

Environmental Engineering Laboratory

Project Plan Documentation

Requirements

A project notebook is to be kept in the form of a 3-ring binder. This notebook contains materials that document all of the work that a team is doing as well as important information for responding to emergencies, and includes the following.

1. Title Page
 - a. Project Name and Description
 - b. Project Dates: start date and end date
 - c. Project Contact Name and e-mail
2. Lab Use Request Document

Obtain from the Lab Manager or Lab Director a final approved copy of the Laboratory Use Request and include here.
3. Contact Information Page
 - a. Project Contacts
 - 1) Name and e-mail of all project team member
 - 2) Name of Faculty Sponsor or Technical Advisor
 - 3) Name of Course Instructor and Capstone Grading Instructor
 - b. Emergency Contacts
 - 1) EH&S contacts; names, e-mail and phone number
 - 2) NAU Police phone number
 - 3) Poison Control phone number
4. Project Summary Page

A brief description of the planned laboratory work and planned field work, if applicable.

FIRST DIVIDER – Project Plan

Include your completed project plan as described in Section 3.0.d. of [AMBL SOP 001A Requesting Use of the Environmental Engineering Laboratory and Laboratory Services](#).

SECOND DIVIDER – Emergency Response Plan

Include tables that detail steps to be taken for each type of possible incident for each biological, chemical or physical hazard identified in your plan. The tables included must be in an alphanumeric sequence associated with each hazard.

THIRD DIVIDER – Chemical Handling and Safety

Include chemical and SDS information for each chemical used in an alphanumeric sequence.

- a. Chemical Identification Page
 - 1) Name of chemical
 - 2) Supplier or manufacture name
 - 3) Chemical storage
 - 4) Safe handling of chemical
 - 5) Waste accumulation procedure
- b. Chemical SDS

FOURTH DIVIDER – Safety Training and Lab Agreements

Include a copy of all documentation identifying and certifying completion of safety training and a copy of the signed EnE Laboratory User Agreement and Waiver form for each team member.

FIFTH DIVIDER – Project Activity Log

Each project team member must document their laboratory activities using Project Activity Log forms. The project Activity Log form may be downloaded from the following URL.

http://www.cefns.nau.edu/~teb/amb/sop/EnE_Lab_ProjectActivityLog.pdf