

# UTHSC Laboratory Safety Manual Contents Outline

Each Principal Investigator (PI) must develop and maintain a Lab Safety Manual for their laboratory. The Lab Safety manual contains safety information relevant to the laboratory's specific hazards and research materials, and is used as a training tool for lab personnel. The manual must include documentation of the training, and must be readily available to all research personnel in the lab.

The contents of the lab safety manual must include but need not be limited to:

- ✓ Lab specific contact information
- ✓ Lab specific emergency information
  - Emergency evacuation routes
  - Designated meeting areas during emergency evacuations (depending on specific threat or hazard e.g. fire, tornado)
- ✓ Description of research (what is being researched and purpose/goal of the research).
- ✓ Copy of protocols and registrations
- ✓ Hazards associated with the research performed (biological, chemical, radiological, and physical) and signs and symptoms of exposure to the hazards.
- ✓ Chemical Hygiene Plan (CHP)
- ✓ Chemical Inventory
  - Inventory template is on the Safety Information page of the UTHSC Safety website
  - Cover page for inventory listing approved websites for electronic access
- ✓ Hazardous waste plan (located on Safety web site)
- ✓ Exposure Control Plan (ECP) (if working with human materials and human cell lines)
  - Annual safer medical devices evaluations
- ✓ Emergency Plan (located on Safety web site)
- ✓ Standard Operating Procedures (SOP)