ACTIVITY PRINCIPAL INVESTIGATOR, LAB LEAD, and SPONSORING ASSOCIATE DIRECTOR

PI(s):
LL:
AD:

ACTIVITY LOCATION BY LAB ROOM NUMBER

Principal Investigator, Laboratory Lead, and CAES Safety Officer Approvals

	Print	Sign	
Principal Investigator:			Date:
Laboratory Lead:			Date:
CAES Safety Officer:			Date:

RESEARCH STAFF

MAJOR EQUIPMENT USED IN ACTIVITY

1. TRAINING REQUIREMENTS *(All CAES general and Lab Specific trainings are required; this is to list additional training requirements.)*

2. PURPOSE/SCOPE/APPLICABILITY (include activity abstract and objectives)

1.1 Research Activity Description (include activity approach)

3. RISK AND CONTROLS

Table 2.1 Risks and controls (replicate table as many times as necessary to describe the hazards of your project).

This table is for information purposes only. Delete this table prior to submitting the plan for review.		
Task: *Identify any tasks that have associated hazards or require controls to prevent equipment damage*	**Hazard(s)**	*Identify any hazards associated with the task that may cause personal injury or equipment damage. Examples of hazards include burns, falls, chemical contact, chemical inhalation, cuts, abrasions, etc.*
	Engineering Control(s)	***Engineering Controls**: Engineering controls are used to remove a hazard or place a barrier between the worker and the hazard. Well-designed engineering controls can be highly effective in protecting workers and will typically be **independent of worker interactions** to provide this high level of protection.* *Engineering Controls are methods of eliminating, reducing, or controlling employee exposures to a chemical or physical agent by modifying the source or reducing the quantity of contaminants released into the work environment. Examples include safety interlocks, sound dampening materials to reduce noise levels, ventilation systems (fume hoods), self-capping syringe needles, etc.*
	Administrative Control(s)	***Administrative Controls**: Methods of controlling or reducing duration, frequency, and severity of employee exposure to hazardous chemicals or situations by job rotation, work assignment, time periods away from the hazard, or training in specific work practices designed to reduce the exposure. These control measures have many limitations because the hazard itself is not actually removed or reduced.*
	PPE	***PPE** : devices worn by the worker to protect against hazards in the environment. Respirators, gloves, safety shoes, and hearing protectors are examples.*
	Special Instruction(s)	*Describe any other information relative to the task that is not covered in the information above.*
	Task Specific	*Identify the training that is required to perform the task.*

	Training	

Task:	**Hazard(s)**	
	Engineering Control(s)	
	Administrative Control(s)	
	PPE	
	Special Instruction(s)	
	Task Specific Training	

4. WASTE GENERATION

Type of Waste	Anticipated Volume	Container Type	Disposal Responsibility
List any special needs/requirements for storage and handling and disposal of wastes.			
If a spill occurs, how will it be cleaned up?			

5. *EXPORT COMPLIANCE

Export Controlled Technology and Technical Data Management	*List any specific laboratory areas where export controlled technology is located and the restrictions on access to the technology.* **NOTE:** *Export controlled technology is specific information necessary for the development, production, or use of hardware, material, or equipment or an export controlled activity. Information that is publicly available or unrestricted from public release is* ***not*** *export-controlled technology.*
Software Controls	*List software (that is developed, used or shared) that is not publicly available for free and that has restrictions on further dissemination.*
Shipment Controls	*List any equipment, materials or hardware that will be shipped outside of the U.S. borders or will have transfers of ownership or financial responsibility within the U.S. borders.*

Access Controls (for proprietary work, if applicable)	*List any access controls on technology, technical data or software related to the project such as the following:* • *Key card access to lab area where project work is being conducted* • *Proper technology, technical data, and/or software access controls (e.g. locking up hard copies of technology and/or technical data in cabinets, password protection/encryption of electronic files and/or software, etc.)*
***Responsibility for Export Compliance lies with each CAES member institution.**	

6. EMERGENCY PROCEDURES

7. EXIT STRATEGY

8. SUPPORTING DOCUMENTATION

6.1 Additional Documents Supporting this Project Plan

6.2 References

9. DRAWINGS AND DIAGRAMS

10. APPENDICES

Appendix A, Chemical Inventory

11. DOCUMENT COMMENTS

This document is a living document. Please provide recommendations below so that your inputs can be reviewed and incorporated into the next revision of this document.

Contributor Name	Document Section	Comment	Date

APPENDIX A

CHEMICAL INVENTORY

(Chemical hazards are captured in the body of the Project Plan - this section only provides a list of chemicals used in execution of the plan.)

Name	CAS Number	NFPA	Maximum Storage Volume	Comments
		Health - Fire - Reactivity -		