**Instructions for USM lab management plan template**

All Principle Investigators (PI) and teaching lab coordinators that supervise labs must develop a lab management plan. PI/lab supervisors are responsible for all safety training for their lab personnel. This includes training for all lab-specific hazards and SOPs. All training must be properly documented in the lab management plan. Individuals cannot not engage in activities for which they have not been trained. Enforcement is the responsibility of the PI/lab supervisor.

**Title page**

The lab management plan (LMP) requires yearly review and updates. Use this page to document annual review.

**Section I.** **Personnel**

**a. Safety Personnel**

Identify all key lab safety personnel and emergency contacts

**b. Laboratory Staff and Students**

Identify all individuals that work in the lab and their contact information.

**Section II. Locations**

Identify room in which lab work will be performed. This can also be a shared facility.

**Section III. Laboratory Policies**

List lab specific policies mandated by the PI. These are in addition to USM standard lab safety policy.

**Section IV. Standard Operating Procedures and Tasks**

**a. SOPs**

This section should contain all safety aspects of the SOPs performed in each lab. The title, date and author of the SOP should be included and whether the procedure requires approval by the PI before being performed. The description should be a brief detail of the protocol. The complete protocol should be placed in an appendix in the LMP. All major hazards should be listed as well as any incidental hazards (In the *other hazards* section). Examples of other hazards would include burns from hot plates or open flames, electrical hazards, etc,…

**b. Routine task table**

Use this section to document routine day to day tasks and the safety parameters involved. An example would include cleaning glassware in a base bath. The hazard would be splash with corrosive liquid. Required PPE would be eyeglasses face shield, long gauntlet gloves and apron. Copies of this list could be posted around the lab for reference.

**Section V. Initial Safety Training**

This section defines initial basic training for all lab personnel. There should be a completed form associated with each person. Additional training can be added by the PI/Lab coordinator

**Section VI. Specific Laboratory Training**

**a. Training Index**

This is a list of the training available for the lab. Not all individuals in the lab will require all training and should be based on work assignments. For example, not every individual will work with radioactivity but those that do must complete annual safety training offered by EHS.

 **b. Laboratory Personnel Training Documentation**

This Table allows the documentation of which individuals have taken what training.

**Section VII. SOP training and Approval**

This is a record of who has been trained and approved on a particular SOP.

**Section 8. ChemTracker**

Entry in the ChemTracker system is mandatory for all chemicals.

**Section 9. Exposure Monitoring Records**

In the event that exposure monitoring is required, lab workers are entitled to the results. Be sure to provide the location of any monitoring records. An example would be making sure workers know where dosimeter reports are maintained if they use a dosimeter while working with radiation.

**Section 10. References**

Add any references here.