

I. Title Page

- Institution Name
- College/Department Name
- Laboratory Name
- Laboratory Location: Building Name and Room Number(s)
- Disclosure Statement
- Acknowledgment Signature Lines
 - PI/Investigator
 - Laboratory Staff

II. Emergency Contact Sheet

- PI/Investigator Information
- Laboratory Manager Information
- Second Laboratory Contact
- Environmental Health and Safety Number
- LSU Police Number
- DLAM Office Number and Contact Name

III. Roles and Responsibilities

- PI Responsibilities
- Laboratory Staff Responsibilities

IV. Annual Review and Revision Page

V. Agent-Specific Hazards and Precautions

VI. Personal Protective Equipment (PPE)

- Entry-Minimum Requirements
- Donning/Duffing Procedures
- Location of PPE

VII. Safety Equipment and Practices

- Evaluation Route (From Laboratory)
- First Aid Kit Contents and Location
- Spill Kit Contents and Location
- Fire Extinguisher Location
- BSC Certification Contact Information and Last Date of Certification
- Decontamination Procedures
 - Disinfectant Used
 - 1. Contact Time, Concentration
 - Frequency of Renewal
 - Decontamination of laboratory equipment schedule for repair or disposal

- Eye Wash Station Location
- Emergency Shower Location

VIII. Incident Response and Reporting

- Spill Inside BSC Clean-Up Procedures
- Spill Outside of BSC Clean-Up Procedures
- Human Exposure

IX. Standard Operating Procedures

- Animal transport
- Animal disposal
- Intranasal infection
- Particulate exposure
- Agent/Pathogen Transport

X. Personnel

- Training Requirements
- Training Records/Completion Certificates
- Medical Surveillance/Occupational Health Services Contact Information