Laboratory Safety Manual  
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I. Emergency Procedures
   a. Laboratory Contact Information
   b. Location of Laboratory Emergency Equipment
   c. Laboratory Hazard and Evacuation Maps
   d. University Emergency Procedures

II. University Policies and Procedures
   a. Rice University Laboratory Safety Policy and Procedures
   b. Rice University Policy on Visitors and Minors in the laboratory

III. Laboratory Specific Operations
   a. Research and Hazards Overview
   b. Program Safety Manuals – Based on the research and hazards overview, place the applicable safety plans in this section of the Laboratory Safety Manual.
      i. Chemical Hygiene Plan
         1. Standard Operating Procedures -- These procedures must be developed and maintained as procedures and hazards change. Place a copy of all relevant SOPs in this section of the Laboratory Safety Plan.
         2. Location of Material Safety Data Sheets
         3. Inventory of Particularly Hazardous Substances
         4. List of Operations/Protocols That Require Supervisor Authorization
      ii. Rice University Biosafety Manual
      iii. Rice Bloodborne Pathogen and Exposure Control Plan
      v. X-Rays/Radiation Safety Procedures
   c. Waste Procedures

IV. Trainings and Certifications – Please place all training certificates or proof of training in this section of the Lab Safety Binder.

V. Lab Specific Training Manual (optional) – If your laboratory has already developed a lab specific safety manual or manual with SOP’s, place it in this section.

VI. Communications – Place all EHS communications including emails, safety audits, and hazard evaluations in this section of the Laboratory Safety Plan binder