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 processes and procedures.

• Personal Protective Equipment (PPE) Assessment
  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.