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*Laboratory Safety Spot Guidebook*

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A more detailed table of contents can be found in the front of each section and can be customized.

I. Laboratory Registration

*Table of Contents:*

**Document # Document Title Applicable Labs**

 1. Laboratory Registration Process All Labs

 2. On the Spot – Essential Registration Information All Labs

II .Emergency Response

*Table of Contents:*

**Document # Document Title Applicable Labs**

 1. General Emergency Response Plan All

 2. Chemical Spill Response All

*Delete any documents below that do not apply to your lab.*

 A1. Radiological Material Spill Response Radio Isotope

 A2. Radio Isotope Exposure Plan Radio Isotope

 B1. Biological Material Spill Response Biological[[1]](#footnote-1)

 B2. Biological Exposure Plan Biological

III .Policies & Procedures

*Table of Contents:*

**Document # Document Title Applicable Labs**

 1. General Lab Safety All

 2. Lab Orientation All

 3. Personal Protective Equipment All

 4 Working Alone All

 5. Unattended Operations All

 6. Hazardous Waste Management All

 7. Hazardous Waste Packaging All

 8. Illness Reporting All

 9. Equipment Repair All

 10. WHMIS Training All

 11. Fume Hood Use All

 12. Chemical Inventory & Ordering All

 13. Transfer & Transportation of Chemicals All

 14. Transportation of Dangerous Goods All

 15. Annual Chemical Weapons Declaration All

 16. Medical Surveillance Program All

*Delete any documents below that do not apply to your lab.*

 A1. Equipment Maintenance All Radio Isotope

 B1. Use and Disposal of Sharps Labs with Sharps

 B2. Handling & Packaging Biohazardous Wastes Biological

 B3. Biosafety Code of Practice Biological

 B4. Equipment Maintenance Biological

 B5. Handling & Packaging Biomedical Materials & Wastes Labs with blood and body fluids

 B6. Cryogenics Labs with Cryogenic[[2]](#footnote-2) Freezers

 C1. Perchloric Fume Hoods Labs with a Perchloric Fume Hood

 C2. Use, Storage & Transportation of Gas Cylinders Labs with Compressed Gas

 C3. Neutralization of Hazardous Wastes Speciality chemicals

 C4. Use of Hydrofluoric Acid Labs Using HF

 D1. Field Activities Labs that collect field measurements or samples

 E1. Lab SOP:

 E2. Lab SOP:

IV Resources

*Table of Contents:*

**Document # Document Title Applicable Labs**

 1. WHMIS Classifications All

 2. HSE Programs All

 3. Lab Ergonomics All

 4. Hazardous Waste Flow Chart All

 5. Chemical Storage Guidelines All

 6. Chemical Safety Manual All

 7. Writing Standard Operating Procedures All

*Delete any documents below that do not apply to your lab.*

 B1. PHAC-Laboratory Biosafety Guidelines Biological

 B2. CFIA-Containment Standards for Veterinary Facilities Biological

 B3. UBC Okanagan-Biosafety Guidelines Biological

V .Training Records

*Table of Contents:*

**Document # Document Title Applicable Labs**

 1. Lab Users Training Records All-1 for each lab user

VI .Inspections & Certification

*Table of Contents:*

**Document # Document Title Applicable Labs**

 1. Self Inspection Checklists All

 2. Preparation for Lab Reviews All

 3. Equipment Certification Records All

1. Any lab experimenting or working with live, preserved, or necrotic organisms. [↑](#footnote-ref-1)
2. Below -150°C. [↑](#footnote-ref-2)