

The first part of the document discusses the importance of maintaining accurate records in a laboratory setting. It emphasizes the need for clear labeling and organization of samples and reagents. The second part details the procedures for handling hazardous materials, including the use of personal protective equipment (PPE) and proper disposal methods. The third part covers the calibration and maintenance of laboratory instruments, ensuring that they are used within their specified ranges and that any necessary adjustments are documented. The final part of the document provides a checklist for routine safety inspections, highlighting key areas such as fire extinguishers, eyewash stations, and emergency exits.