

General Laboratory Safety Recordkeeping

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.

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

- [ISU Laboratory Safety Manual](#)
- [Safety Inspection Reports](#)
 - o Reports of annual lab inspections must be maintained for 3 years
 - o Periodic inspections must be performed and documented by laboratory occupants.
- [Laboratory Check-in Form](#)
 - o Requirements for new workers which must be completed before work can begin.
 - o Documentation that Hazard Inventory was completed.
- [Safety Training Curriculum](#)
 - o List of courses required for all laboratory personnel
- [Documentation of Training](#)
 - o Must include [site-specific training](#).
- [Standard Operating Procedures](#) (SOPs) for all hazardous processes and procedures. Ensure documentation of laboratory personnel training.
- [Hazard Assessment](#)
 - o Document a [hazard assessment](#) for all hazardous processes and procedures. Ensure documentation of laboratory personnel training.
 - o 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