

### EMERGENCY EYEWASH - WEEKLY INSPECTION SHEET

**Instructions:** Keep this Inspection Sheet (<https://ors.od.nih.gov/sr/dohs/safety/Pages/publications.aspx#occ>) up to date or use an Eyewash Tag (NIH supply store).

Safety equipment must be tested **weekly** to ensure proper operation in an event of an emergency. Ensure:

1. Equipment is easily accessible, uncluttered, and clearly marked
2. Equipment is flushed for at least 20 seconds or until stream is clear; and is fully operational (e.g., water comes out of both eye pieces with the same pressure; equipment not clogged; caps are kept on to avoid dust/ debris accumulation; no leaks observed when equipment is tested etc.)
3. Inspection Sheet or Eyewash Tag is dated and initialed **weekly**
4. ORF is contacted and a service request # is obtained (if issues cannot be corrected at the lab level). Call Maintenance Call Center 301-435-8000 or enter the service request online: <https://orf.od.nih.gov/PropertyManagement/MaintenanceServiceRequests/Pages/default.aspx>. Notify the PI/Lab manager

Month	Week 1 (Date & Initials)	Week 2 (Date & Initials)	Week 3 (Date & Initials)	Week 4 (Date & Initials)	Week 5 (If applicable; Date & Initials)	Comments/Corrective action	ORF contacted (YES - Date & Service Request #; NO; N/A)	PI/Lab manager review (Date & Initials)
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								