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University of Wisconsin-Madison
Laboratory Chemical Hygiene Plan

For

Certification and Annual Review and Updates

By signing and dating here, the Laboratory Chemical Hygiene Officer and Principal Investigator certify that this Laboratory-Specific Chemical Hygiene Documentation is accurate and that it effectively provides for the chemical safety of employees and students in this laboratory.

Principal Investigator:

Signature	Printed Name	Date

Laboratory Chemical Hygiene Officer (if other than PI):

Signature	Printed Name	Date

By signing and dating here, the Laboratory Chemical Hygiene Officer certifies that the required annual review (and update, if needed) of the Laboratory-Specific Chemical Hygiene Documentation has been completed, and that this document continues to be accurate and to effectively provide for the chemical safety of employees in this laboratory.

Reviewed by:		Review Date:	
Reviewed by:		Review Date:	
Reviewed by:		Review Date:	

Table of Contents

Section 1: Personnel

1.1 Safety Personnel

List the names of key safety personnel. In addition to indicating the individual in charge of the laboratory (i.e. the P.I. or lab manager) and the Laboratory Chemical Hygiene Officer the names of key staff such as building manager or other important individuals should be included.

Name	Position	Phone
	Principal Investigator	
Jeffrey Zebrowski	University Chemical Hygiene Officer	890-0993
UWPD Dispatch	Emergency	911
UWPD Dispatch	Non-Emergency (UWPD has access to EH&S pager for off-hour situations.)	264-2677

1.2 Laboratory Staff/Students

List all individuals who work with hazardous chemicals in the labs and are therefore subject to this plan.

Name	Name	Name

Section 2: Laboratory Room Locations

List all rooms in which use of hazardous chemicals will occur:

Building	Room	Room Assigned to the PI (Y/N)	Shared Facility (Y/N)

Section 3: Laboratory-Specific Policies

Include below all laboratory-specific policies instituted by the Principal Investigator (e.g., eye protection must be worn in the lab at all time, no working alone, etc.). This space provides the opportunity to place in one location and document the lab's safety policies related to the use of hazardous chemicals.

Section 4: Laboratory SOPs – Procedure Form

Title of Procedure: _____

Principal Investigator (PI): _____

Prepared By: _____ **Revision Date:** _____

Prior Approval: This procedure is considered hazardous enough that prior approval is needed from the Principal Investigator: ☐ Y ☐ N

Involves Use of Particularly Hazardous Substance (PHS)? ☐ Y ☐ N

Carcinogen Reproductive Toxin High Acute Toxicity

Does this procedure require medical surveillance? ☐ Y ☐ N

Does this require use of a fit-tested respirator? ☐ Y ☐ N

Brief Description of Procedure (*100 words or less***):**

Location: *List the locations (buildings/rooms) where this procedure may be performed. For use of a PHS indicate a more precise location within the room, if appropriate, as the designated area.*

Chemicals Involved:

Chemical	Physical or Health Hazard (e.g., carcinogen, corrosive)

Other Hazards: *Include other hazards, other than chemical, that may be present during operation of the procedure.*

Exposure Controls: *(check all that apply)*

PPE: ☐ Safety Glasses ☐ Face shield ☐ Chemical Splash Goggles

☐ Chemical apron ☐ Gloves (type): _____

☐ Lab coat ☐ Respirator (type): _____

☐ Other

Engineering Control:

☐ Fume hood ☐ Biosafety cabinet ☐ Glove box ☐ Vented gas cabinet

☐ Other (include controls as pressure relief valves, intrinsically safe hot plates, automatic shut-offs):

Administrative Controls: *List any specific work practices needed to perform this procedure (e.g., cannot be performed alone, must notify other staff members before beginning, etc.).*

Task Hazard Control Table: *For procedures involving numerous steps it may be convenient to indicate specific requirements for individual tasks in the table below:*

Task	Required PPE and/or Engineering Controls

Waste Disposal: *Describe any chemical waste generated and the disposal method used.*

Accidental Spills: *Describe procedure for handling small chemical spills that may occur during this procedure. Note that for large spills it may be appropriate to call 911.*

Decontamination Procedures (required for PHS use): *Describe the procedure for decontamination of personnel and equipment.*

Training: *Describe any training needed prior to performing this procedure. Include training performed in-lab and any required demonstrations of competency.*

Principal Investigator Approval: I have reviewed this procedure and approved it for use. Note: Modifications to the procedure may require update to this form.

Name	Signature	Date

Section 4: Laboratory SOPs – Task Table

Prepared By: | **Revision Date:**

*For many procedures a simple description of the tasks, the associated hazards, and the PPE required to mitigate risks is acceptable. This table is **not appropriate** for work involving Particularly Hazardous Substances or for use of chemicals that pose a high risk due to reactivity or other properties. This table is appropriate for describing safety requirements for miscellaneous tasks performed in a laboratory.*

Task	Hazard Description	Required PPE and Engineering Controls

Section 5: Orientation Checklist:

A checklist for all laboratory personnel listed in Section 1 must be filled out.

As part of my orientation with the laboratory operation I have read and am familiar with the contents (and location) of:

- ☐ The OSHA Laboratory Standard
- ☐ The UW-Madison *Laboratory Safety Guide*
- ☐ MSDSs for lab chemicals
- ☐ The UW-Madison Campus CHP
- ☐ The Laboratory CHP

I have been instructed on:

- ☐ The chemical hazards in the lab
- ☐ Laboratory-specific policies
- ☐ The relevant exposure limits [PELs (OSHA), TLVs (ACGIH), etc.]
- ☐ The signs and symptoms associated with exposures to hazardous chemicals used in the lab
- ☐ The physical hazards of the laboratory (heat, electrical, mechanical, etc.)

Reviewed the laboratories emergency procedures, including:

- ☐ Emergency phone numbers
- ☐ Evacuation routes
- ☐ Procedures for uncontrolled releases
- ☐ Safety equipment failure procedures
- ☐ Review location and use of chemical spill kits
- ☐ Laboratory exhaust failure procedure

The location of emergency equipment:

- ☐ Fire extinguishers
- ☐ Safety showers
- ☐ Eye wash stations
- ☐ First-aid supplies

I have been made familiar with routine operations of the laboratory, including:

- ☐ Lab cleaning and maintenance rules
- ☐ Proper use of PPE
- ☐ Chemical storage policies for the lab
- ☐ Waste handling procedures
- ☐ Chemical procurement practices
- ☐ The proper use of chemical fume hoods

In addition, I have been made familiar with the following lab-specific health and safety features and safety resources:

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

I have completed orientation of all the above items

Name: Date:

Signature:

PI (or Lab CHO) Signature:

Section 6: Laboratory Safety Training
Master List of Required Training

List the training required in order to work with hazardous chemicals in your laboratory. This list should include training provided by the university, outside sources, and hands-on training of tasks and procedures provided in-lab. It is understood that the training below does not apply to all students or staff but will be based on each individual's work assignments.

Training Title	Description/Purpose

Section 6: Laboratory Safety Training
Documentation of Training

Track required training using the table below. A separate sheet should be used for each training course and/or training session.

Title of Training:

Training Performed by:

Description of Training:

Name (print)	Signature	Date

Name (print)	Signature	Date

Section 7: Prior Approvals

This section of the lab-specific CHP allows the PI to document approval for individuals to perform specific Standard Operating Procedures (as indicated in the SOP description).

Standard Operating Procedure Title:

Name of Approved Individual	PI Authorization Signature	Date of Authorization

Section 8: MSDSs and Inventory of Hazardous Chemicals

A number of regulations require that Material Safety Data Sheets (MSDSs) be maintained and readily accessible for all hazardous chemicals. The Campus Chemical Hygiene Plan also requires that inventories be maintained for a certain categories of hazardous chemicals above specified amounts (see Section 6.3 of the Campus CHP). Provide a description of where the MSDSs are stored and how inventory records are maintained.

Material Safety Data Sheets

Location of MSDSs:

Format of MSDS (electronic, hard copy, etc):

Chemical Inventory

Method of Maintaining Inventory:

Location of Inventory Records:

Section 9: Exposure Monitoring Records

In rare instance it may be necessary to perform personnel exposure monitoring when working with a hazardous chemical. This can occur when chemical exposure levels approach or exceed the Permissible Exposure Limit (PEL) of OSHA and the Threshold Limit Value(TLV) of ACGIH (see Section 12 and Appendix A of the Campus CHP for details). Initial monitoring is required if there is reason to believe that the action level (or PEL if there is no applicable action level) for a substance is routinely exceeded. If the initial monitoring discloses employee exposure over the action level or PEL an exposure monitoring program may be initiated. Employees must be notified of the results within 15 working day after the receipt of the results by posting in an accessible location.

Describe any exposure monitoring requirements for laboratory operations:

Location of Exposure Monitoring Records:

Section 10: References

This section can be used to include chemical or laboratory safety information relevant to the operations of the laboratory. The references can either be appended to the end of this section or references can be cited below.

References:

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