PART 1: ROLES & RESPONSIBILITIES

Name, contact information and responsibilities for:

- Individuals trained to identify hazards (i.e., registrar, curator, conservator, art handler)
- Persons to notify when a hazard is identified
- Persons in charge of safety protocols and training, including
  - Implementation
  - Enforcement
  - Review and updating
- Safety specialist and/or Industrial Hygienist
- Individuals allowed to have contact with contaminated objects

PART 2: EXPOSURE IDENTIFICATION

- Types of collections that may have been treated (tin-mercury mirrors, pigments, botany, scientific equipment)
- Institutional history of using specific treatments
- Types of testing available for identification
- Testing protocols
  - When and how objects should be tested (before treatment, before loan, random survey)
- Identify individuals allowed to conduct testing
- Information on obtaining test materials and suppliers

PART 3: EXPOSURE ASSESSMENT

- Types of risk associated with specific hazard (inhalation, absorption, ingestion)
- Results of surveys
- Survey protocols (who, what, where, when and why)

PART 4: RISK CONTROLS

- Protocols for treatment
- Protocols for exhibition and loan
- Protocols for collection policy
- Types of materials to use for isolation (exhibition, storage, during treatment)
- Equipment and materials for decontamination/remediation
- How and where to dispose of waste
- Personal hygiene protocols and PPE types and sources

PART 5: HAZARD COMMUNICATION

Outline procedures for:

- Labeling objects and storage areas
  - Types of labels
  - Label information (date of test, person testing, date of treatment)
- Restricting access
- Loans, shipping and receiving
- Accessions
- Who receives training and how often