**LABORATORY AND RESEARCH SAFETY BINDER**

**Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Laboratory Chemical Hygiene Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Satellite Accumulation Area (SAA) Locations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Laboratory and Research Safety Plan** 
   1. **UNIT SPECIFIC PLAN**
      1. Certification of Agreement
      2. Standard Operating Procedures (SOPs)
   2. **PERSONNEL LABORATORY AND RESEARCH SAFETY TRAINING RECORDS (by individual)**
      1. Initial
      2. Refresher
   3. **CHEMICAL INVENTORY (CHIMS) PRINTOUT**
   4. **LABORATORY AND RESEARCH SAFETY SELF-INSPECTION FORMS**
2. **Laboratory Waste Management Plan**
   1. **SAA WEEKLY INSPECTION FORM (AT LEAST 3 YEARS)**
3. **Laser Safety (If applicable)**
   1. **EHS Laser Registration form**
   2. **Training Documentation Form**
   3. **Self-Inspection Form**
   4. **Standard Operating Procedures (SOPs)**
4. **Radiation Producing Equipment (if applicable)**
   1. **EHS Equipment Registration form**
   2. **Personnel Training Records**
   3. **Standard Operating Procedures (SOPs)**
5. **Rules and Procedures for use of Radioactive Material at The Pennsylvania State University (if applicable)**