

UTIA Safety Office

B008 Plant Biotech Building
2501 E.J. Chapman Dr.
Knoxville, TN, 37996-4531

(865) 974-4904

(865) 974-7144

<http://safety.ag.utk.edu/>

UTIA Chemical Hygiene Plan Section 1: Scope

What is this notebook?

This notebook contains 11 tabs which, when filled in, is your lab-specific chemical hygiene plan. Your task is to provide the information asked for in each tab. Guidance for each step is provided in the individual tabbed sections. Once the tabs are completed, all of the OSHA requirements for a chemical hygiene plan, or CHP, will be satisfied.

Why is this important?

1. It makes the lab a safer place. This plan has been prepared to outline the institutional policies and lab-specific procedures required for the safe handling of hazardous chemicals.
2. It is required by law as set out in OSHA regulations. These regulations are discussed in the UTIA Lab Safety Program Document in Tab 4. This is a large general safety plan that begins with the regulatory “driver” of the OSHA rule. It states that each employer covered by the regulation should have a thorough and accessible plan to follow to keep his workers safe. It also talks about what the ingredients of that plan must be. All of those key ingredients will be covered when this notebook is completed.
3. The UTIA Safety Office will be reviewing your Chemical Hygiene Plan as a part of routine laboratory safety inspections starting in 2008.

How do my SOPs fit into all this?

You should start with what you have: put your lab’s standard operating procedures (SOPs) in the first tab. If your lab’s SOPs are lengthy, put them in a separate binder near the CHP, labeled “Standard Operating Procedures,” or “SOPs.”

You should identify the particularly hazardous chemicals or dangerous procedures used in this lab. Develop safety provisions for working with them. Include all such provisions within your SOPs.

How do I use this plan?

- Have your lab workers read this plan (all sections of this notebook).
- Require all people who work in the lab to sign the lab agreement showing that they have read and will follow the safe working procedures for your laboratory.

- In some cases with especially hazardous work, after hours work, or other special conditions, the lab manager may require the lab worker to be specifically authorized to perform the work. Identify work (if any) that requires written authorization in this lab. See Tab 3.

- Do a safety check annually to include the following areas:
 - Review the CHP, making sure that it accurately reflects lab activities. If new hazards are present, safety protocols should be updated to reflect the lab-specific sections. Document the date that the CHP was reviewed on the cover page.
 - Assure that new personnel first receive training on the CHP and sign the lab safety agreement.
 - Verify that door signage and personnel contact information are current and accurate.
 - Update the chemical inventory.
 - Evaluate lab safety using the Laboratory Self-Audit Checklist: Appendix 1 in the UTIA Lab Safety Program Document.

Chemical Hygiene Plan Organization

Tab #	Title	Description	Action Required
1	Scope	Gives the scope of the Chemical Hygiene Plan	NA
2	Lab-Specific Standard Operating Procedures	Place to put lab-specific SOPs	Put lab-specific SOPs here
3	Pre-Approval of Particularly Hazardous Work	Provides form for pre-approval	Use as needed
4	UTIA Lab Safety Program Document	Provides general safety document	Keep most current hard copy of document here
5	Lab Safety Agreement	Provides agreement	Use as needed
6	Chemical Inventory	Provides a place to put the most current hard copy of the labs chemical inventory	Put hard copy here, update annually
7	MSDS of Especially Hazardous or High-Use Chemicals	Place to put hard copies of MSDS of most dangerous or most common chemicals	Put MSDS here, update annually or as processes change
8	Lab Emergencies	Provides contact information for lab emergencies	Use as needed, update as necessary
9	Door Signs	Describes door sign program, place to put hard copy of most recent door sign	Put most recent hard copy of door sign here
10	Lab Checkout	Provides the Lab Checkout sheet for employees who are leaving the lab and/or the university	Keep current copies of form here
11	Hazardous Waste Guide	Provides gives general guidance on waste disposal as well as specific guidance on common waste types	Use as needed