

- 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
      - 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