Principal Investigators & Laboratory Supervisors,

You play an essential role in advancing the culture change we are experiencing in biological and laboratory safety attitudes and practices. To comply with regulatory requirements and to assist the NYU research community to continue to maintain best practices that ensure a safe laboratory environment, EHS will be performing a combined annual biosafety and laboratory safety/hazardous waste inspection. This inspection is an opportunity for all laboratory personnel to receive guidance on issues concerning research safety. The next round of inspections will be on August 1st in the Schwartz building.

Please reference the list below to familiarize yourself with the inspection process. All information (e.g. form, checklists) can be found on the Biosafety and Laboratory Safety websites. You will be prompted to enter your NetID to access on-line forms and document folders. Complete and submit all forms at least 3 days prior to your scheduled visit.

**BIOSAFETY (IF APPLICABLE):**

- **BIological Laboratory Survey** - Complete and Submit. Note: teaching labs, please only include lab personnel in the lab personnel section. If you have already completed this, you do not have to resubmit.

- **Principal Investigator Laboratory Assessment (BSL1 or BSL2)** - Complete and Submit - **Note:** If you have a BSL-1 & BSL-2 lab complete the BSL-2 checklist only. Labs that have already completed the checklist are not subject to resubmit a new form and are exempt from the biosafety portion of the inspection.

- **IBC Training and Quiz** - must be completed for new lab personnel who will be working with recombinant-synthetic nucleic acid materials. If you or a staff member has not completed the training within the last three years please review the training and submit the quiz to kechia.letcher@nyu.edu.

**LAB SAFETY/HAZARDOUS WASTE (ALL LABS ARE SUBJECT TO THIS PORTION OF THE INSPECTION):**

- **Laboratory/Hazardous Waste Checklist** - Review to prepare for this portion of the inspection.
- **Dual Use Research of Concern Form** - Further information can be found [here](#).
- **Select Agent Toxin Form**

**AUDIT SCHEDULE**
Labs have been arranged into time slots based on location. Review the schedule and let me know if there will be any complications. Each building will have its own open inspection period. Please check the schedule for updates.

**INSPECTION REPORT AND FOLLOW-UP:**
You will receive an audit report shortly after the inspection is conducted if laboratory issues have been found. An EHS Specialist will follow-up with someone in your lab on any noted issues requiring immediate action.

Please expect me to visit during the indicated date/time and ensure someone will be present in the lab. If you have any questions along the way or need clarification please contact me and I will do my best to help. I look forward to working closely with you in support of your group’s research.

Thank you,

Kechia