What needs to be on paper in the laboratory?

With changes in the Environmental Protection Agency regulations for waste generated in labs, Environmental Health and Safety is taking the opportunity to modify and streamline the requirements for various categories of paperwork that are required to be kept in laboratory and research areas. All of these documents may be kept in a single Laboratory and Research Safety binder in the lab.

The following are required to be kept, on paper, in every laboratory and research area at Penn State:

* Unit Specific Plan (reviewed annually, updated as needed)
* Certification of Agreement page (re-signed every year)
* Standard Operating Procedures (SOPs)
* Training records (all initial and refresher training records)
* CHIMs printout (updated electronically at least annually, printed yearly)
* Laboratory and Research Safety self-inspection form
* Laboratory Waste Management Plan
	+ specifically 3 years of satellite accumulation area weekly inspection sheets

Labs may, at their discretion, also maintain the following documents on paper in the lab, though they are not required:

* The entirety of the Laboratory and Research Safety Plan
* The entirety of the Laboratory Waste Management Plan
* Safety Data Sheets

Laboratory and research groups that occupy more than once space within the same building are not required to make duplicate binders. The binder may be kept in one location with signage posted in the other locations about where the binder may be found. This does NOT apply to labs that occupy space in multiple buildings. These labs are required to have a binder for each building that covers the research specific to that building.