

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**
 - Reports of annual lab inspections must be maintained for 3 years
 - Periodic inspections must be performed and documented by laboratory occupants.
- **Laboratory Check-in Form**
 - Requirements for new workers which must be completed before work can begin.
 - Documentation that Hazard Inventory was completed.
- **Safety Training Curriculum**
 - List of courses required for all laboratory personnel
- **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