

UNIVERSITY OF KANSAS - LAWRENCE CAMPUS

PART I - General Laboratory Safety Plan

***Section 7) Record Keeping**

***7.1) Auditable Records**

Authorized Laboratory Supervisors and/or Unit Safety Coordinators shall:

7.1.1) Establish and maintain auditable records of the following:

7.1.1.1.) All Unit Safety Coordinator appointments

7.1.1.2) Laboratory-specific Standard Operating Procedures, forms, plans, and/or applicable Laboratory-Specific Safety Plans.

7.1.1.3) Copy of Laboratory Hazard Registration form.

7.1.1.4) Copy of Laboratory Entrance Posting.

7.1.1.5) Hazardous Materials Inventory List.

Note: Separate lists are to be kept for hazardous chemicals, hazardous biological agents, and radioactive materials. See Part IV for instructions concerning the radioactive materials.

7.1.1.6) Safety Data Sheets or other material safety sheets

7.1.1.7) Laboratory safety inspections and documentation of required corrective actions

7.1.1.8) Prior approvals for hazardous lab operations and/or applicable Laboratory-Specific Safety Plans

7.1.1.9) Information & Training Documentation

Note: For training in Radiation Safety, records are maintained by the Radiation Safety Service and duplication in the laboratory is not required but is recommended for local review since the ALS is responsible for ensuring that all individuals under his/her supervision have up-to-date training.

7.1.1.10) Accident/Incident Reports Form.

7.1.1.11) Exposure Assessments Form.

7.1.1.12) Required radiation safety evaluations--contamination surveys, radiation surveys, radioactive waste, etc. See Part IV.

7.1.1.13) Medical Examinations.

***7.2) Identification and Dating of Records**

Authorized Laboratory Supervisors/Unit Safety Coordinators shall:

7.2.1) Keep records that are dated and have the appropriate identification (for example, Authorized Laboratory Supervisor, person if applicable, location, etc.).

7.2.2.) For records that involve periods of time and for which renewals or amended changes are issued, require that the date at which the old conditions ended and the new conditions were established are recorded.

***7.3) Retention of Records**

Authorized Laboratory Supervisors and/or Unit Safety Coordinators shall:

7.3.1) Maintain records that do not involve exposures of or injuries to individuals at least 3 years.

7.3.2. Maintain records of exposures of or injuries to individuals (medical records) and associated records that clearly provide information relevant to such exposures or injuries for the duration of the individual's employment or residency and at least 30 years after the individual leaves the campus. (These may be transferred to EHS.)

Note: Indefinite retention of all safety-related records is recommended if such retention is readily feasible. Experience has shown that they can be invaluable when questions of safety conditions arise at later dates.

***7.4) EHS Records**

EHS shall:

7.4.1) Establish and maintain EHS records in accordance with applicable regulatory requirements.

Note: Typically these are in accordance with 7.3 as a minimum.