered under prior sections, including insects and invertebrates in the course of our research.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle invertebrate animals.</p> <hr/> <p>PROGRAM DEFINITION: Research with invertebrate animals frequently requires an individualized approach to properly handle these animals. Certain invertebrates represent a risk to the environment and may require a permit from the USDA to import them. Additionally, work with regulated materials in conjunction with invertebrates carries the same regulatory burden as the materials, along with unique safety challenges. If you have concerns about safe work practices, do not hesitate to contact EHS.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/biosafety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/biosafety/biosafety-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: In addition to previously listed expectations: -Ensure that they have any necessary USDA APHIS permits for importing invertebrates. -Follow the conditions given in the permit and train employees to follow them as well, if applicable. - Develop procedures to contain the animals to their designated area in the lab.</p> <hr/> <p>EMPLOYEES MUST: -Follow proper procedures for containment and handling of invertebrates as directed by supervisor.</p>
14.59	<i>The intrastate import of certain invertebrates must be permitted by the USDA.</i>	Select: Acknowledge, Need EHS Assistance	<p>APPLICABILITY: USDA APHIS Permits may be required for those who import certain invertebrate animals from outside of Pennsylvania or the United States.</p>	<p>REQUIREMENTS: Contact EHS for assistance, if required.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Animal Specimens				
15.60	<i>Our group works with animal (vertebrate and/or invertebrate) specimens not covered by RP04. This includes unfixed tissues, saliva, blood, urine, feces, rumen contents, raw milk, etc., but not live animals in the course of our research or instruction.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle animal tissues.</p> <hr/> <p>PROGRAM DEFINITION: Research or instruction involving the use of animal specimens, including saliva, blood, feces, rumen contents, raw milk, or unfixed tissue that require handling above BSL-1 containment must be submitted to the IBC and approved prior to use. PIs should contact EHS Biological Safety Officers to determine the biosafety level for safe handling of their samples. PIs may also contact the Office of Research Protections at orp-biosafety@psu.edu for additional information.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/biosafety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/biosafety/biosafety-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: In addition to previously listed expectations: -Contact EHS so that the biological safety officers can make a determination of the required biosafety level for handling these materials. If these materials are to be handled at or above BSL-2, they require registration with the IBC. -Ensure that any additional registration requirements are completed prior to the commencement of work. -Follow and enforce University-specified biosafety policies and procedures.</p> <hr/> <p>EMPLOYEES MUST: -Follow safe work practices in accordance with University-specified policies and procedures.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Plants/Plant Pests				
16.61	<i>Our group works with live plants, plant pathogens, plant products, and/or soil in the course of our research.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle plants and plant materials.</p> <hr/> <p>PROGRAM DEFINITION: Plant and plant pathogen research is remarkably diverse in its safety considerations. Few research projects in this area present a direct risk to human health, but they frequently come with potential risks to the environment and ecosystem. For this reason, guidance on this research must be individualized, and higher biosafety levels might be utilized for containment of the material. Guidance for handling these materials may initially come from the USDA. EHS is available to consult on best practices. Research or instruction involving these materials that are also used in conjunction with recombinant nucleic acids must be submitted to the IBC and approved prior to use. Contact ORP at orp-biosafety@psu.edu</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/biosafety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/biosafety/biosafety-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: In addition to previously listed expectations: -Apply for permits from USDA APHIS as required. -Adhere to any guidance from USDA APHIS, including inspections.</p> <hr/> <p>EMPLOYEES MUST: -Follow safe work practices in accordance with University-specified policies and procedures.</p>
16.62	<i>Permits from the USDA APHIS may be required for work involving plants, plant pests and pathogens, among other related materials.</i>	Select: Acknowledge, Need EHS Assistance	<p>USDA APHIS PERMIT APPLICABILITY: Permits from the USDA APHIS may be required for work involving plants, plant pests and pathogens, among other related materials.</p>	<p>USDA APHIS PERMIT REQUIREMENTS: Contact EHS for assistance, if required.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Polio Virus				
17.63	<i>Our lab has polio virus stocks, or specimens stored at -20C or below that could contain Polio Virus (stool, respiratory, sewage, or water specimens from 1966 to 2000 from the United States, or any time window outside of the United States, and/or materials saved from animal or cell culture inoculations with any of the above).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees who have the aforementioned samples.</p> <p>PROGRAM DEFINITION: The CDC requires institutions like Penn State to submit reports about the potential locations of live polio virus and potentially infected materials. Accurately answering this question allows Penn State to comply with this directive. Possession or use of these materials must be immediately reported to ORP at orp-biosafety@psu.edu, submitted to the IBC, and approved prior to use.</p> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/biosafety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/biosafety/biosafety-requirements-guidelines</p> <p>SUPERVISORS MUST: In addition to previously listed expectations: -Accurately report if they have any of the samples listed in the question. -If yes, register these materials with the IBC.</p>
17.64	<i>Polio Virus Stocks</i>	Select: Applicable, Not Applicable, Need EHS Assistance	Answer Type: Custom Drop Down Applicable Not Applicable	
17.65	<i>Stool or Respiratory specimens from the USA sourced between 1966 and 2000</i>	Select: Applicable, Not Applicable, Need EHS Assistance	Answer Type: Custom Dropdown Applicable Not Applicable	
17.66	<i>Sewage or water specimens from the USA sourced between 1966 and 2000</i>	Select: Applicable, Not Applicable, Need EHS Assistance	Answer Type: Custom Dropdown Applicable Not Applicable	
17.67	<i>Similar materials from outside of the USA from any time</i>	Select: Applicable, Not Applicable, Need EHS Assistance	Answer Type: Custom Dropdown Applicable Not Applicable	
17.68	<i>Materials saved from animal or cell culture inoculations with any of the above (cell extracts, nucleic acids, etc.)</i>	Select: Applicable, Not Applicable, Need EHS Assistance	Answer Type: Custom Drop down Applicable Not Applicable	

ID	Checklist Question	Answer Type	Applicability	Requirements
Polio Virus				
17.69	<i>Registration with the IBC is required if you possess the Polio samples described in this section.</i>	Select: Acknowledge, Need EHS Assistance	PENN STATE INSTITUTIONAL BIOSAFETY COMMITTEE APPLICABILITY: IBC Registration is required for possession and work with these Polio samples and their requirements must be followed.	PENN STATE IBC WEBSITE: https://www.research.psu.edu/ibc
<hr/> PENN STATE IBC REQUIREMENTS: -Refer to the OSVPR Office of Research Protection - Regulated Biohazardous Materials (IBC) website for IBC registration guidance. -IBC approval must occur before beginning any research that involves regulated biological materials, which includes any human samples. -IBC approvals and subsequent requirements must be approved.				

ID	Checklist Question	Answer Type	Applicability	Requirements
USDA/CDC Select Agents and Toxins				
18.70	<i>Our group stores or works with select agents or toxins in the course of our research.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who handle or supervise individuals who handle select agents.</p> <hr/> <p>PROGRAM DEFINITION: -Select Agents are listed at: https://www.selectagents.gov/sat/list.htm -Possession and/or research with these agents is highly regulated by the federal government. If you intend to possess or work with these materials, you must contact the University's Responsible Official to ensure full compliance with these regulations.</p>	<p>SUPERVISORS MUST: In addition to previously listed expectations: -Contact the University's Responsible Official (psuehs@psu.edu) before the initiation of any research with select agents or toxins. -Comply with all Federal Select Agent regulations and the University's Select Agent Program.</p> <hr/> <p>EMPLOYEES MUST: -Comply with all requirements of the Select Agent Program</p>
18.71	<i>I acknowledge that in addition to registration with the IBC, the proposed work will be evaluated for Dual Use Research of Concern (DURC) by the Institutional Review Entity (IRE).</i>	Select: Acknowledge, Need EHS Assistance		

ID	Checklist Question	Answer Type	Applicability	Requirements
Bloodborne Pathogens (Non-Research/Non-Instructional)				
19.72	<i>Our group has a reasonable anticipation that individuals could be exposed to human blood, blood products, or other potentially infectious materials from human sources in the performance of their job duties.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY:</p> <ul style="list-style-type: none"> -University employees and visitors who could be exposed to human blood or infectious body fluids during the course of their work activities. -This always includes: Sports trainers, health care personnel, and lifeguards. -This may include full and part-time: Police and security personnel who could be exposed to blood/bodily fluids. -Maintenance janitorial, or other employees who may be expected to clean up blood spills in the course of their job duties. - Note: If your exposure would occur in the context of academic research, please see the BIOSAFETY (BBP) section. <hr/> <p>PROGRAM DEFINITION:</p> <p>The bloodborne pathogens program is meant to satisfy the requirements of the OSHA Bloodborne Pathogens standard (29 CFR 1910.1030). This standard specifically defines other potentially infectious materials, which includes most human bodily fluids or unfixed tissues or organs from humans. It excludes saliva that is not visibly contaminated with blood, menstrual products, or bandages that are not fully saturated with blood. In other words, first aid bandages Band-Aids, tissues that have handled nosebleeds, or menstrual products are generally not considered OPIM. Full details of the program requirements can be found in the University's Bloodborne Pathogens Exposure Control Plan.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/bloodborne-pathogen/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/bloodborne-pathogen/bloodborne-pathogen-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Identify the individuals by job title(s) who are included in this program, both currently and in the future. -Verify that workers complete bloodborne pathogens training annually -Provide Work specific training for employees based on job duties -Follow all other requirements in the Exposure Control Plan -Report incidents and accidents to EHS. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Follow requirements outlined in the Exposure Control Plan and as given in training. -Maintain annual training requirements -Have an Immunization Determination Form on file with Occupational Medicine. -Reports incidents and accidents to their supervisor.
19.73	<i>Personnel covered by this program must complete training annually.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY:</p> <p>Bloodborne pathogens training is required yearly.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=51</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: EHS Bloodborne Pathogens Training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: EHS Bloodborne Pathogens Training (Annually)</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Bloodborne Pathogens (Non-Research/Non-Instructional)				
19.74	<i>Anyone who has occupational exposure to bloodborne pathogens needs to have submitted the Immunization Determination Form to Occupational Medicine.</i>	Select: Acknowledge, Need EHS Assistance	MEDICAL SURVEILLANCE APPLICABILITY: -Anyone who has occupational exposure to bloodborne pathogens must have an immunization determination form on file with occupational medicine. -Employees who are exposed to blood or other infectious materials must report this to their supervisor and be offered medical consultation immediately.	MEDICAL SURVEILLANCE REQUIREMENTS: - Complete Immunization Determination Form and submit to Occupational Medicine (not EHS) once upon initiation of work with bloodborne pathogens. -Medical consultation post blood or other infectious material exposure.

ID	Checklist Question	Answer Type	Applicability	Requirements
Biological Waste Management (Regulated Medical Waste)				
20.75	<i>Our group generates regulated medical waste, such as: infectious waste from activities that are performed above BSL-1, recombinant and/or synthetic nucleic acids, and/or human bodily fluids or tissues in the course of our job duties.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees, students, and visitors who generate or handle regulated medical waste in the performance of their duties.</p> <hr/> <p>PROGRAM DEFINITION: Infectious waste includes, but is not necessarily limited to, the following: human blood and other potentially infectious materials, microorganisms that are pathogenic to humans, animals, or plants, and recombinant DNA. The disposal of these materials is regulated at the state and federal level.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/infectious-waste-management/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/infectious-waste-management/infectious-waste-management-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Identify the individuals by job title(s) who handle regulated medical waste. -Provide Personal Protection Equipment (PPE) and ensure that it is worn by employees. -Ensure that regulated medical waste is disposed of properly and in a timely manner.</p> <hr/> <p>EMPLOYEES MUST: -Identify and dispose of RMW according to laboratory and PSU protocols.</p>
20.76	<i>Training related to Regulated Medical Waste is available and recommended.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Autoclave safety training and Regulated Medical Waste training is recommended.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=131</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Ionizing Radiation				
21.77	<i>Our work or space involves ionizing radiation hazards such as x-ray beams, sealed sources, generally licensed radioactive materials, dispersible radioactive materials, and/or nuclear materials.</i>	Select: Applicable, Not Applicable, Need EHS Assistance		
21.78	<i>Apart from exempt or naturally occurring radioactive materials, our work or space involves other ionizing radiation hazards such as x-ray beams, sealed sources, generally licensed radioactive materials, dispersible radioactive materials, and/or nuclear materials</i>	Select: Applicable, Not Applicable, Need EHS Assistance		
21.79	<i>Our work or space involves sealed-source (sometimes referred to as "encapsulated") radioactive materials.</i>	Select: Applicable, Not Applicable, Need EHS Assistance		
21.80	<i>Our work or space involves fissile or special nuclear materials (defined as uranium-233, enriched uranium, uranium-235, or plutonium).</i>	Select: Applicable, Not Applicable, Need EHS Assistance		

ID	Checklist Question	Answer Type	Applicability	Requirements
Radioactive Materials (Exempt and Naturally Occurring)				
22.81	<i>Activities in this laboratory or work area involve exempt radioactive material or significant amounts of naturally-occurring radioactive material.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM DEFINITION:</p> <p>-Exempt Radioactive Material: Small quantities of radioactive material that fall below established legal thresholds in 10 CFR 30 requiring additional controls or safety measures. If you are unsure whether radioactive material is exempt, contact EHS.</p> <p>-Naturally-occurring Radioactive Material: Material containing radioactive elements of only natural origin (examples include uranium ore, pitchblende, monazite sands, etc.). Applicability for this question may also include technologically-enhanced naturally-occurring radioactive materials</p>	<p>FULL PROGRAM REQUIREMENTS:</p> <p>Naturally-occurring and exempt radioactive materials are not subject to any EHS program requirements. Users may contact EHS for guidelines and recommendations regarding safe handling of these materials.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Dosimetry and Personnel Monitoring				
23.82	<i>Individuals in this work unit or laboratory have been issued radiation dosimetry by PSU EHS.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Community members who are exposed or potentially exposed to notable external radiation hazards; or individuals working with a radioactive material hazard whose external hazard is uncertain.</p> <hr/> <p>PROGRAM DEFINITION: The EHS radiation protection office assigns and issues radiation dosimetry to community members who are exposed or potentially exposed to notable external radiation hazards.</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/radioactive-materials/overview https://ehs.prod.fbweb.psu.edu/radiation-producing-equipment/overview</p> <p>SUPERVISORS MUST: -Approve dosimetry request forms submitted by direct reports -Ensure individuals wear assigned dosimetry when working with radioactive materials or radiation producing machines. -Notify EHS to terminate dosimeter service when an individual leaves the University or discontinues activities that require personal monitoring</p> <hr/> <p>EMPLOYEES MUST: -Complete a dosimetry request form, which is available on the EHS website at:https://ehs.psu.edu/sites/ehs/files/dosimetry_request_form_2018.docx prior to being assigned dosimetry. -Wear assigned dosimetry whenever working with radioactive materials or radiation producing machines. -Store dosimetry properly (away from work areas, radioactive materials, known sources of naturally-occurring radioactive materials, and away from other radiation producing equipment items or x-ray sources). This is to ensure accurate individual monitoring results. -Return assigned dosimetry to EHS as requested and in a timely fashion. -Notify EHS immediately if dosimetry is lost or damaged. -Wear only YOUR assigned dosimetry. -Never wear assigned dosimetry at property other than Penn State property, unless first approved by the Radiation Safety Officer. -Notify the Radiation Safety Officer before wearing a radiation monitor or dosimeter issued by any organization other than PSU EHS.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Dosimetry and Personnel Monitoring				
23.83	<i>Individuals wearing or assigned dosimetry must complete radiation safety training.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: Individuals must be a qualified radiation worker or x-ray worker to be assigned dosimetry. Such qualifications can be obtained by completing either the EHS Radionuclide Safety (Parts 1 and 2) training class or the EHS Radiation Producing Equipment (Parts 1 and 2) training class.	TRAINING WEBSITE: https://ehs.psu.edu/training?tid=191 or https://ehs.psu.edu/training?tid=186 INITIAL TRAINING REQUIREMENTS: -EHS Radionuclide Safety (Parts 1 and 2) training -EHS Radiation Producing Equipment (Parts 1 and 2) REFRESHER RETRAINING REQUIREMENTS: For those working with Radioactive Materials, Refresher EHS Radionuclide Safety training is required annually.
23.84	<i>Individuals issued dosimetry by PSU EHS must either read their dosimetry or return it to EHS in a timely fashion each quarter, when requested by EHS.</i>	Select: Acknowledge, Need EHS Assistance	DOSIMETRY RETURN/READ APPLICABILITY: -All personnel dosimetry results at Penn State are obtained and processed on at least a quarterly interval; anyone issued a dosimeter by PSU EHS must take action each quarter to ensure this requirement is met. -For individuals issued an instadose+ whole body dosimeter, these dosimeters must be read by Bluetooth device (transmitting data to a smart device) each quarter. Such readings can be performed by EHS or a dosimetry user in the lab or workspace. -For individuals issued TLD whole body dosimetry or extremity dosimetry, these badges must be exchanged for a new badge each quarter. An EHS staff member will come by to perform the swap out and exchange.	DOSIMETRY RETURN/READ REQUIREMENTS: For questions on the dosimetry read or exchange process, please contact the EHS-Radiation Protection office. Users may also contact EHS to obtain information about how to read instadose+ badges using a smart device in a laboratory or workspace.
23.85	<i>Past dosimetry results for all individuals issued dosimetry by PSU EHS are on file as part of employee exposure records.</i>	Select: Acknowledge, Need EHS Assistance	MEDICAL SURVEILLANCE APPLICABILITY: Results of radiation dosimetry issued to individuals at Penn State are recorded and retained as part of employee exposure records.	MEDICAL SURVEILLANCE REQUIREMENTS: Employee exposure records may be requested by the employee. Results are reviewed every quarter by PSU EHS. Individuals receiving greater than 100 mrem in a calendar year are notified in writing by the Radiation Safety Officer.

ID	Checklist Question	Answer Type	Applicability	Requirements
Radioactive Materials (Generally Licensed Materials)				
24.86	<i>Our work involves radioactive material in the form of a device or source that is generally licensed.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: The generally licensed radioactive devices / sources program applies to all work with generally licensed radioactive devices / sources at Penn State (excluding Penn State Health/the College of Medicine).</p> <hr/> <p>PROGRAM DEFINITION: Licensed manufacturers may distribute small quantities of radioactive material to the general public. Materials manufactured and sold under such licenses are called Generally Licensed. If you are unsure whether a device is generally licensed, contact EHS.</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/sites/ehs/files/authorization_application_form_-_gl_2019.docx</p> <hr/> <p>SUPERVISORS MUST: Principal investigators with a generally licensed device / source are responsible for notifying EHS prior to purchasing a generally licensed device, and for registering the item with the UIC. IMPORTANT: The supervisor must follow all requirements associated with the approved UIC registration for each source, including disposal and transfer requirements.</p> <hr/> <p>EMPLOYEES MUST: The employee must follow all requirements associated with the approved UIC registration for each source, including disposal and transfer requirements.</p>
24.87	<i>All work with generally licensed radioactive devices/sources must be completely within the scope of an approved University Isotopes Committee Registration.</i>	Select: Acknowledge, Need EHS Assistance	<p>UIC AUTHORIZATION APPLICABILITY: -Anyone utilizing a generally licensed radioactive material source or device must have an approved UIC registration.</p>	<p>ORP WEBSITE: https://www.research.psu.edu/uic</p> <hr/> <p>UIC REGISTRATION REQUIREMENTS: All generally licensed sources and devices must be covered under the scope of an approved UIC GL registration. To download and complete a GL device registration form, access the Environmental Health and Safety (EHS) website. Submit completed registrations either as a Word document or in Rich Text Format to ORP-Isotope@psu.edu from the Principal Investigator's Penn State Email account.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Radiation Producing Equipment				
25.88	<i>We perform work with an x-ray, electron microscope, accelerator, or a unit that produces other ionizing radiation.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: The Radiation Producing Equipment Program applies to all devices that produce ionizing radiation. This includes X-Rays, Electron Microscopes, neutron generators, accelerators, and other devices that produce ionizing radiation incidental to their operation. X-rays at University Park or a Commonwealth Campus that are used in the healing arts or otherwise for human use are a shared responsibility between Penn State EHS and Penn State Health.</p> <p>PROGRAM DEFINITION: Radiation-Producing Equipment: A device capable of producing ionizing radiation except those devices with radioactive material as the only source of radiation. This specifically includes analytical x-ray instruments; industrial, veterinary radiographic instruments; electron microscopes; electron beam welders; x-ray vacuum spectroscopy systems; x-ray gauging devices; and, any electrical equipment that produces radiation incidental to its operation for other purposes,</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/radiation-producing-equipment/overview</p> <p>SUPERVISORS MUST: Supervisors are responsible for the safe operation and maintenance of the radiation-producing instruments under their control. Supervisors must also inform EHS when an x-ray unit is purchased, received, relocated, permanently removed from service, transferred, or disposed.</p> <p>EMPLOYEES MUST: Users of RPE are required to operate the device(s) in the manner specified in the SOP and complete all applicable training.</p>
25.89	<i>Training is required prior to working with radiation producing equipment.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Satisfaction of the EHS training is required. This includes EHS Radiation Producing Equipment training (Parts 1 and 2) before operating a radiographic or analytical x-ray unit/radiation producing machine; or equivalent training for medical or veterinary units. Supervisors are required to provide additional training on operating procedures to all users of radiation producing equipment.</p>	<p>TRAINING WEBSITE: https://ehs.prod.fbweb.psu.edu/training?tid=186</p> <p>INITIAL TRAINING REQUIREMENTS: -EHS Radiation Producing Equipment training (Parts 1 and 2) -Supervisors are required to provide additional training on operating procedures to all users of radiation producing equipment</p> <p>REFRESHER RETRAINING REQUIREMENTS: No refresher training is required</p>
25.90	<i>EHS must be notified prior to purchase and receipt of each of your radiation producing equipment items so that it may be registered with the PA DEP.</i>	Select: Acknowledge, Need EHS Assistance	<p>RPE REGISTRATION APPLICABILITY: Each new x-ray tube or RPE unit may have to be registered with the Pennsylvania Department of Environmental Protection within 30 days of arrival on Penn State property. A Penn State property or campus where an x-ray or RPE item is purchased for the first time may also have to be permitted with the state. EHS performs these registrations and submits requests for permits. Notify EHS prior to purchasing or receiving a radiation producing equipment item.</p>	<p>PA DEP WEBSITE: https://www.dep.pa.gov/Business/RadiationProtection/RadiationControl/X-rayMachineProgram/Pages/default.aspx</p> <p>RPE REGISTRATION REQUIREMENTS: - Each new x-ray tube or RPE unit that does not meet the definition of exempt, per the Pennsylvania code, must be registered with the state under an existing x-ray permit within 30 days of receipt. - EHS performs the registration and permitting services related to x-rays and RPE. Contact EHS prior to purchasing or receiving a new x-ray or RPE unit.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Radiation Producing Equipment				
25.91	<i>There are requirements to notify the RPO about significant changes made to any of the x-ray or RPE units under your responsibility (this includes moves, repairs, modifications, etc.).</i>	Select: Acknowledge, Need EHS Assistance	PROGRAM APPLICABILITY: Upon initial installation or following significant changes, an EHS-led inspection and survey of an x-ray or RPE may be required prior to placing the unit in service. Significant changes include a change in local components, replacement of the x-ray tube, discovery of an unusual condition, and maintenance to bring the device back into service. It is the responsibility of the supervisor or user to notify the RPO if any of the previous. For units without any significant changes, annual audits and inspections are performed by EHS.	RADIATION PRODUCING EQUIPMENT WEBSITE: https://ehs.psu.edu/radiation-producing-equipment/overview FULL PROGRAM REQUIREMENTS: See SY15 (https://policy.psu.edu/policies/sy15).
25.92	<i>Radiation workers in your laboratory or work area who declare a pregnancy in writing are subject to lower radiation dose limits.</i>	Select: Acknowledge, Need EHS Assistance	PREGNANY EXPOSURE LIMIT APPLICABILITY: An individual radiation worker who has declared a pregnancy in writing to the RSO is subject to a dose limit of 500 mrem for the duration of the pregnancy.	RADIOACTIVE MATERIAL WEBSITE: https://ehs.prod.fbweb.psu.edu/radioactive-materials/overview FULL PROGRAM REQUIREMENTS: - https://ehs.psu.edu/radioactive-materials/radioactive-materials-requirements-guidelines -Contact the Radiation Protection Office for additional information, templates for declaring a pregnancy, or other information regarding exposure limits for pregnant and potentially pregnant individuals.
25.93	<i>At least one x-ray(s) or RPE unit(s) within my work area or laboratory is/are used on human beings (not including phantoms).</i>	Select: Acknowledge, Need EHS Assistance	PROGRAM APPLICABILITY: X-rays at University Park or a Commonwealth Campus that are used in the healing arts or otherwise for human use are a shared responsibility between Penn State EHS and Penn State Health. PROGRAM DEFINITION: Human use: the internal or external administration of radiation or radioactive material to human beings	FULL PROGRAM REQUIREMENTS: Contact EHS. SUPERVISORS MUST: Contact EHS prior to beginning purchase or receipt of a new unit that is for human use.

ID	Checklist Question	Answer Type	Applicability	Requirements
Radioactive Materials (Dispersible Materials)				
26.94	<i>Our work involves dispersible radioactive materials (liquids, powders, friable solids), sealed source radioactive materials, or any special nuclear materials.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: The radioactive materials program applies to all work with licensed radioactive materials - including dispersible radioactive materials, sealed sources, and special nuclear materials. The program does not include work within the College of Medicine or at Penn State Health.</p> <hr/> <p>PROGRAM DEFINITION: Any substance that emits ionizing radiation (including alpha particles, beta particles, gamma rays, or neutrons) is considered a radioactive material. Non-exempt quantities of radioactive material, including materials being transferred, stored, or used for work or research purposes, are subject to strict requirements and are a part of this program.</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/radioactive-materials/radioactive-materials-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: Principal Investigators with a UIC authorization are responsible for all activities involving radioactive materials obtained under their authorization. This includes providing lab-specific training to individuals working in radioactive material work areas, ensuring those in the space have access to appropriate PPE, and following approved University Isotopes Committee authorizations.</p> <hr/> <p>EMPLOYEES MUST: Take steps to ensure the safe use of radioactive materials at the University. Follow all requirements and posted instructions.</p>
26.95	<i>Training is required for work with radioactive materials.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Individuals must be a qualified radiation worker to handle radioactive materials.</p> <hr/> <p>Additional, lab-specific training is also needed before beginning work with radioactive materials. New Principal Investigators must receive an orientation from the Radiation Safety Officer before beginning work. Annual refresher training is also required of all radiation workers to maintain a radiation worker qualification.</p>	<p>TRAINING WEBSITE: https://ehs.prod.fbweb.psu.edu/training?tid=191</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -Lab-specific training is needed before beginning work with radioactive materials -Radionuclide Safety Education training (EHS) Parts 1 and 2 must be completed before performing any hands-on work -New Principal Investigators must receive an orientation from the Radiation Safety Officer before beginning work -Additional training may apply for special nuclear materials</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Annual Radionuclide Safety Education training</p> <hr/> <p>SUPERVISORS MUST: Submit a timely update of the individuals who have completed training and are qualified radiation workers associated with their authorization every year, when requested by EHS.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Radioactive Materials (Dispersible Materials)				
26.96	<i>Work with radioactive materials must be within the scope of an approved University Isotopes Committee Authorization.</i>	Select: Acknowledge, Need EHS Assistance	PENN STATE UNIVERSITY ISOTOPE COMMITTEE APPLICABILITY: - University Isotope Committee (UIC) Authorization is required for anyone utilizing radioactive materials prior to beginning their research. - This includes the possession, use, and transfer of all licensed radioactive material on University-controlled property by University personnel or others and by University personnel at non-University Park locations, except for the Hershey Medical Center, which is covered by rules that are administered by committees separate from the University Isotopes.	UIC WEBSITE: https://www.research.psu.edu/uic UIC AUTHORIZATION REQUIREMENTS: - UIC authorizations must cover the scope and breadth of work with radioactive materials, including all isotopes, nuclides, and chemical forms. - To request UIC approval download and complete a Request for Authorization to Use Radioactive Material form found on the Environmental Health and Safety (EHS) website. -Contact EHS or ORP staff for assistance prior to your initial application. Submit completed applications either as a Word document or in Rich Text Format to ORP-Isotope@psu.edu from the Principal Investigator's Penn State Email account.
26.97	<i>Any purchases, transfers, disposals, or shipments of radioactive material must be coordinated with or approved by Environmental Health and Safety (note that purchases in SIMBA automatically include an EHS approval step).</i>	Select: Acknowledge, Need EHS Assistance	Purchase, Transfer, Disposal, or Shipments of Radioactive Material APPLICABILITY: -There are strict requirements and regulations regarding the shipment, transfer, disposal, and purchase of radioactive materials. To ensure these requirements are satisfied, contact EHS-Radiation Protection prior to undertaking any of these activities. -For PIs with an active UIC authorization, purchasing new radioactive material through the SIMBA system automatically includes an EHS approval step, and no further action is necessary.	RADIOACTIVE MATERIAL WEBSITE: https://ehs.prod.fbweb.psu.edu/radioactive-materials/overview FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/radioactive-materials/radioactive-materials-requirements-guidelines Contact the Radiation Protection Office if preparing a package of radioactive material for shipment or disposal, or whenever transferring radioactive material from one supervisor to another.
26.98	<i>EHS requires work units to update your radioactive material inventory in a timely fashion as part of the annual inventory verification.</i>	Select: Acknowledge, Need EHS Assistance	PROGRAM APPLICABILITY: UIC authorization holders (including sealed source users, dispersible radioactive material users, and special nuclear material users) are required to submit timely updates and verifications as part of the annual inventory verification when requested by EHS.	RADIOACTIVE MATERIAL WEBSITE: https://ehs.psu.edu/radioactive-materials/overview FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/radioactive-materials/radioactive-materials-requirements-guidelines
26.99	<i>If dispersible radioactive materials are used, you must perform and document contamination surveys at the end of each day that dispersible radioactive materials are used.</i>	Select: Acknowledge, Need EHS Assistance	CONTAMINATION SURVEY APPLICABILITY: Each day that dispersible radioactive materials (liquids, powders, friable solids) are used, an appropriate contamination survey is performed and documented at the end of that day. Surveys are documented on the contamination survey log sheet.	RADIOACTIVE MATERIAL WEBSITE: https://ehs.prod.fbweb.psu.edu/radioactive-materials/overview FULL PROGRAM REQUIREMENTS https://ehs.psu.edu/radioactive-materials/radioactive-materials-requirements-guidelines

ID	Checklist Question	Answer Type	Applicability	Requirements
Radioactive Materials (Dispersible Materials)				
26.100	<i>Radiation workers in your laboratory or work area who declare a pregnancy in writing are subject to lower radiation dose limits.</i>	Select: Acknowledge, Need EHS Assistance	PREGNANCY EXPOSURE LIMIT APPLICABILITY: An individual radiation worker who has declared a pregnancy in writing to the RSO is subject to a dose limit of 500 mrem for the duration of the pregnancy.	RADIOACTIVE MATERIAL WEBSITE: https://ehs.prod.fbweb.psu.edu/radioactive-materials/overview <hr/> FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/radioactive-materials/radioactive-materials-requirements-guidelines <hr/> Contact the Radiation Protection Office for additional information, templates for declaring a pregnancy, or other information regarding exposure limits for pregnant and potentially pregnant individuals.

ID	Checklist Question	Answer Type	Applicability	Requirements
Non-Ionizing Radiation				
27.101	<i>Our work or space involves non-ionizing radiation hazards including lasers, microwaves, magnetic fields, RF antennae, and/or UV sources.</i>	Select: Applicable, Not Applicable, Need EHS Assistance		
27.102	<i>Apart from lasers/laser cutters, our work or space involves other non-ionizing radiation hazards such as microwaves, radiofrequency sources, UV sources, and/or magnetic field sources.</i>	Select: Applicable, Not Applicable, Need EHS Assistance		

ID	Checklist Question	Answer Type	Applicability	Requirements
Non-Ionizing Radiation (Lasers)				
28.103	<i>Our group works with lasers and/or laser cutters at the University.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Any lasers classified as 3B or 4, including enclosed lasers, are within the scope of the laser program. Class 1, 2, and 3R lasers are not within the program's scope. The program does not include any lasers used at the College of Medicine.</p> <hr/> <p>PROGRAM DEFINITION: Any laser with power between 5mW and 500mW is considered 3B, and any laser with power greater than 500mW is considered class 4.</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/laser-safety/overview</p> <hr/> <p>SUPERVISORS MUST: Supervisors are responsible for ensuring their labs are following all requirements outlined within the "Laser Safety Program Document." This includes, but is not limited to, ensuring all users have adequate training, that EHS is informed of all laser purchases, and that those in the space have access to appropriate PPE.</p> <hr/> <p>EMPLOYEES MUST: Users of lasers are required to operate the device(s) in the manner outlined in the SOP and complete all applicable training. Additional expectations/requirements may apply to non-employees.</p>
28.104	<i>Training is required prior to use of lasers and/or laser cutters.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Penn State EHS Laser Safety Training must be completed before using lasers at the University. This is typically satisfied by completing the General Laser Safety Training in the LRN. Individuals who will only be using a laser cutter may substitute the Laser Cutter Safety Training course for the General Laser Safety training course.</p>	<p>TRAINING WEBSITE: https://ehs.prod.fbweb.psu.edu/training?tid=146</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: -EHS Laser Safety Training -EHS Laser Cutter Safety Training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: No refresher training is required.</p>
28.105	<i>All lasers with power >5mW must be registered with EHS.</i>	Select: Acknowledge, Need EHS Assistance	<p>REGISTRATION AND SOP APPLICABILITY: -All lasers with power greater than 5mW shall be registered with EHS by filling out the registration form on the EHS websites. -All registered lasers shall have an SOP that is created IAW the program document.</p>	<p>LASER PROGRAM WEBSITE: https://ehs.psu.edu/laser-safety/overview</p> <hr/> <p>LASER REGISTRATION AND OTHER REQUIREMENTS: -Laser registration forms can be found at https://ehs.psu.edu/laser-safety/laser-safety-program-forms</p>
28.106	<i>Appropriate PPE must be accessible to all laser users.</i>	Select: Acknowledge, Need EHS Assistance	<p>PPE GUIDANCE: Labs with open-beam class 3B and 4 lasers shall have appropriate laser safety goggles available to all potential users and observers.</p>	<p>LASER PROGRAM WEBSITE: https://ehs.psu.edu/laser-safety/overview</p> <hr/> <p>LASER REQUIREMENTS: Follow guidance in the Laser Safety Program Description for expectations during audits and PPE requirements. https://ehs.psu.edu/laser-safety/laser-safety-requirements-guidelines</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Non-Ionizing Radiation (Lasers)				
28.107	<i>All users of lasers must sign the Laser Specific Training Document.</i>	Select: Acknowledge, Need EHS Assistance		LASER PROGRAM WEBSITE: https://ehs.psu.edu/laser-safety/overview
28.108	<i>It is recommended for laser users to receive an eye examination before using lasers.</i>	Select: Acknowledge, Need EHS Assistance	MEDICAL SURVEILLANCE APPLICABILITY: Occupational Medicine can perform baseline eye-exams on request for individuals about to use lasers and those ending their laser use at the university.	MEDICAL SURVEILLANCE REQUIREMENTS: Medical surveillance is not required for the laser program, but is recommended before and after laser use.

ID	Checklist Question	Answer Type	Applicability	Requirements
Non-Ionizing Radiation (Magnetic Fields)				
29.109	<i>Our group works with equipment or in an area that exhibits an elevated magnetic field.</i>	Select: Applicable, Not Applicable, Need EHS Assistance		<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/non-ionizing-radiation/non-ionizing-radiation-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: Follow manufacturer instructions when working with equipment that produces magnetic fields. Contact EHS with questions or concerns regarding magnetic field safety. Post areas where the magnetic field exceeds 5 Gauss (0 Hz) or its equivalent, and restrict access to these areas.</p>
29.110	<i>EHS requires work units to post areas with a magnetic field greater than 5G using established EHS placards or postings.</i>	Select: Acknowledge, Need EHS Assistance	<p>MAGNETIC FIELD POSTING APPLICABILITY: Any areas that are or may become accessible to individuals and where the static magnetic field exceeds 5 Gauss must be clearly posted with a warning to indicate the magnetic field hazard, and access should be restricted through the use of a barrier or barricade (such as a door, rope, or chain).</p>	<p>MAGNETIC FIELDS WEBSITE: https://ehs.psu.edu/sites/ehs/files/magnetic_field_safety_guide_v5_2017.doc</p> <hr/> <p>MAGNETIC FIELDS REQUIREMENTS: Areas with a magnetic field greater than 5G must be clearly posted, and access controlled. Individuals with a pacemaker or magnetic implant may be seriously harmed if entering areas with such magnetic fields unknowingly.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Non-Ionizing Radiation (Radiofrequency and Microwave Radiation)				
30.111	<i>Our laboratory or workspace involves sources that emit significant amounts of radiofrequency (RF) or microwave radiation.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	PROGRAM APPLICABILITY: This program applies to significant emitters of RF and microwave radiation on or around Penn State University locations, excluding Penn State Health and the College of Medicine.	<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/non-ionizing-radiation/non-ionizing-radiation-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Follow manufacturer instructions when working with equipment that produces significant RF or microwave radiation fields. -Contact EHS with questions or concerns regarding radiofrequency safety. -Instruct personnel accessing spaces with known RF sources (such as rooftops with telecommunications equipment) in the proper procedures for accessing these spaces.</p> <hr/> <p>EMPLOYEES MUST: -Follow all postings and signs regarding RF and microwave radiation</p>
30.112	<i>Purchased equipment that emits RF or microwave radiation must follow all manufacturer's instructions; and for industrial or lab-built sources of RF or microwave radiation, you must perform a survey or measurement to ensure all non-ionizing radiation fields are within safe limits.</i>	Select: Acknowledge, Need EHS Assistance	RF AND MICROWAVE RADIATION SAFETY APPLICABILITY: This program applies to significant emitters of RF and microwave radiation on or around Penn State University locations, excluding Penn State Health and the College of Medicine. Examples include lab-built sources of RF and microwave radiation, open-beam microwave sources, and purchased microwave and RF sources.	<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/non-ionizing-radiation/non-ionizing-radiation-requirements-guidelines</p> <hr/> <p>RF AND MICROWAVE RADIATION SAFETY REQUIREMENTS: -Emitted RF and microwave radiation must be within federal safety standards for occupational exposure. In addition, Penn State endeavors to conform with additional, more restrictive consensus safety standards in many cases (such as those from IEEE or ACGIH). Measurements or surveys of emitted non-ionizing radiation allow for a determination of whether these requirements and safety standards are satisfied. -For additional questions, or for more information about surveying and measuring non-ionizing radiation safety, contact EHS.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Non-Ionizing Radiation (UV)				
31.113	<i>Our group works with equipment or in an area that exhibits an ultra violet light hazard.</i>	Select: Applicable, Not Applicable, Need EHS Assistance		<p>SUPERVISORS MUST: Follow manufacturer instructions when working with equipment that produces UV light. Contact EHS with questions or concerns regarding UV safety.</p> <hr/> <p>EMPLOYEES MUST: Follow manufacturer instructions, postings, and written procedures when working with equipment that produces UV light. Contact EHS with questions or concerns regarding UV safety.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Hazardous Materials Shipping				
32.114	<i>Our group needs to ship dangerous goods in the course of our job duties. (This may include chemicals, compressed gases, biological, radiological materials, dry ice, any combination of these materials, etc.).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees or students that ship dangerous goods.</p> <hr/> <p>PROGRAM DEFINITION: The shipment of dangerous goods is regulated by US Department of Transportation (DOT) and the International Air Transport Association (IATA). Because there is an extensive certification process to be authorized to ship these materials, EHS provides shipment preparation services. Anyone at Penn State who ships these materials needs to coordinate the shipment through EHS.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/hazardous-materials-shipping/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/hazardous-materials-shipping/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Ensure that employees are aware that when they ship materials that could be considered dangerous goods, they are to contact EHS for assistance.</p> <hr/> <p>EMPLOYEES MUST: -Accurately fill out the hazardous materials shipping form when requesting a shipment.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Personal Protective Equipment				
33.115	<i>Our group uses Personal Protective Equipment (PPE) in the course of our work. This includes lab or non-lab work as well as voluntary and/or required use of PPE. Examples of PPE can include gloves, safety glasses, respirators, hearing protection, etc.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY:</p> <ul style="list-style-type: none"> -University employees who use Personal Protective Equipment or PPE as a means of controlling exposure to workplace hazards. -PPE encompasses a wide variety of devices that form a barrier between the user and workplace hazards. Examples of PPE include safety glasses, gloves, respirators, hearing protection, foot protection, etc. <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/ppe/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/ppe/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Be thoroughly informed of the contents of this program and how it applies to their areas of responsibility and authority. -Ensure hazards are eliminated by engineering or administrative controls whenever feasible. -Conduct PPE Hazard Assessment(s) for their area of authority. -Re-evaluate PPE needs for work areas and/or job tasks should any changes occur. -Provide employees with appropriate PPE. -Ensure employees receive PPE training. -Evaluate, approve, and document any new articles of PPE, or changes in existing PPE, prior to use. -Ensure employees comply with this program and take prompt corrective action when unsafe conditions or practices are observed. -Investigate injuries and incidents within their work unit related to PPE usage or lack thereof. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> Comply with all provisions of the PPE program including participation in training and the use of appropriate PPE.
33.116	<i>Training is required for personnel who wear PPE as part of their work duties.</i>	Select: Acknowledge, Need EHS Assistance	<p>APPLICABILITY:</p> <ul style="list-style-type: none"> - All personnel who are required to wear PPE as part of their job must take Laboratory and Research Safety Training prior to working in a laboratory or using PPE. - Lab users must also be trained on the lab's PPE Hazard Assessment and specific PPE they will use. This training should be part of the unit-specific safety training. 	<p>REQUIREMENTS:</p> <p>Training Website: https://ehs.psu.edu/training?tid=136</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS:</p> <ul style="list-style-type: none"> -Laboratory and Research Safety Training (Initial, taken before beginning work where PPE is required) -Unit-specific Safety Training specific to the type of PPE worn in the laboratory or research location. <p>Refresher training:</p> <ul style="list-style-type: none"> -Unit-specific PPE training should be refreshed periodically and whenever PPE requirements change.

ID	Checklist Question	Answer Type	Applicability	Requirements
Personal Protective Equipment				
33.117	<i>A documented PPE Hazard Assessment is required.</i>	Select: Acknowledge, Need EHS Assistance	PPE HAZARD ASSESSMENT DEFINITION: A "hazard assessment" is the process of identifying the hazards associated with a given task and prescribing personal protective equipment which must be utilized to reduce the risk. A 'certification of hazard assessment' is a written document detailing the hazard assessment for a particular task.	PPE HAZARD ASSESSMENT REQUIREMENTS: The supervisor is responsible for ensuring that hazard assessments are performed and the certification(s) written. Below are the steps that are to be followed in order to complete a hazard assessment: -A PPE Hazard Assessment must be performed for each work area and/or job task where hazards exist. If work areas are similar in nature (i.e. chemical labs, boiler rooms, machine shops) then only one written hazard assessment is needed for those areas. The form must make reference to similar locations as proof that an assessment was performed. -Appendix A of the EHS PPE Program (PPE Hazard Assessment Certification for Common Tasks and Work Areas) contains the minimum required PPE for many areas/tasks as determined by the PSU EHS Department. These determinations were made based on occupational safety and health best practices, applicable regulations, and task hazard evaluation. -If the area/task in question is found in Appendix A, then Appendix B of the EHS PPE Program (PPE Hazard Assessment Worksheet) does not need to be completed. Appendix A is written certification that a PPE hazard assessment was performed. -If the area/task in question does not appear in Appendix A, then Appendix B must be completed. -Findings from Appendices A & B must then be transmitted onto the form found in Appendix C (Summary of PPE Requirements). -PPE must be worn by all employees and visitors, who work in, enter areas or complete tasks noted on Appendix C.

ID	Checklist Question	Answer Type	Applicability	Requirements
Respiratory Protection				
34.118	<i>Respiratory hazards exist which currently or may require individuals to wear respiratory protection to conduct work.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: -University employees, student employees, and visitors who wear respiratory protection while performing work for Penn State. -The Respiratory Protection Program (RPP) applies to all types of respirator use (air-filtering or air-supplying), where such respirator use is required. Certain provisions of the RPP apply to voluntary use of respirators, which may include various respirator types, including dust masks (filtering face-piece respirators).</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/respiratory-protection/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/respiratory-protection/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Be thoroughly informed of the contents of the program and how it applies to their areas of responsibility and authority. -Inform EHS and/or Safety Officer of potential respiratory hazards so they can be properly evaluated. -Ensure employees receive appropriate training, fit testing, and medical evaluations, as appropriate. -Ensure the proper use, care, maintenance, and storage of respirators for their personnel.</p> <hr/> <p>EMPLOYEES MUST: -Be properly trained in respirator use and maintenance. -Receive an annual fit test and medical evaluation. -Inspect and properly maintain their respirator. -Report unsafe conditions to their supervisor, including environmental conditions. -Only use respirators approved by EHS.</p>
34.119	<i>Training is required for those that wear respiratory protection.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: -All respirator users, who are required to wear respiratory protection to perform work, must complete on-line training. -Hands-on training must be provided by a qualified person and/or EHS. -Specialized training is required for supplied air and self-contained breathing (SCBA) systems. The specialized training is the responsibility of the Work Unit and must be provided by a qualified person and/or EHS. -All respirator users must take refresher training on an annual or periodic basis (in addition to an annual fit test).</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=201</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: Respiratory Protection training requires completion of an online module, with review of supplemental material specific to Penn State, and a final, documented hands-on review with the work unit Safety Officer, or other authorized designee.</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Respiratory Protection annual refresher training is required and consists of reviewing the online module and supplemental materials. Refresher training may additionally include a documented hands-on review by the employee with completion of documentation form, as scheduled with the work unit safety officer or designee.</p>
34.120	<i>Certain respirators require medical surveillance.</i>	Select: Acknowledge, Need EHS Assistance	<p>MEDICAL SURVEILLANCE APPLICABILITY: Every person required to wear a respirator must be medically evaluated and fit tested with the specific make and model of the respirator(s) to be worn, prior to use and on an annual basis thereafter, except that voluntary use dust masks which do not require medical approval or fit testing.</p>	

ID	Checklist Question	Answer Type	Applicability	Requirements
Hearing Conservation				
35.121	<i>Individuals in our group are exposed to loud environments and/or wear hearing protection in the course of their work.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	PROGRAM APPLICABILITY: All University employees and students who operate gas powered or other noisy equipment or who work in noisy areas, including animal spaces. PROGRAM DEFINITION: -Rule-of-thumb for noisy areas or equipment: If you must raise your voice to clearly communicate with someone 3 feet away you need hearing protection. Contact EHS to confirm they are aware of the noise source and to perform necessary noise monitoring. PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/hearing-conservation/overview	FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/hearing-conservation/requirements-guidelines SUPERVISORS MUST: -Maintain a listing of affected employees in their units. -Coordinate annual hearing testing and training. -Ensure employees and students select and properly use hearing protection when needed. -Notify EHS of new possible loud noise sources so sound level testing can be conducted as needed. -Purchase quiet equipment when possible. EMPLOYEES MUST: -Select and properly use hearing protection when needed. -Notify supervisors and EHS of new possible loud noise sources so sound level testing can be conducted as needed.
35.122	<i>EHS performs noise monitoring for loud environments to determine if employees must be enrolled in the Hearing Conservation Program.</i>	Select: Acknowledge, Need EHS Assistance	NOISE MONITORING APPLICABILITY: Noise monitoring is necessary to determine enrollment in the Hearing Conservation Program.	NOISE MONITORING REQUIREMENTS: Contact EHS for noise monitoring services.
35.123	<i>Training is required for individuals enrolled in the Hearing Conservation Program.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: Online training is required annually for employees who are enrolled in the Hearing Conservation Program. This training is in addition to the required annual audiogram.	TRAINING WEBSITE: https://ehs.psu.edu/training?tid=116 INITIAL TRAINING REQUIREMENTS: Online Hearing Conservation Training is required initially in addition to an annual audiogram. REFRESHER RETRAINING REQUIREMENTS: Online Hearing Conservation Training is required annually in addition to an annual audiogram.
35.124	<i>Medical surveillance is required for those enrolled in the Hearing Conservation Program.</i>	Select: Acknowledge, Need EHS Assistance	MEDICAL SURVEILLANCE APPLICABILITY: Annual audiograms are necessary to monitor the effectiveness of hearing protection.	MEDICAL SURVEILLANCE REQUIREMENTS: Medical surveillance requirements involve an annual audiogram (hearing test).

ID	Checklist Question	Answer Type	Applicability	Requirements
Ergonomics and Material Handling				
36.125	<i>Individuals in our group conduct tasks that involve awkward postures, repetitive motions, material handling (heavy operations), or pinch points that present a workplace hazard.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	ERGONOMICS AND MATERIAL HANDLING APPLICABILITY: Examples may include but not limited to: - lifting more than 50lbs - handling large animals - performing repetitive tasks	Please contact EHS to have an ergonomic assessment completed, if necessary.

ID	Checklist Question	Answer Type	Applicability	Requirements
Fall Protection				
37.126	<i>Individuals in this group work in unguarded locations 4 feet or more above lower surfaces (i.e. no guardrails) and/or operate aerial or scissor lifts.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY:</p> <ul style="list-style-type: none"> -University employees who have the potential to be exposed to a fall hazard. -University employees who utilize fall protection equipment such as harnesses and lanyards. -The specific training requirements and safe work practices regarding ladders, scaffolds, and aerial lifts is not covered in detail within this program. <hr/> <p>PROGRAM DEFINITION:</p> <p>Fall hazards can include working at elevations four feet or higher, such as unprotected roofs or platforms and aerial/boom/scissor lifts.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT:</p> <p>https://ehs.psu.edu/fall-protection/overview</p>	<p>FULL PROGRAM REQUIREMENTS:</p> <p>https://ehs.psu.edu/fall-protection/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Be thoroughly informed of the contents of this program and how it relates to their areas of responsibility and authority. -Identify specific fall hazards encountered by their employees. -Initiate control measures for fall hazards discovered within their assigned areas. -Ensure that their employees receive fall protection training when required. -Ensure employee compliance with all provisions of the Fall Protection Program. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Comply with all provisions of the Fall Protection Program, including attending required training sessions and conducting pre-use equipment inspections. -Promptly report any concerns related to fall protection to their immediate supervisor.
37.127	<i>Inspections of fall protection equipment are required annually by a competent person.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY:</p> <p>Fall protection anchor points such as horizontal lifelines and fixed single point tie-off anchor points. These are typically permanently installed.</p>	<p>FALL PROTECTION EQUIPMENT INSPECTION REQUIREMENTS:</p> <p>An inspection of fall protection equipment is required annually by a competent person.</p>
37.128	<i>Inspections of lifelines/fixed anchor points are required annually by a third party.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY:</p> <p>Fall protection equipment such as harnesses, lanyards, self-retracting lifelines, etc.</p>	<p>FALL PROTECTION REQUIREMENTS:</p> <p>Inspection of lifelines/fixed anchor points is required annually via third party/vendor.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Fall Protection				
37.129	<i>Training is required for use of fall protection.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: A combination of online and in person training is required for fall protection equipment users and equipment inspectors.	TRAINING WEBSITE: https://ehs.psu.edu/training?tid=101 INITIAL TRAINING REQUIREMENTS: -Fall Protection Equipment Users: for employees who utilize fall protection equipment such as harnesses and lanyards. The training is 2 parts and both parts are online. -Fall Protection Equipment Inspector - Competent Person: for employees designated to conduct the annual safety inspection of fall protection equipment. REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required unless there is a change in the workplace or equipment in use that renders previous training obsolete, or if there are inadequacies in an affected employee's knowledge or use of fall protection systems or equipment.

ID	Checklist Question	Answer Type	Applicability	Requirements
Ladders				
38.130	Individuals in our group utilize step ladders, step stools, single ladders, articulated ladders, combination ladders, extension ladders, extension trestle ladders, fixed ladders, and/or mobile ladder stands.	Select: Applicable, Not Applicable, Need EHS Assistance	PROGRAM APPLICABILITY: This program applies to all employees and students utilizing types of ladders including but not limited to: step ladders, step stools, single ladders, articulated ladders, combination ladders, extension ladders, extension trestle ladders, fixed ladders, and mobile ladder stands. PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/ladder-safety/overview	FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/ladder-safety/requirements-guidelines SUPERVISORS MUST: -Ensure all ladder users under their supervision complete training. -Ensure employees comply with this program. -Be thoroughly informed of the contents of this program and how it applies to their areas of responsibility and authority. -Investigate injuries and incidents within their area of authority. -Ensure any damaged ladders are removed from service (destroyed). -Take prompt corrective action when unsafe conditions or practices are observed.
38.131	Training is required for the use of ladders.	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: A combination of online training and document review is required for those using ladders in the course of their work.	TRAINING WEBSITE: https://ehs.psu.edu/training?tid=141 INITIAL TRAINING REQUIREMENTS: -Ladder Safety Training: for employees who use ladders -Step Stool Safety Awareness (Appendix E): For employees whose ONLY ladder use involves step stools. -Fixed Ladder Safety System Fall Protection Harness Training: For employees who use fixed ladders equipped with a Ladder Safety System. -Ladder Safety Awareness (Appendix D): For students (unpaid) when using a ladder is required. REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required unless changes in the workplace render previous training obsolete or inadequate; changes in the types of ladders and/or fall protection systems to be used render previous training obsolete or inadequate; or when inadequacies in an affected employee's knowledge or use of equipment indicate that the employee no longer has the requisite understanding or skill necessary to use equipment or perform the job safely.
38.132	Documented ladder inspections are required annually.	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: All ladders, except for fixed ladders and step stools, must have a documented annual inspection.	INSPECTION REQUIREMENT: - A sticker/label (See Appendix C in EHS Ladder Safety Program) must be attached to the ladder which will document that an annual inspection has occurred. - The person designated to conduct this inspection should utilize Appendix B for guidance on inspection criteria.

ID	Checklist Question	Answer Type	Applicability	Requirements
Scaffolding				
39.133	<i>Individuals in this work unit use or erect a form of scaffolding.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: This program covers University employees who use or erect scaffolds.</p> <hr/> <p>PROGRAM DEFINITION: Scaffold types included in the scope of the program are: Bakers Scaffold & Fabricated Frame/Frame Scaffold.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/scaffold-safety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/scaffold-safety/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Be thoroughly informed of the contents of this program and its application to their areas of responsibility and authority. -Ensure employees comply with all provisions of this program. -Ensure employees receive training appropriate to their assigned tasks and maintain documentation of such training. -Ensure employees are provided with and use appropriate protective equipment. -Take prompt corrective action when unsafe conditions or practices are observed. -Investigate injuries and incidents within their work unit related to scaffold use. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Follow the work practices described in this program, including the use of appropriate protective equipment, and conducting pre-use inspections. -Attend all training required by this program. -Immediately report any unsafe conditions or concerns related to scaffolds to their supervisor.
39.134	<i>Training is required for using/erecting scaffolds.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Online training is required for scaffold use while scaffold erection/disassembly requires a separate hands on training document.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=206</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS:</p> <ul style="list-style-type: none"> -Scaffold User Training: Required for any employee who is required to work from a scaffolding. -Hands-On Scaffold Erector Training: Required for any employee who is required to erect/disassemble a scaffold. <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required unless an employee is observed using the scaffold in an unsafe manner, an accident or a near-miss incident occurs, changes in the types of scaffold, fall protection, falling object protection, or other equipment present a hazard that an employee has not previously been trained on, changes in the worksite present a hazard that an employee has not previously been trained on.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Scaffolding				
39.135	<i>A documented inspection of scaffolding is required prior to use.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: Each scaffold must undergo a documented pre-use safety inspection by a competent person prior to use on each shift.	INSPECTION REQUIREMENTS: Inspections must be documented using the checklist found in Appendix A of the EHS Scaffold Safety Program, provided by the scaffold manufacturer, or equivalent. https://ehs.psu.edu/scaffold-safety/forms

ID	Checklist Question	Answer Type	Applicability	Requirements
Aerial/Scissor Lifts				
40.136	<i>Individuals in our group operate an aerial and/or scissor lift.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: This program applies to all University employees who operate aerial/scissor lifts.</p> <hr/> <p>PROGRAM DEFINITION: Equipment which is utilized to elevate operators such as articulating boom lifts, man-lifts/cherry pickers, scissor lifts, extendable/telescoping aerial lifts, and vehicle mounted aerial/buck trucks.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/aerial-scissor-lifts/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/aerial-scissor-lifts/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Be thoroughly informed of the contents of this program and its application to their areas of responsibility and authority. -Ensure employees comply with all provisions of this program. -Ensure employees receive training appropriate to their assigned tasks and maintain documentation of such training. -Ensure employees are provided with and use appropriate protective equipment. -Take prompt corrective action when unsafe conditions or practices are observed. -Investigate injuries and incidents within their work unit related to aerial / scissor lift usage. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Comply with all provisions of the Aerial/Scissor Lift program, including attending required training sessions and conducting pre-use equipment inspections. -Promptly report any safety concerns related to aerial/scissor lifts to their immediate supervisor.

ID	Checklist Question	Answer Type	Applicability	Requirements
Aerial/Scissor Lifts				
40.137	<i>Aerial/scissor lift training is required.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: Aerial/Scissor lift training consists of a series of online and hands on training/evaluation. Fall protection training is also required for use of aerial lifts.	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=31</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS:</p> <ul style="list-style-type: none"> -Aerial/Boom Type Lift and/or Scissor Lift/Single Person Lift Training: These are one-time required trainings for individuals who operate these types of lifts. This training covers safe work practices. The training consists of an online module and supplemental material. -Hands-on training: This in-person part of the training is used to teach the operator the controls of the equipment and to let them practice operating the equipment. -(Appendix D) Aerial-Scissor Lift Operator Training Evaluation Form: This in-person part of the training is used to evaluate the equipment operators ability and knowledge to safely operate the equipment. -Aerial/Scissor Lift Train-The-Trainer: - This course is a one-time requirement for supervisors or other employees who are responsible for conducting hands-on training and evaluations of aerial lift operators. -Fall Protection Training - Part 1 AND Part 2: Aerial lifts require a fall protection harness and lanyard to be worn. These 2 online trainings explain how to safety utilize that equipment. <hr/> <p>REFRESHER RETRAINING REQUIREMENTS</p> <ul style="list-style-type: none"> -Every 3 years, you must have driving skills reevaluated by a competent person. -Refresher training in relevant topics will be provided to an aerial/scissor lift operator when any of the following occur: The operator has been observed to be using the aerial/scissor lift in an unsafe manner. The operator has been involved in an accident or a near-miss incident. The operator has received an evaluation that reveals the operator is not using the aerial/scissor lift safely. The operator is assigned to operate a different type of equipment. A condition in the workplace changes in a manner that could affect safe operation of the equipment.
40.138	<i>Pre-use inspections of each aerial/scissor lift are required.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: Every aerial/scissor lift must undergo a pre-use inspection prior to use on each shift. Pre-use inspections must be documented using an appropriate checklist for the aerial/scissor lift similar to the one in Appendix A of the EHS Aerial/Scissor List Safety program.	PRE-USE INSPECTION CHECKLIST WEBSITE: https://ehs.psu.edu/aerial-scissor-lifts/forms

ID	Checklist Question	Answer Type	Applicability	Requirements
Aerial/Scissor Lifts				
40.139	<i>Aerial/scissor lift inspections via a third party are required on an annual basis.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: An annual inspection is required and must be conducted by an authorized person qualified as a mechanic on the type of aerial/scissor lift or one having similar design characteristics.	INSPECTION REQUIREMENTS: Work group/unit must contact and schedule annual inspections with third party vendor.

ID	Checklist Question	Answer Type	Applicability	Requirements
Powered Industrial Trucks				
41.140	<i>Individuals in this group operate a powered industrial truck (i.e. forklift, powered pallet jack).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: -University employees who operate a powered industrial truck. -This program does not apply to the following types of machinery: farm vehicles and vehicles intended primarily for earth moving or over-the-road hauling, Segways, golf carts, Gators, quads, and other similar types of rough terrain vehicles.</p> <hr/> <p>PROGRAM DEFINITION: A powered industrial truck is a mobile, power-propelled trucks used to carry, push, pull, lift, stack, or tier materials including forklifts, narrow aisle trucks, and hand trucks.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/pit/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/pit/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Be thoroughly informed of the contents of this program and its application to their areas of responsibility and authority. -Ensure employees comply with all provisions of this program. -Ensure employees receive training appropriate to their assigned tasks and maintain documentation of such training. -Ensure employees are provided with and use appropriate protective equipment. -Take prompt corrective action when unsafe conditions or practices are observed. -Investigate injuries and incidents within their work unit related to powered industrial truck usage.</p> <hr/> <p>EMPLOYEES MUST: -Comply with all provisions of the PIT program, including attending required training sessions and conducting pre-use equipment inspections. -Promptly report any safety concerns related to PITs to their immediate supervisor.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Powered Industrial Trucks				
41.141	<i>Training is required for use of powered industrial trucks.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: Certification of powered industrial truck operators is a three-step process consisting of classroom instruction, hands-on training and hands-on evaluation.	TRAINING WEBSITE: https://ehs.psu.edu/training?tid=176 INITIAL TRAINING REQUIREMENTS: -Powered Industrial Truck (Forklift) Training: This is a one-time required training under the PSU Powered Industrial Truck (Forklift) Program for individuals who operate a powered industrial truck. This training covers safe work practices. -Hands-on training: This in-person part of the training is used to teach the operator the controls of the equipment and to let them practice operating the equipment. -(Appendix D) Hands-On Evaluation Test for Powered Industrial Truck Operators: This in-person part of the training is used to evaluate the equipment operators ability and knowledge to safely operate the equipment. -Powered Industrial Truck Train-The-Trainer: This course is a one-time requirement under the Powered Industrial Truck (Forklift) Program for supervisors or other employees who are responsible for conducting hands-on training and evaluations of forklift operators. REFRESHER RETRAINING REQUIREMENTS: -(Appendix D) Hands-On Evaluation Test for Powered Industrial Truck Operators is required every 3 years. -Refresher training in relevant topics will be provided to a PIT operator when any of the following occur: The operator has been observed to be using the PIT in an unsafe manner. The operator has been involved in an accident or a near-miss incident. The operator has received an evaluation that reveals the operator is not using the PIT safely. The operator is assigned to operate a different class of PIT. A condition in the workplace changes in a manner that could affect safe operation of the PIT.
41.142	<i>Pre-use inspections of powered industrial trucks are required to be documented for each work shift.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: Every powered industrial truck must undergo a pre-use inspection prior to use on each shift. Pre-use inspections must be documented using an appropriate checklist for the powered industrial truck similar to the one in Appendix A of the EHS Powered Industrial Truck program.	PRE-USE INSPECTION REQUIREMENTS: Pre-use inspections are required to be documented prior to each work shift that the powered industrial truck is used.
41.143	<i>Inspections of each powered industrial truck are required annually via a third party.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: An annual inspection is required and must be conducted by an authorized person qualified as a mechanic on the type of powered industrial truck or one having similar design characteristics.	ANNUAL THIRD-PARTY INSPECTION REQUIREMENTS: Inspections of each powered industrial truck are required annually via a third party.

ID	Checklist Question	Answer Type	Applicability	Requirements
Crane, Hoist, and Sling				
42.144	Individuals in this work unit operate cranes and/or hoists.	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees who operate cranes and hoists as well as rigging equipment such as slings.</p> <p>PROGRAM DEFINITION: Cranes & Hoists include the following types: overhead and gantry cranes, semi-gantry cranes, cantilever gantry cranes, wall cranes, monorail cranes, bridge cranes, single girder cranes, overhead hoists, and other hoists and cranes having the same fundamental characteristics.</p> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/crane-hoist-sling/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/crane-hoist-sling/requirements-guidelines</p> <p>SUPERVISORS MUST: -Be thoroughly informed of the contents of this program and how it relates to their areas of responsibility and authority. -Ensure employee compliance with all provisions of the Crane, Hoist & Sling program. -Ensure that their employees receive Crane, Hoist & Sling training when required. -Ensure employees are provided with and use appropriate personal protective equipment</p> <p>EMPLOYEES MUST: -Comply with all provisions of the Crane, Hoist & Sling program, including attending required training sessions and conducting pre-use equipment inspections. -Promptly report any safety concerns related to aerial/scissor lifts to their immediate supervisor.</p>
42.145	Training is required for crane, hoist, and/or sling operation.	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Crane, hoist, sling training consists of a series of online and hands on training.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=76</p> <p>INITIAL TRAINING REQUIREMENTS: -Crane, Hoist & Sling Safety: For employees who operate cranes and hoists. The training is online. -Bridge Crane Operator Training/Evaluation: Additional training for employees who operate a Bridge Crane. -Sling Annual Inspection Training: For employees who have been designated to conduct annual inspections of slings. This is not intended for sling users. The training covers inspection guidelines. -Crane and Hoist Competent Monthly Inspector Training (OPP/ARL/Commonwealth Campuses Only): For employees who have been designated to conduct monthly inspections of cranes/hoists. This is not intended for crane and hoist users. The training covers inspection guidelines.</p> <p>REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required unless the operator has been observed to be using the equipment in an unsafe manner, involved in an accident or a near-miss incident, assigned to operate a different type of equipment, or a condition in the workplace changes in a manner that could affect safe operation of the equipment.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Crane, Hoist, and Sling				
42.146	<i>Inspections of hoists and cranes is required annually by a third party.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: A documented annual inspection of all hoists and cranes shall be performed by a designated person or third party.	HOIST AND CRANE INSPECTION REQUIREMENTS: An inspection of hoists and cranes is required annually by a third party.
42.147	<i>Inspections of slings are required annually by a competent person.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: A documented annual inspection of all slings shall be performed by a designated person or third party who has gone through sling inspection training.	INSPECTION REQUIREMENTS: Inspections of slings are required annually by a trained and competent person.
42.148	<i>A hoist and/or crane inventory must be provided to EHS (UP locations only).</i>	Select: Acknowledge, Need EHS Assistance	INVENTORY APPLICABILITY: Hoist and/or crane inventory must be provided to EHS (UP locations only).	INVENTORY REQUIREMENTS: It is necessary to ensure all hoists and cranes are added to the Office of Physical Plant's list for monthly and annual inspection purposes.
42.149	<i>Inspections of hoists and cranes are required monthly.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: Inspections of hoists and cranes are required monthly by a competent person.	INSPECTION REQUIREMENTS: A documented monthly inspection of all cranes and hoists shall be performed. These inspections must be performed by a designated person who must be a trained crane/hoist operator and has gone through monthly crane/hoist inspection training. Cranes and hoists located within ARL facilities or at non-University Park locations must have monthly inspections completed by either a designated person or a third party.

ID	Checklist Question	Answer Type	Applicability	Requirements
Theatre Rigging				
43.150	<i>Individuals in this work group work in a theatre that uses one of the following rigging systems; motorized systems, counterweighted systems, stationary systems and hemp systems.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY:</p> <ul style="list-style-type: none"> -This program applies to the following rigging systems used by PSU employees within theatre areas: motorized systems, counterweighted systems, stationary systems and hemp systems. -This program does not apply to the following: <ul style="list-style-type: none"> -Cranes, hoists and slings as specified in the PSU Crane, Hoist & Sling Safety Program. -Fire curtains. -Items temporarily connected to battens (such as curtains, artwork, props, or set designs). Despite this exception, all items must be secured to battens according to industry standards. <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.prod.fbweb.psu.edu/theatre-rigging/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/theatre-rigging/requirements-guidelines</p> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Be thoroughly informed of the contents of this program and its application to their areas of responsibility and authority. -Ensure employees comply with all provisions of this program. -Take prompt corrective action when unsafe conditions are observed, including ensuring the necessary arrangements are made for repair. -Investigate injuries and incidents related to rigging equipment. <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Follow the work practices described in this program. -Immediately report any unsafe conditions or concerns related to rigging equipment to their supervisor.
43.151	<i>Inspections of theater rigging equipment are required annually.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION REQUIREMENTS:</p> <p>An inspection of theater rigging equipment is required annually.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=216</p> <p>TRAINING REQUIREMENTS:</p> <ul style="list-style-type: none"> -Training is required before employees are permitted to perform the annual inspections of theatre rigging systems. -Supervisors (or Stage Steward/Technical Director/Theatre Facility Manager/Faculty/Staff Member) are responsible for ensuring training is provided. EHS does not provide this training.
43.152	<i>Inspections of theatre rigging equipment are required by a third party every 3 years.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY:</p> <p>Third party inspections are required for theatre stages with any of the following types of rigging systems: Motorized Systems, Counterweighted Systems, Stationary Systems, and Hemp Systems.</p>	<p>INSPECTION REQUIREMENTS:</p> <p>Inspection of theatre rigging equipment is required by a third party every three years.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Theatre Rigging				
43.153	<i>Training is required for the use of theatre rigging systems.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: Supervisors (or Stage Steward/Technical Director/Theatre Facility Manager/Faculty/Staff Member) are responsible for ensuring training is provided. EHS does not provide this training.	TRAINING WEBSITE: https://ehs.prod.fbweb.psu.edu/training?tid=216 <hr/> INITIAL TRAINING REQUIREMENTS: Theatre Rigging Equipment Inspector: for employees designated to conduct the annual safety inspection of theatre rigging system. Training shall be conducted by either a Competent Person in the work group or a third party trainer who specializes in stage/theatre rigging. <hr/> REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required.

ID	Checklist Question	Answer Type	Applicability	Requirements
Confined Spaces				
44.154	Individuals in our group enter, attend, assess, or supervise confined spaces or permit required confined spaces.	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees who enter, attend, or supervise confined space, or permit-required confined space (PRCS) entry work, or who provide related rescue support, in any Penn State facilities.</p> <hr/> <p>PROGRAM DEFINITION: -A confined space is a space that is large enough to bodily enter, not intended for continuous occupancy, and has limited means of entry and egress. -A permit-required confined space meets the definition of a confined space and may have one or more of the following: a potentially hazardous atmosphere, materials that may engulf an entrant, internal configuration which could entrapment an entrant or any hazard and other serious safety or health hazard.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/confined-space/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/confined-space/confined-space-requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Be thoroughly informed of the contents of the program and how it applies to their areas of responsibility and authority. -Ensure that confined space hazards are properly controlled through the required confined space permit, and all other necessary engineering and workplace controls, and required personal protective equipment. -Evaluate, approve, and document necessary procedures for safe confined space entry or rescue. -Ensure employees comply with this CSP program and take prompt corrective action when unsafe conditions or practices are observed. -Investigate injuries and incidents within their work unit related to confined space entries. -Participate in annual review and revision of the CSP, including needed confined space classification or re-classifications, as part of this CSP program.</p> <hr/> <p>EMPLOYEES MUST: -Recognize hazards and pre-plan CS entry work, participate in required training, use all necessary CS entry/ emergency procedures, equipment, PPE and communications; perform testing and other required duties, and -Notify Supervisors of any unforeseen hazard conditions prior to or during CS entry work. -Entry Supervisors must approve permits prior to entry, and close permits following entry.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Confined Spaces				
44.155	<i>Training is required prior to confined space entry.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: A series of online and hands on training is required prior to confined space entry.	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=71</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS:</p> <ul style="list-style-type: none"> -Awareness Training: Employees whose duties may place them in close proximity to confined spaces should complete EHS awareness training. Currently, this training is a PowerPoint available online for review. Documentation of awareness training is the responsibility of the Work Unit. -Entrant, Attendant, Supervisor (EAS) Training: Individuals who serve as an entrant, attendant, or supervisor of permit-required confined spaces must complete EHS ' Confined Space training. Those who evaluate or assess confined spaces must complete EAS Training. The training consists of three parts - an online module, a document that contains supplemental material specific to Penn State, and hands-on instruction covering confined space hazards, monitoring, PRCS permit, safety procedures/ equipment, basic rescue components, and other aspects. The hands-on training portion is the responsibility of the Work Unit. A qualified person must provide hands-on training. Documentation of hands-on training is the responsibility of the work unit. -Rescue Training: PSU personnel who fill a rescue service role for permit-required confined spaces must be trained by a qualified person or entity. Rescuers and rescue services must perform rescue drills annually. Rescue personnel must also be trained in first aid and CPR. <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: There are no refresher training requirements unless hazards change or workplace practices are found to be deficient.</p>
44.156	<i>A confined space Permit is required for entry of confined spaces that meet the definition of a Permit Required Confined Space.</i>	Select: Acknowledge, Need EHS Assistance	<p>PERMIT REQUIRED CONFINED SPACE APPLICABILITY: Permit-Required Confined Space ('Permit Space') is a confined space that has one or more of the following characteristics:</p> <ul style="list-style-type: none"> -Contains or has a potential to contain a hazardous atmosphere; -Contains a material that has the potential for engulfing an entrant; -Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or -Contains any other recognized serious safety or health hazard. 	<p>PERMIT REQUIRED CONFINED SPACE WEBSITE: https://ehs.psu.edu/confined-space/confined-space-forms</p> <hr/> <p>PERMIT REQUIRED CONFINED SPACE REQUIREMENTS: Following determination that a confined space will be a permit-required confined space, the Authorized Supervisor shall complete the Confined Space Entry Permit (CSP) (Appendix C).</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Trench and Excavation				
45.157	<i>Individuals in this group enter trenches/excavations of depths of 4 feet or more.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	PROGRAM APPLICABILITY: This program applies to all PSU employees and students (unpaid) that enter trenches and/or excavations that are 4 feet in depth or greater. PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.prod.fbweb.psu.edu/trench-excavation/overview	FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/trench-excavation/requirements-guidelines SUPERVISORS MUST: -Ensure employees attend training. -Ensure employees comply with this program. -Be thoroughly informed of the contents of this program and how it applies to their areas of responsibility and authority. -Investigate trenching injuries and incidents within their area of authority. -Take prompt corrective action when unsafe conditions or practices are observed. EMPLOYEES MUST: -Comply with the requirements of this program. -Attend training sessions as required. -Report any concerns related to trenching/excavating to their immediate supervisor.
45.158	<i>Training is required for those entering trenches/excavations of 4 feet or more in depth.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: Separate online and third party trainings for employees and students is required.	TRAINING WEBSITE: https://ehs.prod.fbweb.psu.edu/training?tid=226 INITIAL TRAINING REQUIREMENTS: -Student Training: for students who enter trenches/excavations. The training is online. -Employee Training: For employees who enter trenches/excavations. The training is classroom and conducted by 3rd party trainer. REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required unless there are changes in the workplace or equipment render previous training obsolete or inadequate, inadequacies in an affected employee's knowledge or use of equipment indicate that the employee no longer has the requisite understanding or skill necessary to use equipment or perform the job safely.
45.159	<i>Inspections of trenches/excavations are required prior to entering.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION APPLICABILITY: An inspection of all trenches/excavations is required prior to entering.	INSPECTION REQUIREMENTS: https://ehs.psu.edu/trench-excavation/forms

ID	Checklist Question	Answer Type	Applicability	Requirements
Energized Electrical				
46.160	<i>Individuals in our group perform electrical work (i.e. servicing/maintenance/testing/troubleshooting) on or near electrical systems (i.e. conductors/components).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees who may work on or near electrical systems and thus have the potential to be injured by electric shock, arc flash, or arc blast.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/energized-electrical-safety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/energized-electrical-safety/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Ensure employees comply with all provisions of the electrical safety program. -Ensure that electrical equipment is labeled with appropriate arc flash warning labels. -Ensure employees receive training appropriate to their assigned electrical tasks, a documented annual evaluation is performed on each qualified person and documentation of training is maintained. -Develop and maintain a listing of all qualified employees under their supervision. -Ensure employees are provided with and use appropriate PPE, instruments and tools.</p> <hr/> <p>EMPLOYEES MUST: Comply with all provisions of the electrical safety program including participation in the permit process and the use of appropriate protective equipment.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Energized Electrical				
46.161	<i>Training is required for those who perform work on or near electrical systems.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: A combination of online and hands on training is required for those who perform work on or near electrical systems.	TRAINING WEBSITE: https://ehs.psu.edu/training?tid=86 INITIAL TRAINING REQUIREMENTS: -Employee Training: Energized Electrical/NFPA 70E Arc Flash Training - Part 1 of 2 (Online). Part 1 covers the basics of NFPA 70E electrical safety work practices. -Energized Electrical/NFPA 70E Arc Flash Training - Part 2 of 2 (Hands-On). Part 2 covers how to utilize the PSU written Energized Electrical Safety Program to determine PPE for a task. REFRESHER RETRAINING REQUIREMENTS: Part 1 and Part 2 are required to be taken once every 3 years. -Retraining also required when: The supervision or annual evaluations indicate that the employee is not complying with safety-related work practices. New technology, new types of equipment, or changes in procedures necessitate the use of safety-related work practices that are different from those that the employee would normally use. The employee needs to review tasks that are performed less often than once per year. The employee needs to review safety-related work practices not normally used by the employee during regular job duties. The employees job duties change requisite understanding or skill.
46.162	<i>Annual evaluations of employee(s) trained to conduct electrical work is required.</i>	Select: Acknowledge, Need EHS Assistance	EVALUATION APPLICABILITY: University employees who may work on or near electrical systems and thus have the potential to be injured by electric shock, arc flash, or arc blast.	EVALUATION REQUIREMENT: An annual evaluation of employee(s) trained to conduct electrical work is required.
46.163	<i>A "Risk Assessment for Modified/Lab-Made Electrical Equipment" is required for all lab-made/modified electrical equipment with the potential to operate at 50V or greater.</i>	Select: Acknowledge, Need EHS Assistance	RISK ASSESSMENT APPLICABILITY: A "Risk Assessment for Modified/Lab-Made Electrical Equipment" is required for all lab-made/modified electrical equipment greater than or equal to 50V.	RISK ASSESSMENT WEBSITE: https://ehs.psu.edu/energized-electrical-safety/requirements-guidelines RISK ASSESSMENT REQUIREMENTS:
46.164	<i>Voltage rated gloves are required to be inspected every 6 months by a third party.</i>	Select: Acknowledge, Need EHS Assistance	VOLTAGE GLOVE INSPECTION APPLICABILITY: -Voltage rated gloves are required to be inspected.	VOLTAGE GLOVE INSPECTION REQUIREMENT: -Voltage rated gloves are required to be inspected every 6 months by a third party. -There is a required inspection frequency schedule for rubber insulating equipment that can be found in the EHS Energized Electrical Safety Program (Appendix G).

ID	Checklist Question	Answer Type	Applicability	Requirements
Energized Electrical				
46.165	<i>Individuals in our group operate electrical disconnect devices, including circuit breakers and fused switches ("knife switches").</i>	Select: Applicable, Not Applicable, Need EHS Assistance	TRAINING APPLICABILITY: Individuals whose only electrical work involves the operation of electrical disconnect devices, including circuit breakers and fused switches ("knife switches"), are required to take Electrical Disconnect/Circuit Breaker Safety Training	TRAINING WEBSITE: _____ TRAINING REQUIREMENT: Electrical Disconnect/Circuit Breaker Safety Training is required every three years.

ID	Checklist Question	Answer Type	Applicability	Requirements
Lockout/Tagout				
47.166	<i>Our group services or maintenances equipment which could cause injury if unexpectedly energized.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY:</p> <ul style="list-style-type: none"> -University employees and contractors who service, maintain, or modify equipment. - Work on cord and plug-connected equipment is not covered by this program if unplugging the equipment controls all energy and the plug remains under the continuous control of the employee performing the service work. <hr/> <p>PROGRAM DEFINITION:</p> <p>Lockout Tagout (LOTO) is used to prevent the release of hazardous energy that can occur during equipment servicing, maintenance, or modification. Examples of hazardous energy may include electrical, hydraulic, pneumatic, thermal, chemical, suspended parts, or any other form of energy that presents a hazard.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/lockout-tagout/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/lockout-tagout/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST:</p> <ul style="list-style-type: none"> -Ensure employees under your supervision receive required training -Provide training to employees on equipment specific LOTO procedures within the work unit -Obtain appropriate isolation devices as well as locks and tags from OPP Stores for LOTO authorized employees -Ensure completion and retention of required documents well as training records. <hr/> <p>EMPLOYEES MUST:</p> <ul style="list-style-type: none"> -Comply with all provisions of the Lockout Tagout program. -Attend LOTO training sessions as required. -Promptly report any concerns related to LOTO to their immediate supervisor.
47.167	<i>Training is required for those performing LOTO in the course of their work.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY:</p> <p>A combination of online, in person, and hands on evaluations are required for those performing LOTO in the course of their work.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=156</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS:</p> <ul style="list-style-type: none"> -Authorized Employee Training: for employees who service equipment that may release any form of hazardous energy -Overview of the LOTO Evaluation Process: for supervisors/managers who have been tasked with conducting annual lockout/tagout evaluations of their employees <hr/> <p>REFRESHER RETRAINING REQUIREMENTS:</p> <p>Refresher training is not required unless there is a change in job assignments, processes, or equipment that creates a new hazard. Retraining will also be provided whenever there is a change in LOTO procedures.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Lockout/Tagout				
47.168	<i>Specific locks and tags must be utilized for LOTO.</i>	Select: Acknowledge, Need EHS Assistance	LOCKS AND TAGS APPLICABILITY: Any employee who conducts lockout tagout must utilize required locks and tags.	LOCKS AND TAGS REQUIREMENTS: Locks and Tags must be purchased from OPP Stores: -A Master Lock 'Pro Series 6835' lock, with a red body, and a PSU logo is the only type of lock to be used for LOTO purposes at PSU. -This lock may not be used for any other purpose (such as securing toolboxes or lockers). -All locks shall be individually numbered and keyed. If duplicate keys exist for the same lock, an effective system must be established for management of the keys. -All tags must legibly indicate the user name and date of application. -All tags must be securely attached. Use of a locking nylon cable tie is the preferred means of attachment for tags. -Tags must be capable of withstanding the environmental conditions to which they are exposed.
47.169	<i>Equipment specific lockout tagout procedures are required to be documented for equipment that has one or more hazardous energy sources or the potential for stored energy.</i>	Select: Acknowledge, Need EHS Assistance	LOTO APLICABILITY: Equipment specific lockout tagout procedures are required to be documented for equipment that has one or more hazardous energy sources or the potential for stored energy.	LOTO PROCEDURES WEBSITE: Examples: https://ehs.psu.edu/lockout-tagout/resources LOTO PROCEDURE REQUIREMENTS: -Each work unit is responsible for developing and documenting specific LOTO procedures for equipment that has one or more hazardous energy sources or the potential for stored energy. -Appendix B in the EHS LOTO Program can be used to develop and document equipment-specific LOTO procedures.
47.170	<i>Annual evaluation of employee(s) trained to conduct lockout/tagout is required.</i>	Select: Acknowledge, Need EHS Assistance	EVALUATION APPLICABILITY: Annual evaluation of employee(s) trained to conduct lockout tagout is required.	LOTO EVALUATION REQUIREMENTS: -Supervisors of authorized employees are responsible for ensuring that annual inspections are completed in order to ensure adherence to the LOTO procedures described in the LOTO Program. -LOTO inspections will be conducted using the checklist found in Appendix E of the EHS LOTO Program. -Inspection records are to be maintained by the work unit and must be available for review by EHS.
47.171	<i>Individuals in this group operate equipment or are required to work in an area where servicing or maintenance of equipment (lockout/tagout activity) is performed.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	LOTO AFFECTED PERSON APPLICABILITY: Individuals that operate equipment or are required to work in an area where servicing or maintenance of equipment (lockout tagout activity) is performed but do not perform servicing/maintenance (lockout tagout) of equipment.	LOTO AFFECTED PERSON REQUIREMENTS: Employees who operate equipment or are required to work in an area where servicing or maintenance of equipment (lockout/tagout activity) is performed but do not perform lockout tagout must take LOTO Affected Person training.

ID	Checklist Question	Answer Type	Applicability	Requirements
Lockout/Tagout				
47.172	<i>Training is required for employees who operate equipment or are required to work in an area where servicing or maintenance of equipment (lockout/tagout activity) is performed.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: -Affected Employee Training: for employees who operate equipment or are required to work in an area where servicing or maintenance of equipment (lockout/tagout activity) is performed.	TRAINING WEBISTE: https://ehs.psu.edu/training?tid=156 INITIAL TRAINING REQUIREMENTS: Lockout/Tagout Affected Employee Training REFRESHER TRAINING REQUIREMENTS: Refresher training is not required.

ID	Checklist Question	Answer Type	Applicability	Requirements
Hot Work				
48.173	Individuals in our group perform Hot Work activities involving the use of open flame devices (torch), heat guns, grinders, and/or other activities which produce heat or sparks.	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: -University employees, students and contractors who may perform Hot Work in university buildings or on equipment with combustible / flammable materials in the immediate area.</p> <p>PROGRAM DEFINITION: -Hot Work activities include temporary operations involving the use of open flames or which produces heat and / or sparks. -Examples include: brazing, cutting, grinding, torch soldering, thawing pipes, torch applied roofing, welding and use of heat guns.</p> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/hot-work/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/hot-work/requirements-guidelines</p> <p>SUPERVISORS MUST: -Identify the individuals who are included in this program. -Train individuals in hot work permit procedures -Provide, collect and send completed permits to EHS. -Ensure compliance with procedures</p> <p>EMPLOYEES MUST: -Be thoroughly familiar with Hot Work procedures -Follow all Hot Work Procedures</p>
48.174	Training is required for those who perform Hot Work.	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: A combination of Hot Work Training and Portable Fire Extinguisher training is required for those performing hot work.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=121</p> <p>INITIAL TRAINING REQUIREMENTS: -Hot Work Training (Online) -Portable Fire Extinguisher training (Online or In-person)</p> <p>REFRESHER RETRAINING REQUIREMENTS: No refresher training is required.</p>
48.175	All hot work must be completed in accordance with the hot work permit system.	Select: Acknowledge, Need EHS Assistance		

ID	Checklist Question	Answer Type	Applicability	Requirements
Hazardous Building Materials (Asbestos/PCBs)				
49.176	<i>Individuals in our group perform building maintenance, repair, construction, renovation, or custodial operations.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: This program applies to all University employees</p> <hr/> <p>PROGRAM DEFINITION: Hazardous building materials are found in many of our buildings. Asbestos-containing materials may include flooring, thermal insulations, plasters, and wall / ceiling systems, while PCB-containing materials may include various types of caulks and glazing putties.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/asbestos-management/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.prod.fbweb.psu.edu/asbestos-management/overview</p> <hr/> <p>SUPERVISORS MUST: -Identify employees who require Asbestos Awareness Training and ensure that the training is received. -Ensure that all building repair, maintenance, and renovation work is coordinated through the Office of Physical Plant or through the Commonwealth Campus Facilities Director. -Do not allow employees to handle or disturb known or suspect ACM or PCBs unless their job description and training allow. -Address reports of building material damage in a timely manner.</p> <hr/> <p>EMPLOYEES MUST: Do not handle or disturb known or suspect asbestos-containing materials or PCBs unless your job description and training allow. Remain observant and report damage of all building materials.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Hazardous Building Materials (Asbestos)				
50.177	<i>Asbestos related training is required for employees who may encounter Asbestos-Containing Materials (ACM).</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: -Asbestos Awareness Training is required for employees who may encounter Asbestos-Containing Materials (ACM) during their work, such as those that perform custodial, construction, and renovation related activities. -Also, employees who perform asbestos removal as part of their job duties must have annual certification training in accordance with the EPA Model Accreditation Plan.	TRAINING WEBSITE: https://ehs.prod.fbweb.psu.edu/training?tid=36 INITIAL TRAINING REQUIREMENTS: Online or In-Person Asbestos Awareness Training REFRESHER RETRAINING REQUIREMENTS: Refresher Asbestos Awareness Training is required online or in-person
50.178	<i>Medical surveillance may be required for those who perform asbestos removal.</i>	Select: Acknowledge, Need EHS Assistance	MEDICAL SURVEILLANCE REQUIREMENTS: Trained and licensed employees who perform asbestos removal as part of their job duties must undergo annual fit-testing, pulmonary function tests, and any other testing deemed necessary by Occupational Medicine as part of the medical surveillance program.	
50.179	<i>EHS manages the survey and bulk sampling of building materials prior to all renovations, demolitions, and maintenance activities in which suspect asbestos-containing and / or PCB-containing materials may be disturbed.</i>	Select: Acknowledge, Need EHS Assistance	ASBESTOS AND PCB SURVEY AND ABATEMENT APPLICABILITY: For demolitions, renovations, or maintenance activities in which suspect asbestos or PCB-containing materials may be disturbed, these requirements are applicable to those who plan, estimate, coordinate, supervise, or manage the work.	ASBESTOS AND PCB SURVEY AND ABATEMENT WEBSITE: https://ehs.psu.edu/asbestos-management/requirements-guidelines ASBESTOS AND PCB SURVEY AND ABATEMENT REQUIREMENTS: Once one has a general understanding of the scope of work for a demolition, renovation, or maintenance activity in which suspect asbestos-containing or PCB-containing materials may be disturbed, contact EHS to discuss potential needs for survey and/or abatement work.

ID	Checklist Question	Answer Type	Applicability	Requirements
Hazardous Building Materials (Lead)				
51.180	<i>Individuals in our group perform manual demolition of painted surfaces or perform paint preparation activities that may involve the disturbance of paint, such as manually scraping or wire brushing loose paint, chemical paint stripping, or other actions that could potentially create lead dust or fumes.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: This program applies to employees who perform manual demolition of painted surfaces or perform paint preparation activities that may involve the disturbance of paint, such as manually scraping or wire brushing loose paint, chemical paint stripping, or other actions that could potentially create lead dust or fumes.</p> <hr/> <p>PROGRAM DEFINITION Lead-containing paint is found in many of our buildings. Although lead-based paint was banned in 1978, even newer paints can contain lead at lesser concentrations.</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/lead-based-paint/overview</p> <hr/> <p>SUPERVISORS MUST: -Identify employees who require Lead Hazard Awareness and ensure that the training is received. -Contact EHS in advance when there is a need for large-scale paint removal. -Ensure that paint waste is disposed in a proper manner.</p> <hr/> <p>EMPLOYEES MUST: -Utilize proper work procedures, hygiene practices, and personal protective equipment when disturbing painted surfaces and dispose of any paint waste in a proper manner.</p>
51.181	<i>Lead hazard awareness related training is required.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: -Lead Hazard Awareness Training is required for employees who perform manual demolition of painted surfaces or perform paint preparation activities that may involve the disturbance of paint, such as manually scraping or wire brushing loose paint, chemical paint stripping, or other actions that could potentially create lead dust or fumes.</p>	<p>TRAINING WEBSITE: https://ehs.prod.fweb.psu.edu/training?tid=126</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: Online or In-Person Lead Hazard Awareness Training</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Refresher Lead Hazard Awareness Training is required online or in-person</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Respirable Crystalline Silica				
52.182	Individuals in our group work with or disturb Respirable Crystalline Silica (RCS) containing materials or products in construction, maintenance, laboratory/academic, or other settings.	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Employees, student employees, contractors, and visiting academic personnel performing work with or disturbing respirable crystalline silica (RCS) containing materials or products, whether in construction, maintenance, laboratory/academic, or other settings. An initial hazard assessment must be performed to determine if exposures warrant inclusion in the program. Contact EHS to conduct this monitoring.</p> <p>PROGRAM DEFINITION: Some examples of RCS-containing material tasks include, installing or replacing indoor concrete or outdoor concrete, brick, stone, terrazzo, or ceramic tile via cutting, drilling, jackhammering, grinding, milling, geological research involving the use of fine sand or other RCS materials or ceramic pottery-making, among others.</p> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/respirable-crystalline-silica/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/respirable-crystalline-silica/requirements-guidelines</p> <p>SUPERVISORS MUST: -Be thoroughly informed of the contents of the program and how it applies to their areas of responsibility and authority. -Ensure employees are properly trained, and medically cleared. -Ensure necessary equipment, controls, respirators, and housekeeping measures are available and used. -Ensure site compliance with program requirements and assist EHS in periodic program evaluation.</p> <p>EMPLOYEES MUST: Participate in and comply with program requirements, and notify supervisors, safety representatives, and EHS of new or potential exposures.</p>
52.183	Training is required for those included in the RCS program.	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: All employees that have been included in the RCS program must receive on-line training that is available on the EHS website, along with job-specific training provided by qualified personnel.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=196</p> <p>INITIAL TRAINING REQUIREMENTS: Respirable Crystalline Silica- for employees who work with RCS materials, and thus may have potential exposure to RCS. Additional training may be required for employees working with RCS materials, who are also required to use specialized control measures and equipment to limit their exposure to RCS. This additional education is coordinated through the employee's work unit supervisor and/or safety officer.</p> <p>REFRESHER RETRAINING REQUIREMENTS: No refresher training is required.</p>
52.184	Medical surveillance may be required for RCS work tasks that meet or exceed the OSHA action level for 30 or more days per year.	Select: Acknowledge, Need EHS Assistance	<p>MEDICAL SURVEILLANCE APPLICABILITY: -If exposures meet or exceed the OSHA action level (AL) for 30 or more days per year, then medical surveillance and respirator usage is required. All provisions of the PSU Respiratory Program also apply.</p>	<p>MEDICAL SURVEILLANCE REQUIREMENTS: -If exposures meet or exceed the OSHA action level (AL) for 30 or more days per year, then medical surveillance and respirator usage is required. All provisions of the PSU Respiratory Program also apply.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Machine Shops				
53.185	Individuals in our group work in a machine shop or portion of a room dedicated for the housing of powered shop equipment.	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: This program covers all rooms that house shop equipment and are used for either: -Student instruction and/or the completion of tasks/assignments. -The completion of work tasks by PSU employees.</p> <hr/> <p>PROGRAM DEFINITION: A typical machine shop consists of an entire room or a portion of a room dedicated for the housing of powered shop equipment (i.e. lathes, table saws, drill presses, planer, CNCs, jointers, miter saws, etc).</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/machine-shop-safety/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Be thoroughly informed of the contents of this program and how it relates to their areas of responsibility and authority. -Ensure that all provisions of this program are implemented in the shop. -Investigate all injuries and incidents involving shop equipment within their work unit.</p> <hr/> <p>EMPLOYEES MUST: -Comply with all provisions of this program, including the use of personal protective equipment and machine guarding. -Promptly report any safety concerns related to shop equipment or shop/lab safety issues to their immediate supervisor/faculty member.</p>
53.186	Training is required for those working in a machine shop.	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: -General Shop Information (Appendix B): This form is used to provide basic information to the users of the shop. It must be reviewed with shop users and visibly posted inside the shop. -General Shop Safety Training (Appendix C): Must be provided to any individual who is to operate shop equipment regardless of the hazard category (low, medium, or high). It must be performed within each shop the employee/student utilizes. -Equipment Specific Training (Appendix D): In addition to General Shop Safety Training, this must also be provided if the shop equipment has been assigned a hazard level of either 'medium' or 'high'.</p> <hr/> <p>RETRAINING APPLICABILITY: - Changes in the workplace render previous training obsolete. Changes in the type of shop equipment used render previous training obsolete. The operator has been observed using the equipment in an unsafe manner. The operator has been involved in an accident or near miss.</p>	<p>INITIAL TRAINING REQUIREMENTS: -General Shop Information (Appendix B): This form is used to provide basic information to the users of the shop. It must be reviewed with shop users and visibly posted inside the shop. -General Shop Safety Training (Appendix C): Must be provided to any individual who is to operate shop equipment regardless of the hazard category (low, medium, or high). It must be performed within each shop the employee/student utilizes. -Equipment Specific Training (Appendix D): In addition to General Shop Safety Training, this must also be provided if the shop equipment has been assigned a hazard level of either 'medium' or 'high'.</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required unless changes in the workplace render previous training obsolete, changes in the type of shop equipment used render previous training obsolete, the operator has been observed using the equipment in an unsafe manner, or the operator has been involved in an accident or near miss.</p>
53.187	Shop self-inspections are required every 6 months.	Select: Acknowledge, Need EHS Assistance	<p>SHOP SELF-INSEPTION APPLICABILITY: Rooms with miscellaneous shop equipment (as seen in section 10 of the Machine Shop Program) are exempt from the self inspection requirement. If you are unsure if your area applies to this exemption, contact EHS.</p>	<p>SHOP SELF-INSPECTION REQUIREMENTS: Machine Shops are required to be self-inspected every 6 months using the inspection form found here: https://ehs.psu.edu/machine-shop-safety/forms Maintain self-inspection documentation.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Field Safety				
54.188	<i>Our group performs field research or similar activities.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Field research safety, health, and security processes apply to anyone performing research or research support activities in remote locations, at field sites without cellular service, at field sites characterized by outdoor activities and hazards, at field sites that require travel off-campus, and at field sites where there is risk of limited life-sustaining provisions.</p> <hr/> <p>PROGRAM DEFINITION: The field research safety process involves hazard identification, evaluation, and control to reduce risk associated with field work.</p>	<p>PROGRAM REQUIREMENTS: Responsible persons are required to assess hazards and adequately reduce risk for workers at Penn State including field work.</p>
54.189	<i>Our group performs field research off-campus, within the United States.</i>	Select: Acknowledge, Need EHS Assistance	<p>PROGRAM APPLICABILITY: Field research safety, health, and security processes apply to anyone performing research or research support activities in remote locations, at field sites without cellular service, at field sites characterized by outdoor activities and hazards, at field sites that require travel off-campus, and at field sites where there is risk of limited life-sustaining provisions.</p> <hr/> <p>PROGRAM DEFINITION: The field research safety process involves hazard identification, evaluation, and control to reduce risk associated with field work.</p>	<p>FULL PROGRAM REQUIREMENTS: Domestic field research trips (see field research safety plan link): https://ehs.psu.edu/laboratory-safety/resources</p> <hr/> <p>SUPERVISORS MUST: -Adequately control the hazards of field work that involves domestic (US) travel (e.g., via the Field Research Safety Plan document).</p> <hr/> <p>EMPLOYEES MUST: -Participate in the process of identifying and controlling hazards of field work. -Observe and implement hazard mitigation and contingency strategies.</p>
54.190	<i>Members of our group travel outside of the United States.</i>	Select: Acknowledge, Need EHS Assistance	<p>PSU activities that involve international travel must comply with the Global Safety Office's processes for safety, health, and security. A component of this process is training for field team leaders.</p>	<p>SUPERVISORS MUST: -Comply with the Global Safety Office's processes for international travel: https://global.psu.edu/category/travel-safety-network</p> <hr/> <p>EMPLOYEES MUST: -Follow Global Safety Offices processes related to safety, health, and security</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Process Safety Management				
55.191	<i>Individuals in our group operate, work on, or have the ability to impact equipment operations associated with the University's Process Safety Management covered process units (i.e., NH3 Refrigeration Systems, Biological Effluent Decontamination Systems (EDS's), or MSC's Toxic Gas Monitoring System)</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University operations where a highly hazardous chemical / biological agent or extremely hazardous substance deemed by Penn State is used, handled, or stored. This also includes critical process operations identified by the University that would benefit from Process Safety Management (PSM) program implementation.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/process-safety-management/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/process-safety-management/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: Specific requirements for each Element, identified in the written documentation but generally: -Ensure employees within their area(s) of responsibility are aware and understand their responsibilities outlined within the specific procedure -Provide appropriate opportunities for employees to actively participate in specific procedure requirements (i.e., #8 - emergency planning and response exercises) -Ensure procedures are reviewed annually and updated accordingly -Immediately report incidents/accidents as required by University procedure -Take prompt corrective action when unsafe process safety conditions or practices are observed or reported</p> <hr/> <p>EMPLOYEES MUST: -Recognize their important role within the PSM program and report process safety issues that may help eliminate or mitigate the consequences of a catastrophic release in a covered process area. -Follow PSM written procedures and requirements.</p>
55.192	<i>Training is required for those that fall under the university's PSM covered process units.</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Training requirements include the following groups: -Employees that are working on or could impact the equipment covered under the PSM program -Employees that have responsibility for the safe operation of the equipment covered under the PSM program -Contractors working on or could impact the equipment covered under the PSM program</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=181</p> <hr/> <p>TRAINING REQUIREMENTS: -Specific equipment operations as outlined by equipment manufacturer -Process Safety Management Overview (instructor led) -Specific Process Safety Management Element Operational Requirements (instructor led) -PSM Contractor Responsibilities (instructor led) -NH3 Refrigeration System Operators ' Hazwoper -Standard unit specific EHS training (e.g., Asbestos Awareness, PPE, Hearing Conservation, etc.)</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Process Safety Management				
55.193	<i>NH3 (Ammonia) operators require medical surveillance.</i>	Select: Acknowledge, Need EHS Assistance	MEDICAL SURVEILLANCE APPLICABILITY: NH3 Operators - Respirator / Hearing Protection Program requirements	MEDICAL SURVEILLANCE REQUIREMENTS: Every person required to wear a respirator must be medically evaluated and fit tested with the specific make and model of the respirator(s) to be worn, prior to use and on an annual basis thereafter. -Online Hearing Conservation Training is required initially in addition to an annual audiogram."

ID	Checklist Question	Answer Type	Applicability	Requirements
Robotics				
56.194	<i>Our group utilizes industrial robot arms, mobile robots, and/or collaborative robots.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	ROBOT USAGE APPLICABILITY: If unsure whether your work space utilizes these types of robots, contact EHS.	
56.195	<i>Our group utilizes collaborative robot arms.</i>	Select: Acknowledge, Need EHS Assistance	COLLABORATIVE ROBOT ARMS APPLICABILITY: Please note that collaborative robot arms look very similar to industrial robot arms but are more advanced and are intended for direct human-robot interaction within a shared space. COLLABORATIVE ROBOT ARM WEBSITE REFERENCES: The following website has examples of collaborative robot arms: https://new.abb.com/products/robotics/robots/collaborative-robots	
56.196	<i>Our group utilizes mobile robots.</i>	Select: Acknowledge, Need EHS Assistance	MOBILE ROBOT WEBSITE REFERENCES: The following website has examples of mobile robots: https://robotnik.eu/products/mobile-robots/	
56.197	<i>Our work group utilizes industrial robot arms.</i>	Select: Acknowledge, Need EHS Assistance	INDUSTRIAL ROBOT ARMS APPLICABILITY: Industrial Robot Arms are a mechanical mechanism with at least three axes that automates manufacturing processes, reducing or eliminating human interaction. Robotic arms are also known as mechanical arms or machine arms.	INDUSTRIAL ROBOT PROGRAM REQUIREMENTS: Please review the PSU EHS Industrial Robot Guidance Document: https://ehs.psu.edu/machine-shop-safety/resources

ID	Checklist Question	Answer Type	Applicability	Requirements
Kitchen Safety				
57.198	<i>Our group operates a commercial grade kitchen for either academic or operational purposes.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	KITCHEN SAFETY APPLICABILITY: Commercial grade kitchens are subject to EHS assessments.	KITCHEN SAFETY CHECKLIST: https://ehs.psu.edu/sites/ehs/files/kitchen_safety_inspection_checklist.pdf SUPERVISORS MUST: - ensure safety of these spaces and reference the Kitchen Safety Inspection Checklist

ID	Checklist Question	Answer Type	Applicability	Requirements
Environmental Emergency Plan				
58.199	<i>Our facility stores or produces quantities of hazardous or regulated chemicals (fuel included) in volumes exceeding reportable quantities that pose a threat to human or environmental health and safety.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: -Facilities that store hazardous substances or oil in quantities of 55-gallons or more or who store extremely hazardous substances above the threshold planning quantity. - Extremely hazardous substances and their threshold planning quantities are given in the List of Lists. Contact EHS for assistance if needed.</p> <hr/> <p>PROGRAM DEFINITION: Hazardous materials are an item or agent (biological, chemical, radiological, and/or physical) that has the potential to cause harm to humans, animals, or the environment either by itself or through interaction with other factors.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/environmental-emergency-plans/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/environmental-emergency-plans/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Ensure that the appropriate Plan is in place -Provide EHS with a written review of the plan with needed changes identified annually -Identify the individuals who handle the hazardous materials/oil and ensure that they receive the training required by the plan</p> <hr/> <p>EMPLOYEES MUST: -Review and abide by all elements of facility specific EHERP.</p>
58.200	<i>Training is required for facilities that are covered by an Environmental Hazards Emergency Response Plan (EHERP).</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: Initial and annual refresher training is required for facilities with products that are covered by an EHERP.</p>	<p>TRAINING WEBSITE: https://ehs.psu.edu/training?tid=91</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: Environmental Hazards Emergency Response Plan training: required for employees who are involved with handling, storage and/or clean-up of oils, hazardous materials or petroleum products at facilities that are covered by an Environmental Hazards Emergency Response Plan. The initial training occurs upon hire and the format is site-specific instructor-led training. This is an annual training requirement.</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Environmental Hazards Emergency Response Plan training is required on an annual basis.</p>
58.201	<i>Monthly inspections and annual self-audits are required for Emergency Hazards Emergency Response Plans (EHERPS).</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION / AUDIT APPLICABILITY: Monthly inspections and annual self-audits are required for Emergency Hazards Emergency Response Plans.</p>	<p>INSPECTION / AUDIT WEBSITE: https://ehs.psu.edu/environmental-emergency-plans/forms</p> <hr/> <p>INSPECTION / AUDIT REQUIREMENTS: 'Monthly (type) Tank Inspection' 'Annual EHERP Self-Audit'</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Storage Tanks				
59.202	<i>Our facility utilizes above ground storage tanks (AST) and/or underground storage tanks (UST).</i>	Select: Applicable, Not Applicable, Need EHS Assistance	<p>PROGRAM APPLICABILITY: University employees who utilize or are responsible for a storage tank.</p> <hr/> <p>PROGRAM DEFINITION: An AST is considered to be a mobile or fixed tank in excess of 55-gallons containing petroleum or chemical products. An UST is considered any subsurface tank in excess of 55-gallons containing petroleum or chemical products.</p> <hr/> <p>PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/storage-tank-management/overview</p>	<p>FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/storage-tank-management/requirements-guidelines</p> <hr/> <p>SUPERVISORS MUST: -Provide a spill kit, fire extinguisher at every tank location. -Identify individuals that need to be trained and ensure they are trained. -Ensure that spills, leaks, and releases are reported to EHS. -Ensure that tanks are inspected/maintained in accordance with the spill plan.</p> <hr/> <p>EMPLOYEES MUST: Immediately address spills, leaks, and releases.</p>
59.203	<i>Monthly and Annual inspections are required for storage tanks.</i>	Select: Acknowledge, Need EHS Assistance	<p>INSPECTION APPLICABILITY: Monthly and annual inspections are required for storage tanks.</p>	<p>INSPECTION WEBSITE: https://ehs.psu.edu/storage-tank-management/forms</p> <hr/> <p>STORAGE TANK INSPECTION REQUIREMENTS: Refer to website for applicable inspections based on facility features.</p>
59.204	<i>PADEP requires UST facilities to designate three levels of operators (Class A, Class B, and Class C Operators).</i>	Select: Acknowledge, Need EHS Assistance	<p>TRAINING APPLICABILITY: UST Operator training Class A, B, or C Training to be determined by Facility Managers who operate USTs.</p>	<p>TRAINING WEBSITE: UST Operator Training is an external class requiring a certified instructor. All storage tank facilities have Environmental Hazard Emergency Response Plans that dictate training requirements.</p> <hr/> <p>INITIAL TRAINING REQUIREMENTS: Refer to facility's Environmental Hazard Emergency Response Plan.</p> <hr/> <p>REFRESHER RETRAINING REQUIREMENTS: Refer to facility's Environmental Hazard Emergency Response Plan.</p>
59.205	<i>Our facility has one or more Pennsylvania Department of Environmental Protection (PADEP) registered tank(s).</i>	Select: Acknowledge, Need EHS Assistance	<p>PADEP REGISTRATION APPLICABILITY: Storage tanks require registration with the PADEP and may require third-party inspections.</p>	<p>PADEP REGISTRATION REQUIREMENTS: Contact EHS to determine if your facility's Storage Tanks are required to be registered with the PADEP and if third party inspections are required.</p>

ID	Checklist Question	Answer Type	Applicability	Requirements
Spotted Lanternfly				
60.206	<i>Our group has vehicles and/or employees that travel within the Pennsylvania Department of Agriculture's Spotted Lanternfly (SLF) Quarantine Zone.</i>	Select: Applicable, Not Applicable, Need EHS Assistance	PROGRAM APPLICABILITY: -University Employees who travel within the Pennsylvania Department of Agriculture's Spotted Lanternfly (SLF) Quarantine Zone. PROGRAM EXECUTIVE SUMMARY / SNAPSHOT: https://ehs.psu.edu/spotted-lanternfly/overview	FULL PROGRAM REQUIREMENTS: https://ehs.psu.edu/spotted-lanternfly/requirements-guidelines SUPERVISORS MUST: -Supervisors must select a Spotted Lanternfly Designated Employee EMPLOYEES MUST: -Spotted Lanternfly Designated Employees must ensure that employees within their departments are complying with the Spotted Lanternfly Program requirements while traveling.
60.207	<i>Training is required for the SLF Designated Employee as well as those traveling within the quarantine zone on University business.</i>	Select: Acknowledge, Need EHS Assistance	TRAINING APPLICABILITY: The Spotted Lanternfly Designated Employee needs the PA Ag Extension Spotted Lanternfly Permit Training. Those traveling within the quarantine zone on University Business need the Spotted Lanternfly Training on the Learning Resource Network (LRN).	TRAINING WEBSITE: Spotted Lanternfly Designated Employee Training: https://extension.psu.edu/spotted-lanternfly-permit-training Traveling Employee Training: https://psu.csod.com/ui/lms-learning-details/app/course/e9bbcb7e-47e4-4eec-bf08-1b4ff6a4c5c7 INITIAL TRAINING REQUIREMENTS: -PA Ag Extension Spotted Lanternfly Permit training: for designated SLF employees. -Spotted Lanternfly training: for those traveling within the quarantine zone on University Business REFRESHER RETRAINING REQUIREMENTS: Refresher training is not required.
60.208	<i>Annual Spotted Lanternfly Self-Audits and daily Vehicle Inspections are required.</i>	Select: Acknowledge, Need EHS Assistance	INSPECTION / AUDIT APPLICABILITY: Daily Vehicle Inspections are required during times of travel and Spotted Lanternfly Annual Self-Audits are required under the Spotted Lanternfly Program.	INSPECTION / AUDIT WEBSITE: Daily Vehicle Inspection: https://ehs.psu.edu/spotted-lanternfly/forms Annual Self-Audit: https://ehs.psu.edu/spotted-lanternfly/forms INSPECTION / AUDIT REQUIREMENTS: 'Daily Vehicle Inspection' 'Spotted Lanternfly Annual Self-Audit'