

<b>DOES Safety Services Office</b>	<b>SAFETY SERVICES STANDARD OPERATING PROCEDURE  CHEMICAL HYGIENE PLAN</b>	<b>CASE/SSO-003S  Rev: Orig  Rev Date: 4/6/2004</b>
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## **PURPOSE**

To determine the scope, elements, and framework of the Chemical Hygiene Plan.

## **REFERENCES**

29 CFR 1910.1450 (OSHA Laboratory Standard)

## **SCOPE**

The Chemical Hygiene Plan (CHP) applies to laboratories when ALL of the following criteria are met:

1. Chemical manipulations are carried out on a "laboratory scale";
2. Multiple chemical procedures or chemicals are used;
3. The procedures involved are not part of a production process, nor in any way simulate a production process; and
4. Protective practices/equipments are available and in common use to minimize the potential for employee exposure to hazardous chemicals.

If ALL of the above criteria are not met, the lab may fall under the OSHA Hazard Communication Standard. For example, an instrument lab, using only solvents and cleaning solutions to clean instruments, will be covered by the Hazard Communication Standard and a HCP would be required.

Contact Safety Services (x2907), for any consultation regarding your work area.

## **PROCEDURE**

1. All employees, including PI's and supervisors, must attend the DOES Lab Safety and Regulated Chemicals training. Call Safety Services (x2907) to register.
2. Complete the CHP for a lab-specific work area and send a copy to DOES.
3. The PI or Supervisor must thoroughly train employees on the contents of the Laboratory Safety Manual, the Physical Safety Manual, and the contents of the lab-specific CHP. This lab-specific training must be completed annually or whenever a new hazard is introduced into the laboratory.
4. The PI or Supervisor must document (in CHP) the lab-specific training of all relevant safety materials.
5. Update the CHP annually or whenever there is a change and submit the cover page, the review date page, and any changes to DOES.
6. All lab employees, including PI's and Supervisors, must complete an annual, on-line, retrain for the Lab Safety and Regulated Chemicals training. The on-line programs are available at <http://does.cwru.edu>.


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NOTE: A copy of the CHP, including up-to-date information and training log sheets, shall be kept in a location known to all employees. Safety Services will review the CHP during yearly inspections and may ask for corrections.

**ATTACHMENTS**

Blank Chemical Hygiene Plan

# Chemical Hygiene Plan

 **The Chemical Hygiene Plan applies to your laboratory only if you meet ALL of the following criteria:**

- (i) Chemical manipulations are carried out on a “laboratory scale”;**
- (ii) Multiple chemical procedures or chemicals are used;**
- (iii) The procedures involved are not part of a production process; and**
- (iv) “Protective laboratory practices and equipment” are available and in common use to minimize the potential for employee exposure to hazardous chemical.**

**IF YOUR LABORATORY DOES NOT MEET ALL OF THE ABOVE CRITERIA, REFER TO THE HAZARD COMMUNICATION PLAN OR CONTACT DOES (X2907) FOR CONSULTATION.**

## OSHA Definitions:

**Laboratory:** a facility where the “laboratory use of hazardous chemicals” occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.

**Laboratory scale:** work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person. Excludes those workplaces whose function is to produce commercial quantities of materials.

# Chemical Hygiene Plan

The Chemical Hygiene Plan (CHP) is a laboratory specific document that details the safety procedures in use in a specific laboratory. The goal of the CHP is to provide the necessary guidance to the laboratory staff required to maintain a safe work environment while dealing with hazardous materials.

The Primary Investigator (PI) of a laboratory is responsible for maintaining a safe work environment for the laboratory staff. As such, the PI is given the title of Chemical Hygiene Officer (CHO). The CHP is required by federal law to provide a CHP to the laboratory staff that is specific to the laboratory for which it was written. Further, the CHO is responsible for providing training in the CHP sufficient to allow the laboratory staff to implement the CHP. This training is required initially upon employment, and when there is a change in the plan or annually, whichever is the shorter time interval.

Upon employment at CASE, all employees dealing with or possibly having exposure to hazardous materials are given an overview OSHA Laboratory Standard class at the DOES office. This training is NOT substitute training for the laboratory specific training to be given by the CHO. DOES publishes a Laboratory Safety Manual and Physical Safety Manual to be used as a reference in producing a CHP. These manuals are available on the DOES website (<http://does.cwru.edu>).

Date: \_\_\_\_\_

Primary Investigator's (CHO) Name: \_\_\_\_\_

***Please Print***

Primary Investigator's Email: \_\_\_\_\_

Primary Investigator's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Investigator's (CHO) Signature: \_\_\_\_\_

Laboratory Location: Building: \_\_\_\_\_ Room: \_\_\_\_\_

Laboratory Location: Building: \_\_\_\_\_ Room: \_\_\_\_\_

Laboratory Location: Building: \_\_\_\_\_ Room: \_\_\_\_\_

Complete and send a copy to:  
DOES  
Service Building, First Floor  
Location Code: 7227  
Attention: Safety Services

Revised: 4/6/2004

## **Review Date**

Review the CHP annually and/or whenever there are any changes in procedure. Submit a copy of the title page, this sheet, and any changes to the DOES office.

Review Date: \_\_\_\_\_ Changes: \_\_\_\_\_

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The CHP must include the following items:

### **Training Outline**

Outline the laboratory-specific training to be given to the laboratory staff by the CHO. Assigning your staff to read the CHP does NOT constitute a training class.

### **Lab Personnel**

List the work positions and names of people in the lab.

Example: 4 Research Assistants (names)  
1 Primary Investigator (name)  
1 Dishwasher (name)

### **Chemical Inventory**

Produce a chemical inventory of all chemicals in the laboratory (include name and quantity).

### **Lab Procedures**

Provide a general description of procedures and tasks performed in the specific laboratory (attach protocols if needed).

### **Safety Precautions**

Integrate safety precautions into written lab procedures and protocols.

Example: A. Engineering controls available (i.e. fume hoods, biosafety cabinets, etc.)  
B. Protective equipment worn (i.e. type of gloves, goggles/glasses, lab coats, etc.)  
C. Lab-specific practices (i.e. chemicals in liquid vs. powder forms, designate areas for chemicals, etc.)