

- If the inspection report is not submitted back to the EH&S Office within one month, contact the PI/Laboratory Manager/Safety Contact to determine the status of the inspection report observations.

2.14 RECORD KEEPING

It is important to maintain a complete record of EH&S related matters including training records, hazard evaluations, inspection results, incident reports, hazardous waste manifests, etc. In the event that a regulatory agency inspects, these records may need to be available to produce upon request by the inspector. Ensure that record keeping is in compliance with all applicable regulations pertaining to the laboratory as stated in Section 2.2.