University of Minnesota **|** Duluth

1. **Informational Sheet**

**Laboratory Safety Plan/Compliance Manual**

**Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lab Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Principal Investigator** | Name: Phone Number: E-mail:  |
| **Lab Safety Officer (LSO)** | Name: Phone Number: E-mail: |
| [**Department Safety Officer (DSO)**](https://ehso.d.umn.edu/lab-and-research-safety/department-safety-officers) | Name: Phone Number: E-mail: |
| **EHSO Research Safety Partner** | Name: Rachael PerrielloPhone Number: 218-726-7273E-mail: rachaelp@d.umn.edu |

Research Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IACUC Protocol #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IBC Protocol #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Radiation Protocol # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lasers? □ Yes □ No *if Yes, list type:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Particularly Hazardous Substances (refer to handout in SOP sections)? □ Yes □ No

 *if Yes, list type*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Persons responsible for waste disposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Current Employees/Students:

|  |
| --- |
| Name |
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*List must be current.* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Laboratory Working Hours and Working Alone Policy

The [UMN Chemical Hygiene Plan](https://dehs.umn.edu/chemical-hygiene-plan) states that researchers should limit work after hours (i.e. nights and weekends) to non-hazardous activities such as data analysis and report writing. If hazardous materials or equipment must be used during non-working hours or when the user is alone, training must be provided and documented by their PI as part of their lab-specific training. Any work alone or after-hours requires the PI’s approval. Persons under 18 years of age are not allowed to work alone at any time.

Document your labs rules for afterhours work and lab-specific procedure to obtain PI approval for working after-hours or working alone.