



Environment, Health & Safety

# Level I and Level II Inspections



# Level I Inspection

- Required by EPA
- Most often performed by Rep
- Done weekly
- Not documented
- Laminated form in your notebook
- Not too time consuming
- Best performed same time and date
- Occasionally change your routine



## Required Weekly Inspection

**Note:** Items listed in the Level I Required Weekly Checklist below are to be inspected weekly.  
If a problem is found, talk to lab member involved and ask them to correct the problem.  
For repeat problems, notify the PI or both PI and EHS Coordinator.

### Level I Required Weekly Checklist

#### Satellite Accumulation Areas:

- 1. All hazardous waste stored in Satellite Accumulation Areas (SAA) at or near point of generation.
- 2. Green SAA stickers present at all SAAs.
- 3. Only containers of waste in SAAs.
- 4. Waste containers:
  - Compatible with content.

#### General Lab, Biosafety and Radiation Area:

- 1. Emergency showers/eyewashes, fire extinguishers, spill kits and other emergency equipment accessible.
- 2. Emergency eye wash stations at sinks flushed weekly by lab. Flush time of at least one minute.
- 3. Aisles, exit doors and electrical panels are not obstructed by boxes, furniture, equipment, etc.



## About EHS

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## Inspections: Level I - Level II

### Level I Inspections

Required weekly EHS inspections in laboratories that are to be performed by the PI or delegated to lab member such as EHS Representative.

Level 1 checklist and guidance:

- [Level 1 Checklist](#) (PDF)
- [Level 1 Checklist](#) (Word Doc)
- [Level 1 Checklist Guidance](#) (PDF)

### Level II Inspections

These inspections are conducted across each department, laboratory or center (DLC) for all PIs/Supervisors. The following documents are used by EHS Coordinators, EHS office staff, and other designated inspectors during the EHS inspection.

Twice yearly (or in some cases annual) inspections of all areas at MIT with potential environment, health, and safety hazards. Inspections are performed by EHS Coordinators, EHS Office staff, and in some cases, additional personnel in the DLC. PIs and Supervisors and/or their delegated representatives may be required to [respond to findings](#) from these inspections.

### EHS-MS Inspection Home

[EHS-MS Inspection System](#) for entering, reporting, and responding to inspection findings.

**Level II Checklists and guidance on standard inspection findings:**

- [General Laboratory Checklist Trifold](#)
- [General Laboratory Finding Guidance](#)
- [Division of Student Life Checklist Trifold](#)
- [Division of Student Life Finding Guidance](#)
- [Department of Facilities Checklist Trifold](#)
- [Department of Facilities Finding Guidance](#)

# Level II Inspections

- Required by the EHS-MS
- More detailed than Level I Inspections
- Performed semiannually by Department with EHS or Faculty.
- Results documented by EHS
  - Sent to PI, EHS Rep, Coordinator, Lead Contact, EHS Committee
- Unannounced or announced

## Level II Inspections

- System notification
  - PI report depends on Department
  - Findings go to person responsible for making corrections
    - Documentation of corrective action may be required.



# Helping Others Comply

- › How do you get other to comply?
  - Explanations
  - PI interaction and backing
  - Start with Safety before lab meetings
  - Call EHS or Coordinator for help

