

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 Sarah Greer at 509-335-0948 or email slgreer@wsu.edu.

Laboratory Chemical Hygiene Plan (CHP)

Principal Investigator (name) Gary S. Collins

Department Physics and Astronomy

Building Webster

Room (s) 634 and 755

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.

Person responsible for chemical hygiene and the Chemical Hygiene Plan in this laboratory (Principal Investigator, Faculty Member, or Supervisor):

Gary S. Collins

Professor of Physics

Name

Title

Room(s)¹ covered by this plan:

Webster 634

Webster 755

Implementation Date: _____ **July 2, 2012**

Annual Review Dates: _____

¹ The room(s) for which the Chemical Hygiene Plan is written must be adjoining rooms, a single room, or an area within a room as long as the Plan is accessible to all laboratory staff at any time, day or night.

Chemical Purchasing, Storage, and Dispensing

Chemicals at Washington State University are generally purchased through University Stores and distributed by Central Receiving. See Laboratory Safety Manual section II.B for further information.

Purchasing

Chemicals delivered by University Stores will be delivered to (location):

Webster 755, or departmental office Webster 1243

If chemicals are procured from vendors other than University Stores then special provisions may apply. If you will receive chemicals through an alternative method (following WSU Purchasing Policies) please describe it below.

Some chemicals may require prior approval from the department or laboratory before their purchase due to specialized hazards, storage, or use requirements.

List any chemical that requires prior departmental and/or laboratory approval for purchase.

**Radioisotope ^{111}In , Perkin-Elmer NEZ104,
<http://www.perkinelmer.com/Catalog/Product/ID/NEZ304000MC>
(blanket departmental purchase order**

Storage

Person who can accept chemicals and is responsible for the storage of the chemicals for this Laboratory (name and title):

PI

Dispensing

Generally, chemicals are delivered to, dispensed from, and used within, the same laboratory.

If chemicals will be stored in another location and dispensed or picked up for use in the laboratory, **describe the locations of the storage and dispensing of the chemicals below.**

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 (HMIS system or equivalent)

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

The person(s) responsible for ensure all labeling is completed in this laboratory is (Name and title):

Material Safety Data Sheets (MSDSs)

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

Describe where current MSDSs can be found for the chemicals used in your laboratory.

Online MSDSs are located at the web address:

1. <http://www.ilpi.com/msds/#Internet> has a list of sites
2. Google "MSDS chemical name"

Hard copies of MSDSs are located in (building, room number, and description of binder):

The person(s) responsible for maintaining MSDSs:

PI

Name title

MSDSs for this lab may be obtained from:

PI

Name title

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, nanomaterials, explosive materials, lasers, biological, radioactive materials and other substances as defined by WAC 296-828. Contact EH&S at 335-3041 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.

Describe where SOPs are stored.

[Online at the end of this file](#)

**Person responsible for developing and maintaining SOPs for this laboratory
(Name and title)**

PI

Chemical Spill Information

Chemical Spill Clean-Up and Reporting

Chemical Spill Clean-Up By Employees

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.
- The chemical does not have a Ceiling Limit listed in **WAC 296-841** or can create an Immediate Danger to Life and Health (IDLH) atmosphere. IDLH information can be found in the **NIOSH Pocket Guide to Chemical Hazards**.
- Clean-up materials are disposed of per SPPM **5.66**.

Chemical cleanup may be only conducted by trained personnel.

Training is conducted by:

PI

Name and title of person(s) responsible for spill cleanup training

Instructions concerning specific chemical clean-up procedures are located in the Standard Operating Procedures for the chemical or provided during spill response training.

Person(s) Trained to Clean-up Spills (name and title):

Mercury Spills

Employees cannot clean-up mercury spills. EH&S responds to all mercury releases; call 335-3041 during business hours and 335-9000 after business hours.

When to Call 911

If any of the above conditions cannot be met, then **immediately** evacuate all personnel from the area and call 911. Qualified emergency response personnel will respond to clean-up the spill.

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 (e.g., gloves, safety goggles, lab coat)

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 be used to store contaminated items, such as gloves and absorbent pads, used during the clean-up. Once the spill is cleaned up the bucket is to be closed and labeled as Dangerous Waste. Submit an on-line Chemical Collection Request form at <http://forms.ehs.wsu.edu/Main.aspx> and EH&S will pick-up the container.

Location of Chemical Spill Kit:

Instructions for Re-stocking Chemical Spill Kit:

Restocking materials may be obtained from University Stores.

Or (describe alternate procedure):

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: Webster 634

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

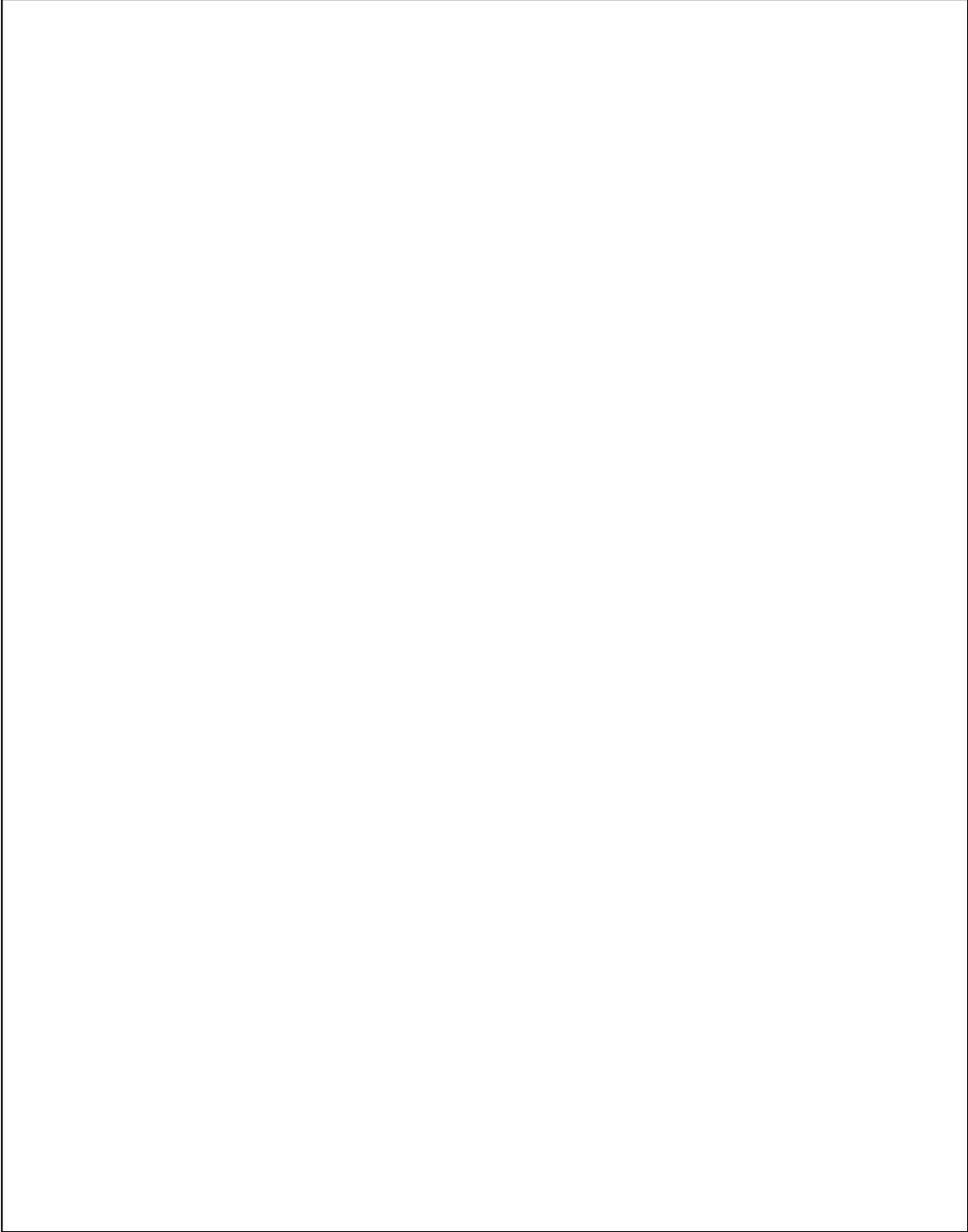
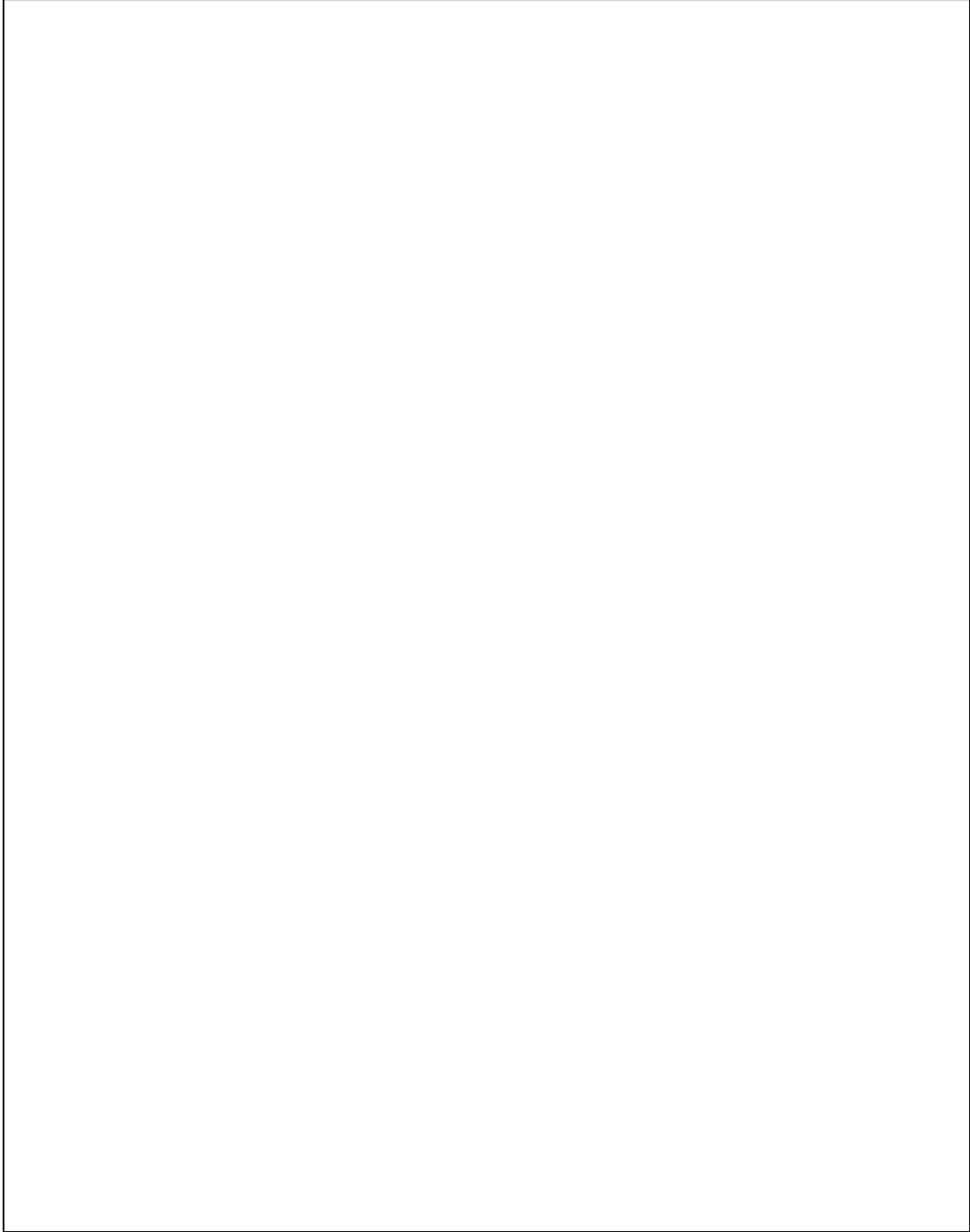


Diagram of Laboratory Layout: Webster 755

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



STANDARD OPERATING PROCEDURES FOR HAZARDOUS AND PARTICULARLY HAZARDOUS CHEMICALS

Index

Unless otherwise indicated, all SOPs share the following common information:

Principal Investigator: [Gary Collins, Professor of Physics, July 2, 2012](#)

1

2

3

4

5

6

7

8

SOP #1 _____

1. PROCEDURE/ PROCESS	
2. CHEMICAL NAMES(S) and Associated PHYSICAL and HEALTH HAZARDS	
3. NAME of TRAINER/ RESOURCE PERSON	
4. LOCATION of HEALTH & SAFETY INFORMATION	
5. PROTECTIVE EQUIPMENT	
6. WASTE DISPOSAL PROCEDURES	
7. DESIGNATED AREA INFORMATION	
8. DECONTAMINATION PROCEDURES	
9. SPECIAL STORAGE and HANDLING PROCEDURES	

APPROVALS: Contact Environmental Health and Safety (335-3041) to determine if a review and approval are required for the SOP

PRINCIPAL INVESTIGATOR:

NAME, TITLE DATE

ENVIRONMENTAL HEALTH and SAFETY

NAME, TITLE

DATE

Certification of Hazard Assessment

This document is a certification that a Hazard Assessment was conducted for:

Building, Room(s)

SOP name

The name of the person certifying the Hazard Assessment and the date it was performed:

Name

Date

Certificate of Employee Training

Name of person providing training for employees working with this process:

The following employees have been trained in what PPE was selected and why, when it must be worn, the maintenance, limitations and disposal of the PPE selected, and have demonstrated the correct use of the PPE selected on the attached Standard Operating Procedure.

Name

Date trained

Name

Date trained

Environmental Health & Safety, PO Box 641172, Washington State University, Pullman
WA 99164-1172, 509-335-3041, **Contact Us**

SOP #2 _____

1. PROCEDURE/ PROCESS	
2. CHEMICAL NAMES(S) and Associated PHYSICAL and HEALTH HAZARDS	
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SOP #3 _____

1. PROCEDURE/ PROCESS	
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