General Laboratory Safety Record-keeping

Supervisors should have a folder (either digital or hard copy) containing the following records:

- **ISU Laboratory Safety Manual**
- **Safety Training Curriculum**
  - List of courses required for all laboratory personnel.
- **Safety Inspection Reports**
  - Reports of annual lab inspections must be maintained for 3 years.
- **Laboratory Check-in Form**
  - Requirements for new workers which must be completed before work can begin.
  - Documentation that Hazard Inventory was completed.
- **Documentation of Training**
  - Must include site-specific training.
- **Standard Operating Procedures** (SOPs) for all processes and procedures.
- **Personal Protective Equipment (PPE) Assessment**
  - If the supervisor requires less or additional PPE than the ISU policy, a PPE assessment must be completed to document justification of the reduced or additional requirements.
- **Safety Data Sheets** for all chemicals

**Biological or radiological laboratories and shops may require additional records to be retained**

***EH&S does not specify the formatting of the documents or method of record-keeping. All templates provided above are suggestions and groups can choose whichever type of documentation they prefer.***