**Summary of Laboratory Safety Compliance Procedure (LSCP) for Chemical Hazards**

**SUMMARY**:

Wayne State University Chemical Safety Committee (WSU-CSC) has established a three-tiered Laboratory Safety Compliance Procedure (LSCP) to address non-compliance chemical safety issues. WSU Office of Environmental Health and Safety (OEHS) identified these issues during Chemical Hygiene Inspections (CHIs) or during follow-up spot check inspections; physical re-inspection of laboratories following CHIs. The sections below provide a summary of the actions taken to mitigate non-compliance issues for each Tier of this LSCP. A full description of the LSCP can be found on-line.

**Note. The LSCP will be applied to laboratories that:**

1. **Fail to provide a corrective action plan (CAP) in a timely manner to the non-compliance issues identified during CHIs performed by the (OEHS): Steps 1-4**
2. **Fail to complete steps described in the CAP submitted to OEHS: Steps: 2-4**

| **Laboratory Safety Compliance Procedure** |
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| **Step 1: Chemical Hygiene Inspection (CHI) Report**:* **Individuals notified**: Principal Investigator (PI) and Department Chair
* **Time frame for corrective action(s)**: Unless otherwise indicated, the PI must return the completed corrective action plan (CAP) to OEHS within 30 calendar days of date indicated on the report.
* **Consequence of non-response**: WSU Chemical Hygiene Officer reports non-compliance occurrence to WSU-CSC and initiates Tier One review.
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| **Step 2: Tier One Review and Memorandum**:* **Individuals notified**: PI and Department Chair
* **Time Frame**: Unless otherwise indicated, a response is required within 15 calendar days.
* **Response Required**: Written response to CSC outlining corrective action(s) or planned corrective action(s).
* **Consequence of non-response**: WSU-CSC elevates non-compliance issue to Tier Two of the LSCP.
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| **Step 3: Tier Two Review and Memorandum**:* **Individuals notified**: PI and Department Chair, Collegiate Dean, Associate Vice President for Research (AVPR)
* **Time Frame**: Unless otherwise indicated, a written response is required within 15 calendar days.
* **Response Required**:
	+ Written response to CSC outlining corrective action(s) or planned corrective action(s) and reasons for failure to respond to the Tier One memorandum.
	+ PI and Department Chair will be asked to appear before the WSU-CSC to discuss the non-compliance issue.
* **Consequence of non-response**: Elevation of non-compliance issue to Tier Three of the LSCP.
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| **Step 4: Tier Three Review**:* **Individuals notified**: PI and Department Chair, Collegiate Dean, Associate Vice President for Research (AVPR), Vice President of Research
* **WSU-CSC recommends to the VP of Research that PI’s operations be suspended until corrective action is taken**.
* **Response Required**:
	+ OVPR determines the response required following consultation with the WSU-CSC and Director of OEHS
	+ PI and Department Chair are instructed to appear before the WSU-CSC to present a formal written corrective action plan.
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