

## **LABORATORY MANUAL OVERVIEW AND USE**

### **Scope**

The Laboratory Manual provides current information that governs how and who can perform work in a CAES Laboratory. The Manual serves as a repository for CAES, Laboratory, and project-specific information that describe the CAES approach to managing work in Laboratories.

### **Responsibilities**

Each person performing work in a Laboratory is responsible for maintaining a general understanding of the Laboratory Manual contents; a working level understanding of project-specific information. Confirmation of this understanding is documented on the Confirmation of Performer Readiness roster contained under the tab for each project's documentation.

The Laboratory Lead (LL) has overall responsibility for controlling the contents, up-keep, and updates for the Laboratory Manual. The Principal Investigator (PI) for each project is responsible for controlling the contents, up-keep, and updates for project-specific information.

Documentation of training completion is the responsibility of the Principal Investigator. Training completion confirmation is captured in two sections of the Manual. Rosters for Laboratory General Training Requirements are maintained under the "Laboratory General Training Rosters" tab. Project-specific training verification or rosters are maintained under the Project's section (tab) in the Manual.

The Laboratory Manual includes:

- **Laboratory General Requirements**
- **Laboratory Roles and Responsibilities**
- **Co-located Project Hazards**
- **Laboratory Employee Checklist (optional)**
- **Laboratory Standard Operating Procedures**
- **Laboratory Surveillances**
- **Laboratory General Training Rosters**

- **Project Documentation**

Approved Work Management Documents: Work Package, SOPs, Laboratory Instruction, Independent Hazard Review, Job Safety Analysis, Researcher Controlled Activity, Operating Instructions, Maintenance Instructions, Permits (except Radiation Work Permits), checklists, etc.

- List of Approved Project Personnel (Performer Readiness Roster)
- Signed Project Readiness Check

**Laboratory General Training Requirements (Laboratory Lead checks those that apply):**

	<b>General Required for all Laboratories</b>
	Chemical Hygiene Plan Required Read
	Hazardous Waste Management ISU Pamphlet
	Stop Work Authority Procedure
	<b>Lab-specific (Check those that apply to Laboratory)</b>
	Electrical
	Mechanical
	Flammable Gas/Liquid
	Compressed Gas
	Pressure or Vacuum Systems
	Chemicals
	Thermal Energy
	Radioactive Materials
	Radiation Source
	Lasers
	Confined Space/Limited Egress
	Biohazards
	Nanoparticles or Finely Divided Materials
	Radio-Frequency
	Explosives
	Carcinogens
	UV Light
	Cryogenics
	Robotics
	Other (Specify below)