

<b>Environmental Health and Safety</b>
<b>Title:</b> Emergency Eyewash/Shower Station Operation and Inspection Laboratory SOP
<b>Document #:</b> EHS-700-04
<b>Version #:</b> V2
<b>Approved by EHS Date:</b> 12 February 2026

**I. PURPOSE**

The purpose of this Emergency Eyewash/Shower Station Testing Standard Operating Procedure (SOP) is to ensure that readily accessible and functional eyewash/shower stations are available as a first-aid measure in the event of eye/facial or body exposure to hazardous materials or substances. It is also to promote a culture of safety and preparedness at UNT Health by clearly defining responsibilities, outlining training requirements, and ensuring accessibility to staff, students and faculty. The SOP will empower employees to respond effectively in the event of an eye injury.

**II. SCOPE**

This standard operating procedure applies to all students, staff, faculty and visitors on the University of North Texas Health campus.

Visitors most likely to be impacted by this SOP are contractors, vendors, visiting scientist or emergency responders.

**III. RESPONSIBILITY**

- A. Environmental Health & Safety Department** (EHS) updates this SOP, ensures all procedures are followed. EHS ensures that annual inspections are performed and maintains the records.
- B. Facilities Management Services** (FMS) is responsible for installation, repair, and maintenance of eyewash equipment and assisting with annual inspections.
- C. Supervisors/Principal Investigators** are responsible for ensuring that eyewash stations in their areas are inspected and maintained according to this procedure and laboratory individuals are trained on their proper use.
- D. Designated personnel** in each laboratory/area should conduct weekly flushing of eyewashes. Designated personnel must be trained on this SOP.

#### IV. PROCEDURE

Emergency Eyewash and showers stations at UNTH can be found in the laboratories including Division of Laboratory Animal Medicine (DLAM), laboratory hallways and mechanical spaces when risk of chemical exposures are present.

- A. Emergency Eyewashes can be sink mounted, wall mounted or standalone and may be combined with showers units. See Appendix 1 for examples of stand-alone and combined Emergency Eyewash and Shower Stations.
- B. Using the Emergency Shower and/or Wall-mounted/Stand-alone units will cause a very large amount of water to go on the floor. This should **NEVER prevent** you from using this equipment in case of emergency. It is also important to contact EHS immediately so this hazard can be correctly addressed. It is also why no expensive equipment should be placed next to these units.

#### V. OPERATION OF EYEWASH AND EMERGENCY SHOWER STATIONS

- A. **In case of exposure to the eyes**, mucosal membranes or face with biological, chemical or radioactive material. The following procedure should be followed:
- B. **In case of exposure to larger area of the body** (that cannot be placed under the sink water) with biological, chemical or radioactive material.
- C. **The following procedure should be followed:**
  - 1. Immediately go to the closest eyewash station
  - 2. Activate the unit
  - 3. For eyewashes
    - a) Place eyes/face in the water flow
    - b) Keep eyes open. The eyelids may have to be manually held to assist with the process.
  - 4. For Showers
    - a) Place the individual under the water flow
    - b) Remove all contaminated clothing
  - 5. Flush for at least 15 minutes per ANSI Z358.1 standard.
  - 6. If other personnel are present have them contact the PI/lab supervisor and EHS immediately and Campus Police after hours.
  - 7. Seek immediate medical attention following the flushing.
    - Injured staff should be accompanied to the urgent care or closest emergency department.
    - A copy of the SDS or PSDS should be taken to the medical facility to assist with the treatment response.
  - 8. Complete the workers compensation/ student injury form as soon as possible following the incident.

## VI. INFORMATION: WEEKLY INSPECTIONS EYEWASH STATIONS

The ANSI Z358.1 standard requires the eye/face wash equipment is activated weekly to verify operation. The purpose of the weekly inspections is to make sure there is proper water flow, and to keep the water from becoming too stagnant.

Because this inspection does not require any special skills or knowledge of the ANSI standards, it can be performed by a lab worker or other personnel rather than an EHS-trained staff member or external contractor.

Emergency eyewashes and showers must always remain clear and accessible; nothing can be stored in front of them or that may prevent their immediate activation. There must be a 30-inch clearance around the showers at all times.

Weekly eyewash inspection log sheets that will cover the entire year (52 weeks) will be provided to laboratories (one sheet per lab/ station). Replacement or extra forms may be downloaded from the [EHS SOP website](#). See Appendix 2 for an example of the form.

Verification of weekly flushing will be conducted by EHS staff during regularly scheduled laboratory inspections.

If equipment is not being checked weekly by laboratory staff, EHS inspectors will record this as a *Deficiency* on the Laboratory Inspection Report.

*Eyewash stations that are out of order must be clearly labeled as such when identified.*

Designated staff *must immediately report* any failures or malfunction to EHS, PI/supervisor and other laboratory members. Submit a [Work Order \(WO\)](#), email [Safety@unhealth.edu](mailto:Safety@unhealth.edu) or call 817-735-2697.

## VII. PROCEDURES: WEEKLY EYEWASH STATION INSPECTION

If present, check that the emergency showers are not obstructed.

### A. Steps

1. Before activating the Emergency Eyewash, check if the equipment is connected to any types of drainage system. If not use appropriate water collection method as necessary such as a bucket.
2. Make sure there are no obstructions to the Emergency Eyewash Station. Emergency Eyewash Stations must be accessible at all times. Nothing can be stored in front of them or prevent their immediate use.
3. Inspect eyewash to make sure it is in good condition with no missing/broken parts and minimum build-up on it. Minimal is defined as No sediment, rust, algae, or chemical residue in the nozzles or bowls (Source: ANSI/ISEA Z358.1).
4. Ensure covers for eyewash piece are in place to protect from dust and debris.
5. Activate the Emergency Eyewash to the fully open position (activation of the equipment). The eyewash piece covers should automatically be removed when the unit is activated.
6. Verify that the Emergency Eyewash opens within one second of activation and it remains active without operator's further assistance until intentionally closed.

7. The Emergency Eyewash must provide flushing fluid to both eyes simultaneously. The flushing streams must have adequate water pressure to rise to approximately equal heights on both sides. The water should be clear.
8. Examine the entire unit for leaks. There should not be any water leaking outside of the basin or station. Report any leaks immediately by submitting a [Work Order \(WO\)](#).
9. The Emergency Eyewash should be activated weekly for long enough time to verify operation and ensure that flushing fluid is available. This requires it to run approximately 15sec or longer.
10. When done testing the Emergency Eyewash, make sure the caps are put back on.
11. Record the date (month/day/year) and initial the inspection on the log.
12. Note any problems on the log and notify EHS immediately. You can notify EHS by submitting a [Work Order \(WO\)](#), or emailing [Safety@unthealth.edu](mailto:Safety@unthealth.edu) or calling 817-735-2697.

Again, ensure out of order Emergency Eyewash Stations are clearly labeled, and that failures or malfunctions are immediately reported to EHS and Facilities.

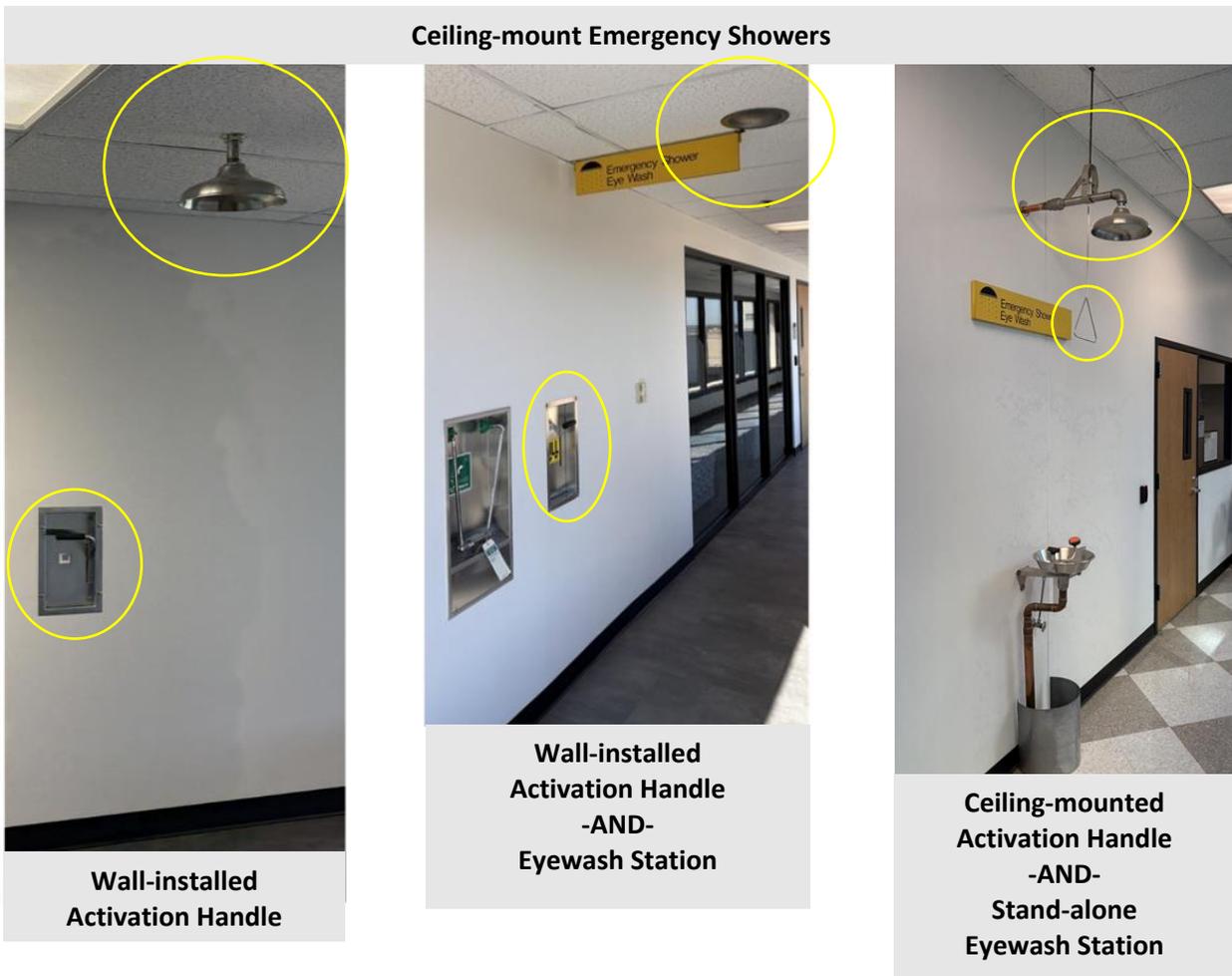
An Eyewash Inspection Flowchart is available to help lab personnel with the inspection. See Appendix 3.

- VIII. Related Policies and References**
- A. Occupational Safety manual**
  - B. OSHA 29 CFR 1910.151**
  - C. ANSI/ISEA Z358.1-2014 (R2020)**

## Appendix 1 Examples of Emergency Eyewash and Emergency Shower Stations



These pictures are just a few examples of the types of Emergency Eyewash / Shower / Combination stations found on the campus. It does not represent all the types available on campus.



**APPENDIX 2. Eyewash Station Weekly Inspection Log Form (EHS-700-04a)**

Note: Form can be found on the [EHS SOP Webpage](#)



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**Eye-Wash Station Weekly Inspection Log**

**Instructions:**

- **Must be tested weekly to ensure proper operation in case of an emergency**
- Inspection log sheet is dated with initials weekly
- Keep weekly eyewash log sheets for 3 years
- Notify PI/Lab manager and EHS if any issues are found.

**Procedure:**

- **Access & Signage:** Eyewash station/shower is easily clearly marked, accessible, and uncluttered
- **Equipment Condition:** No missing/broken pieces or rust; Caps are on to avoid dust/debris accumulation.
- **Equipment Performance:** Flush for at least 15 seconds or until the stream is clear. Check that a) water comes out of both eye-piece at the same time and height, d) no water leaks observed.
- **Water Quality:** Water is clear (no rust/sediment) or odor, and tepid/lukewarm. No leaks

Location  Year

Month	Week 1 (date/Initials)	Week 2 (date/Initials)	Week 3 (date/Initials)	Week 4 (date/Initials)	Week 5 (If applicable) (date/Initials)
JAN					
FEB					
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					

## APPENDIX 3. Brief Instructions for testing Eyewash Station

Note: Form can be found on the [EHS SOP Webpage](#)



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# TESTING EYEWASH STATION



### 1. Access & Signage

- Eyewash/shower station should be easily identifiable.
- Pathway to eyewash/shower station must be free of obstructions and clutter (i.e., be able to access in 10 seconds).

### 2. Equipment Condition

- Dust protective caps are on
- No missing/broken pieces
- No rust
- No leaks (when water is activated)

### 3. Equipment Performance

- Turn on eyewash - Must come on within one second of activation.
- Run water for 15sec or long enough to clear any sediment/build-up
- Valve stays open/on without holding
- No rust
- No leaks (when water is activated)

### 4. Water Quality

- Water is clear (no rust or sediment) or odor, and tepid/lukewarm
- No leaks outside of the basin / station

### 5. Document

- Inspection log sheet is dated with initials weekly
- Keep weekly eyewash log sheets for 3 years
- Notify PI/Lab manager and EHS if any issues are found