

	Policy/Procedure	LAB-008
	Version	2
	Effective Date	12/5/2025

1. Laboratory Inspection

2. Objectives & Scope

This SOP describes the laboratory inspection process

This SOP is applicable to all personnel using the laboratory.

IGNITE FSU Laboratory Manager has final discretion in matters related to the laboratory facilities and enforcement of procedures. The Laboratory Manager can make changes to this SOP as necessary to ensure compliance and alignment with program goals and Florida State University Policies.

3. Abbreviations and definitions

- **IGNITE Tallahassee:** IGNITE FSU laboratory space.
- **SOP:** Standard Operating Procedure

4. Procedure

4.1 Laboratory Inspection

4.1.1 Laboratory inspections will be conducted at minimum once every calendar quarter or more frequently based on work being performed in the laboratory space. Inspections may be conducted at random without prior notice or notice will be sent out a week before.

4.1.2 Laboratory inspections will be conducted by the Laboratory Manager or other IGNITE FSU personnel.

4.1.3 During the laboratory inspection, it is recommended that clients are present, if not present permission will be asked to enter the laboratory space for an inspection.

4.1.4 Laboratory inspections are to follow *FORM-004*.

4.1.5 If there is a Major finding during the inspection it will need to be addressed immediately but may result in additional fines and up to termination from the IGNITE FSU Program. IGNITE FSU and its associates holds the right to escalate any violations based on severity.

4.2 Post Inspection

4.2.1 Following the completion of the laboratory inspection an email will be sent out to client that contains completed *FORM-004* along with bulleted list of findings and recommended corrective actions. The recommended corrective actions only serve as a guidance to remediate the finding.

4.2.2 Findings will be classified as the following:

Minor: are low-risk violations that generally do not pose an immediate threat to personnel.

Moderate: violations that could lead to harm or injury to personnel safety if left uncorrected

Major: violations are high-risk and could cause serious injury, illness, and/or environmental damage.

4.2.3 The client will be given a maximum of 30 days to correct any findings. Major findings will need to be addressed immediately.

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4.2.4 Once the maximum of 30 days has elapsed a follow-up inspection will occur. If no corrective actions were completed to address each finding the following fee structure will be applied to each finding not corrected:

Minor: a fine of \$100 and up to termination from the IGNITE FSU Program.

Moderate: a fine of \$250 and up to termination from the IGNITE FSU Program.

Major: a fine of \$500 and up to termination from the IGNITE FSU Program.

5. Related Documents

N/A

6. Related Forms

IGNITE Tallahassee Facility Inspection Check List

7. References

N/A

8. Attachments

N/A