

*Lab Safety Center Logbook Guidelines for Laboratory Safety Coordinators*

Tab/ Responsible Party	<b>Chemical Safety Log Book</b>	<b>Bio Safety Log Book</b>
Tab 1 P.I/ L S.C	<b>Chemical Inventory:</b> The P.I or S.C. should be updating the inventory regularly on the Research Information Management System (RIMS). It is recommended that this is updated and printed and placed in the inventory section of the binder.	<b>IBC application/Biological Use Authorization:</b> This tab should have the copy of the P.I. specific IBC application, approval letters, protocol specific safety addendums, modification requests, and approvals. Maintained by the P.I, L.S.C.
Tab 2 P.I./L.S.C	<b>Personnel and User Certification and Training:</b> Kept as an up to date roster of individuals who work with chemicals in the laboratory This tab should also have the dates of the most recent training records of the lab personnel. This should be kept up to date by the P.I. orL. S.C of the lab.	<b>Personnel and User Certification and Training:</b> The IBC provides a User Certification Form listing the names of approved individuals for each IBC approved protocol. Copies of all modifications for deleting and adding personnel should also be kept under this tab. These should be organized under the Protocol by the P.I or L. S.C.
Tab 3. P.I/L.S.C. /R.S.S	<b>Lab Safety Committee Communications:</b> Use this tab to file any communication with or from the Lab Safety Committee. Maintained by the P.I./L S.C/ R.S.S	<b>IBC communications:</b> Use this tab to file any communications with, or from the IBC
Tab 4. P.I/L.S.C./R.S. S	<b>Inspection Report:</b> Place a hard copy of all inspection reports and audits conducted by Research Safety and responses to findings under this tab. If the P.I. or L. S.C conducts a self evaluation of the lab this should also be placed under this tab.	<b>Inspection Report:</b> Place a hard copy of all inspection reports and audits conducted by Research Safety and responses to findings under this tab. If the P.I. orL. S.C conducts a self evaluation of the lab this should also be placed under this tab.
Tab 5. R.S.S/ P.I	<b>Lab Safety Committee Policies:</b> Policies can be found on the EHS web site. Any special notice issued by the LSC should be	<b>IBC Policies:</b> Policies can be found on the IBC web site. Any special notice issued by the IBC should be placed in tab. This tab

	placed in tab. This tab should also be used by the P.I to place any lab specific policies that impact the laboratory staff.	should also be used by the P.I to place any lab specific policies that impact the laboratory staff.
Tab 6. R.S.S	<b>EHS Communications:</b> Periodically issued newsletters, safety updates or other informational pamphlets. These should be kept in the binder as well.	<b>EHS Communications:</b> Periodically issued newsletters, safety updates or other informational pamphlets. These should be kept in the binder as well.
Tab 7. P.I/ L.S.C/ R.S.S	<b>Chemical Specific Information:</b> EHS has prepared and pre-populated the high hazard chemicals MSDS information that is currently in the laboratory chemical inventory. Any new high hazard chemicals MSDS should be kept up to date and under this tab.	<b>Agent Specific Information:</b> The IBC has prepared informational sheets for a select group of biological agents that have high potential for human disease. Information includes disease caused by the agent, symptoms of the disease and actions to be taken in the event symptoms occur. The IBC will provide the information.
Tab 8. P.I. /L.S.C	<b>Waste Records:</b> The requirements for waste determination are pre-populated by EHS. The P.I./ L.S.C. should populate this area with current waste disposal requests.	<b>Autoclave QC test:</b> All records for autoclaves used for rendering waste as noninfectious be subject to annual calibration, routine QC testing and daily record keeping. (Per. Mass. Management of Medical or Biological Waste Regulation.) Place lab specific autoclave SOP here
Tab 9 P.I/L.S.C/ R.S.S	<b>Incident Reports:</b> Copies of all incident reports and corrective actions should be filed under this tab. All minor incidents that do not require reporting should be documented by the P.I. or L.S.C ( a sample has been included)	<b>Biosafety Cabinet Certifications:</b> All biosafety cabinets are required to be re-certified annually. Place records under this tab.
Tab 10. P.I/ L.S.C	<b>Shipping:</b> Copies of shipping papers for materials sent to colleagues or received from others should be placed under this tab	<b>Biological Waste Disposal:</b> A copy of the Lab Waste Disposal Chart has been placed by the EHS staff in this area. Copies of campus specific waste management guidelines should also be placed in this section.

<p>Tab 11. P.I/L.S.C/R.S. S</p>	<p><b>Misc:</b> place all miscellaneous records, correspondence or lab relevant materials in this section</p>	<p><b>Incidents Report:</b> Copies of all incident reports and corrective actions should be filed under this tab. All minor incidents that do not require reporting should be documented by the P.I. orL. S.C ( a sample has been included)</p>
<p>Tab 12 R.S.S/ P.I/LSC</p>	<p><b>Fume Hood Records:</b> Copies of annual fume hood inspections and maintenance should be kept under this tab.</p>	<p><b>Shipping:</b> Copies of shipping papers for materials sent to colleagues or received from others should be placed under this tab</p>
<p>Tab 13. P.I/L.S.C</p>	<p><b>Laboratory Specific Records:</b> This section should contain any documents such as any SOP, equipment maintenance or QC records</p>	<p><b>Misc.</b> place all miscellaneous records, correspondence or lab relevant materials in this section</p>
<p>Tab 14. P.I/S.C</p>		<p><b>Laboratory Specific Records:</b> This section should contain any documents such as any SOP, equipment maintenance or QC records</p>