



HAZARDOUS MATERIALS MANAGEMENT PROGRAM

Section 7. Forms

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1.0 PURPOSE

This section provides links to forms necessary for local, state, and federal compliance requirements.

2.0 RECORDKEEPING FORMS

The forms are listed and described below. Maintain copies of completed forms in the HMMP binder or file.

2.1 Records of Training

Use [IIPP Appendix E](#) to record all department-provided training such as Standard Operating Procedures (SOP) and annual Laboratory Refresher training. The [Introduction to Laboratory Safety](#) and the annual [Bloodborne Pathogen](#) training is provided by Laboratory Safety and registration is on-line at <http://capsnet.usc.edu/ProfessionalDevelopment/>.

2.2 Safety Meeting Minutes

Use [IIPP Appendix B](#) to log safety meeting minutes and attendees.

2.3 Chemical Inventory

See Appendices for more information.

2.4 Self Inspections

Use [IIPP Appendix D Laboratory Inspection Form](#) to document department-conducted safety audits. Maintain these completed forms in the HMMP binder or file.

2.5 Hazardous Materials Disposal Record

Complete a disposal record for each container of chemical or radiation waste.

2.5.1 Request for Pick-Up

Requests for pick-up may be made on-line at <http://capsnet.usc.edu/EHS/HazWastePickUpForm.cfm>.

2.6 Medical Surveillance

The Hepatitis B Vaccination form is offered only to attendees who have completed or are completing the Introduction to Laboratory Safety course or Bloodborne Pathogens training. Respiratory Protection forms are available on-line at:

http://capsnet.usc.edu/EHS/OccupationalSafety/RespiratoryProtection/index.cfm#_Toc82334421.

2.7 Accident Reporting

Complete a Supervisor's Report of Injury on-line at <http://srm.usc.edu/rmcsapps/login.htm>. Select the Workers Compensation tab after logging in.

3.0 Templates

3.1 Standard Operating Procedures (SOP)/Safe Work Practices Template

Use [IIPP Appendix A](#) to prepare custom SOPs or Safe Work Practices protocols.

4.0 PROGRAM APPROVAL AND REVIEW

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