Your Laboratory Specific Chemical Hygiene Plan

Washington Administrative Code (WAC) 296-828, Hazardous Chemicals in Labs, AKA the “Lab standard” requires each laboratory to implement a written Chemical Hygiene Plan (CHP) and designate a “Chemical Hygiene Officer” responsible for ensuring that the plan is followed.

WAC 296-828 outlines the requirements of the CHP for all laboratories that use hazardous chemicals. Washington State University Environmental Health and Safety has developed the Laboratory Safety Manual (LSM) and this Chemical Hygiene Plan Guide to assist you with developing a Chemical Hygiene Plan specific to your laboratory (**SPPM 4.12 Chemical Hygiene Plan for Laboratories**).

In order to complete your Laboratory Chemical Hygiene Plan follow these steps.

1. Complete the pages in this Guide to provide laboratory specific information including designating individuals responsible for specific activities.

2. Review and transfer any current information or resources from your previous CHP to the current version.

3. Ensure that there is easy access to the most current version of WSU’s Laboratory Safety Manual and your CHP for everyone that works or enters the laboratory. This can be done by:

- Bookmarking the electronic version of the LSM on the EH&S website **http://ehs.wsu.edu/labsafety/LabSafetyManual.html** and use the CHP Guide provided here in an electronic format to create your lab-specific CHP.

- Alternatively, add a paper copy of the completed CHP Guide to the front of your designated Laboratory Safety Manual binder that contains the most current print out of the electronic version and ensure it is in an easily identified location.

4. Familiarize yourself with the Table of Contents of the LSM. It has been developed to assist you to identify potential hazards that may need to be addressed. It also provides information that will help your laboratory run safely and efficiently.

5. Training is required and must be documented on your laboratory specific procedures including your CHP. An additional page is added to this guide to assist you with documenting that the training has been completed.

If you have any questions regarding chemicals, safety or your initial laboratory set up contact Scott Tomren, 372-7163.

Laboratory Chemical Hygiene Plan
(CHP)

Building: _____

Room(s): _____

Principal Investigator (name): _____

Implementation Date: _____

Annual Review Date(s): _____

_____

_____

_____

_____

Responsibility for Chemical Hygiene and Safety

Laboratory safety responsibilities are outlined in Washington State University's Laboratory Safety Manual section I.D. Complete the following information for your Laboratory Specific Chemical Hygiene Plan (CHP).

Each CHP must designate a Chemical Hygiene Officer – the person who is primarily responsible for preparing and implementing the CHP. Typically, this is the Principal Investigator or lab supervisor.

The CHP must also identify the area it covers. It may be applied to a single room or a portion of a room, or it may apply to multiple adjoining rooms as long as the CHP is accessible to all laboratory personnel at all times.

Chemical Hygiene Officer: _____

Describe the area covered by this plan (room number(s) or location within a room):

Describe the typical activities and procedures performed in this area. Specify any activities which require prior departmental approval:

Chemical Purchasing, Storage, and Dispensing

See Laboratory Safety Manual section II.B for further information.

Purchasing

Authorization to purchase chemicals should be limited to select individuals, in order to prevent duplication of orders and accumulation of excess chemicals.

Identify the individual(s) authorized to purchase chemicals for the laboratory:

_____ _____

List any chemical(s) that require prior departmental and/or laboratory approval for purchase, due to specialized hazards, storage, or use requirements:

All chemicals used in WSU Tri-Cities laboratories will be delivered to the Copy/Mail Center, West Building Room 127

Storage and Inventory

Each laboratory shall designate an individual responsible for:

1. Ensuring chemicals delivered include adequate identifying labels (identity, hazard information, and manufacturer), and are not leaking
2. Maintaining a complete inventory of chemicals in the laboratory, including identification of compounds which require special controls or surveillance (i.e., DHS Chemicals of Interest, Select Agents, Carcinogens, Pyrophorics, or peroxide formers).
3. Ensuring proper storage of chemicals, including concern for hazard, compatibility, and secondary containment.

Person(s) who can accept chemicals and are responsible for the storage of the chemicals for this Laboratory:

_____ _____

Dispensing

Chemicals shall be delivered to, dispensed from, and used within, the same laboratory. No chemicals will be stored in another location and dispensed or picked up for use in the laboratory, without prior arrangement and approval by EHS**.**

Secondary Labeling System

The primary labeling for chemical containers is the original manufacturers' labeling system.

Secondary containers filled from the primary chemical container require labels so that occupants will be aware of the contents of the container. WSU's Laboratory Safety Manual Section II.H provides complete information on labeling requirements.

Secondary containers are required to be labeled with:

- chemical or common name
- hazard warning (GHS system or equivalent)

If an alternative method of labeling (tags, shelf labels, etc.) is used please describe it in detail below:

The person(s) responsible for ensure all labeling is completed in this laboratory is

(Name and title):

_____

_____

Safety Data Sheets (SDSs)

Information on Safety Data Sheets is provided in WSU's Laboratory Safety Manual section II.M.

Describe where current SDSs can be found for the chemicals used in your laboratory, and identify the person responsible for obtaining and maintaining SDSs:.

Web address for Online SDSs (if applicable): _____

Location of hard copies of SDSs:
(building, room number, and description of binder) _____

Name of person responsible for maintaining MSDSs: _____

Standard Operating Procedures
for Particularly Hazardous Substances

Standard Operating Procedures (SOPs) are required for the use of particularly hazardous substances (including chemicals) that are used in the laboratory. Particularly hazardous substances include hazardous chemicals, nano-materials, explosive materials, lasers, biological, radioactive materials and other substances as defined by WAC 296-828. Contact EH&S at 372-7163 for assistance.

Laboratory Safety Manual section IV.C provides direction on creating and documenting SOPs. Copies of the SOPs for these materials should be kept with the Laboratory CHP.

Name of person responsible for developing and maintaining SOPs for this laboratory _____

Location of SOPs: _____

Does this laboratory utilize any:

Listed or Specific Carcinogens	☐ Yes	☐ No
Select Air Contaminants	☐ Yes	☐ No
Reproductive Toxins	☐ Yes	☐ No
Compounds with a high acute toxicity	☐ Yes	☐ No

If "Yes" to any of the above, identify the compound(s) here:

Additional requirements and procedures are required for use of any of these compounds. Contact EHS for assistance.

Chemical Spills

If there is a danger to life and health, or when a large spill has occurred, call 911

Employees can clean-up minor chemical spills ONLY when all of the following conditions are met:

- The chemical is known and the spill can be cleaned-up in ten minutes or less.
- Employees are trained to safely clean-up chemical spills.
- Employees can wear the same personal protective equipment that they wear during normal work activities.
- Appropriate clean-up supplies are readily accessible.

If ALL of these conditions are not met, evacuate the spill area and call 372-7234 for assistance.

Spill cleanup materials must be disposed of as hazardous waste.

Mercury Spills

Employees cannot clean-up mercury spills. EH&S must respond to all mercury releases.

Person(s) who have completed EHS' small spill cleanup training:

_____ _____

Recommended Spill Clean-Up Kit

Each laboratory should assemble a chemical spill clean-up kit consisting of:

Personal protective equipment normally worn during routine work
Absorbent pads
One-gallon Ziploc bags
Dust pan and brush
Duct tape
Five-gallon bucket with lid

The five-gallon bucket can be used to store spill clean-up materials and then can store contaminated items, such as gloves and absorbent pads, used during the clean-up. Once the spill is cleaned up the bucket must be closed and labeled as Dangerous Waste.

Location of Chemical Spill Kit: _____

Site Specific Ventilation Information

WSU's Laboratory Safety Manual section III describes fume hood certification, general ventilation, and maintenance and repair requirements for WSU facilities.

Describe any additional ventilation requirements or usage in your laboratory (i.e. fume hood sashes must be left open at all times, snorkel procedures, clean benches procedures):

Diagram of Laboratory Layout

(emergency wash facilities, fume hoods, biosafety cabinets, exhaust, fire extinguishers, bench tops, and other means of controlling work flow)

Employee Training

A description of basic employee training requirements is included in the Lab Safety Manual, Section II.J.

Additional training which includes information specific to the hazards associated with the employee's assignment and work area, and details of the laboratory Chemical Hygiene Plan and Standard Operating Procedures must also be provided.

Describe the lab-specific training requirement(s) here, including content, frequency, and person(s) responsible for ensuring performance of the training

All training must be documented upon completion, and records retained by the department.