

Appendix A: Laboratory Specific Chemical Hygiene Plan

It is the responsibility of the Principal Investigator (PI) or Laboratory Supervisor to compile, review, and update this information. The Safety Office is available for assistance in development of this document, and will verify the completeness of this section during annual laboratory audits.

Laboratory Location (Building/room):	
PI or Laboratory Supervisor:	
Office Location & Phone:	
Department:	
Department Head (Director):	

Responsibilities

Laboratory PI/Supervisor shall:

- Read and be familiar with the WCU Chemical Hygiene Plan.
- Train laboratory employees and students when there is new information or when a new employee or student is assigned to the laboratory. Training must be documented for all paid employees (graduate students, post-docs, paid work study, or other wage or salaried personnel) in the laboratory; it is recommended that training be documented for unpaid students as well.
- Coordinate interaction with the Office of Safety and Risk Management (SRM) as needed for laboratory audits, incident/accident investigation, medical examinations, exposure monitoring, and emergency response.
- Maintain a current chemical inventory.
- Make available Safety Data Sheets for chemicals utilized in the laboratory, and create Safety Data Sheets for chemicals created in the laboratory for inter-laboratory use.
 - Establish written SOPs for any particularly hazardous chemicals and/or hazardous processes used in the laboratory. Templates are available from SRM.
 - Annually review and update this laboratory specific CHP as well as applicable SOPs.

Laboratory Personnel shall:

- Read the WCU Chemical Hygiene Plan and any applicable SOPs.
- Sign the “Laboratory-specific chemical hygiene training documentation” form.
- Abide by all policies and procedures described in both the WCU Chemical Hygiene Plan and this lab specific CHP.
- Report all chemical spills, injuries, illnesses, possible over-exposures, other incidents, and unsafe conditions to the lab supervisor and to the appropriate university support groups.

Safety Data Sheets (SDSs)

The Safety Data Sheet (SDS), is a document produced by the chemical manufacturer that includes important chemical information, including:

- Physical and chemical characteristics;
- Physical and health hazards, including relevant exposure limits;
- Precautions for safe handling and clean-up of spills, including recommended personal protective equipment (PPE); and
- Emergency and first aid procedures.

Safety Data Sheets for the chemicals in this lab can be found:

	In this laboratory	Location:
	In the departmental file	Location:
	On a personal or networked computer	Location:

Backup plan for electronic SDSs: In the case of a power or internet outage, contact the manufacturer for the SDS, or call SRM at 227-7443 for assistance.

Controlling Exposures

General strategies for controlling chemical exposures are described in the WCU Chemical Hygiene Plan. All lab employees should read through this document carefully, and follow the requirements for eliminating hazards, obtaining SRM permission for high-risk procedures, and controlling exposures.

The lab may adopt additional guidelines or requirements for controlling chemical exposures. Chemical- or hazard-specific guidelines will be described in written Standard Operating Procedures (SOPs), as described in the next section.

If there are any general lab guidelines that apply to all chemicals in this lab (i.e. anyone who enters this lab will wear protective safety glasses provided by the lab), they are listed below:

Standard Operating Procedures (SOPs)

Written SOPs for any particularly hazardous chemicals or procedures that pose unique health risks must be developed and made available for all lab members. The SOP describes how your lab will handle a hazardous chemical safely, including the amount and concentration you will use, how you obtain or create the working solution, special handling procedures, engineering controls, and personal protective equipment. SOP templates are available from SRM.

SOPs for this lab can be found in the following location:

High Risk Procedures

High risk procedures are lab procedures which are likely to require engineering controls beyond those found in the standard laboratory. These include the use of chemicals or toxins which require medical surveillance, vaccination, special antidotes, or exposure monitoring, and operations that pose significant risk of fire, explosion, or exposure to personnel if a malfunction were to occur (such as a utility outage, runaway reaction, broken container, or chemical spill). A detailed explanation of High Risk Procedures is available in the WCU Chemical Hygiene Plan. Review the material and indicate below if any procedures are utilized in the lab. Contact the Safety Office at x7443 if you have questions regarding High Risk Procedures or if you need to obtain permission for one of these procedures.

Our lab has obtained permission from the Safety Office for the following procedures:

Chemical Inventory

Each lab is required to maintain a current chemical inventory including a list of any particularly hazardous substances (PHSs) used in the lab. The inventory may be kept electronically or on paper, as long as it is accessible to all lab members.

The chemical inventory, including a current list of PHSs for this lab is stored in the following location:

Or

No hazardous chemicals are stored or used in this laboratory.

Hazardous Waste Disposal

All chemical waste will be disposed of in accordance with the Western Carolina University Laboratory Waste Management Plan.

Emergency Response

In the event of an evacuation, lab members will leave via the following route and will meet in the designated area:

Spill clean-up supplies are available for cleaning MINOR spills of chemicals found in the lab. Spill clean-up supplies are located: _____

Contact Safety & Risk Management to clean up spills for more hazardous incidents (828-227-7443).

Laboratory Specific CHP Training Documentation

(Each member of the lab must sign a copy of this form. Documentation is retained by the PI)

I have received information and training on the Chemical Hygiene Plan, including:

	I have read the Western Carolina University Chemical Hygiene Plan.
	I have read the Laboratory-Specific Chemical Hygiene Documentation for my laboratory, including any relevant laboratory Standard Operating Procedures. I am familiar with the contents of relevant SOPs and agree to follow the written procedures.
	I have been given the opportunity to read the OSHA Lab Standard, 29 CFR 1910.1450 and its appendices.
	I have been instructed on how to locate important reference materials, such as those containing hazard information about chemicals and safe handling, storage, and disposal practices for the chemicals found in this laboratory.
	I know where to locate SDSs for chemicals in this laboratory.
	I have been apprised of the physical and health hazards of chemicals in this laboratory, and am aware of the Permissible Exposure Limits (PELs) and signs/symptoms associated with exposures to any particularly hazardous chemicals in the laboratory.
	I am aware of the work practices, emergency procedures, and personal protective equipment needed to protect myself from the hazards in the laboratory.
	I am aware that Western Carolina University's Office of Safety and Risk Management may be contacted to evaluate chemical exposure if needed.

I am (check one):

A new employee or student

Starting a new task involving hazardous chemicals

Reviewing the revised edition of the Chemical Hygiene Plan

"I certify that I have been provided copies of the WCU Chemical Hygiene Plan and my Lab's Specific CHP, that I have read both in their entirety, and that I will adhere to the guidelines contained therein:"

Last Name (print)

First Name (print)

92#

Date

Signature