



Chemical Hygiene Plan (CHP) QuickFacts

- Persons covered by CHP
 - Employees – everyone receiving a paycheck from UA
 - Faculty
 - Staff
 - Student Employees/Workers
 - The “authority”
 - Subject matter expert on the research, instruction, and / or other activities which occur in lab spaces (controlled-access spaces)
 - Typically faculty, may be staff
 - Students
 - Undergraduate
 - Graduate
 - Non-employee/ non-student
 - Everyone outside of those listed above
 - Examples include:
 - Collaborators
 - Visiting faculty
 - Volunteers
 - Guest lecturers
 - Contractors
 - Tour groups
- Responsibilities
 - Employees: the “authority”, faculty, staff
 - Know the health hazards and safety risks presented
 - Safety training – being trained and ensuring supervised persons are trained
 - Specific to lab activities, hazards, etc.
 - Mandated by OSHA for certain tasks, equipment, or chemicals
 - Performing hazard assessments on all lab activities
 - Providing written procedures including hazard mitigation (JHA or SOP)
 - Ensuring the safety of persons permitted to use the space outside of regularly scheduled class time or university open hours (generally 8:00 am – 5:00 pm)
 - All others: students, non-employee/ non-student, contractors, guests, etc.
 - Observe and follow all policies and procedures outlined by the “authority”
 - Have training appropriate for the level of activities and commensurate with the hazards encountered

- Standard Operating Procedure for Labs / Controlled-Access Spaces
 - Protect yourself
 - Wear appropriate street clothing for the activities occurring
 - Generally, natural fibers (cotton, wool, etc.) offer better chemical and fire protection than synthetics (acrylic, rayon, nylon, etc.)
 - Long sleeves, long pants or ankle length skirts, socks, and closed toe and heel footwear protect the skin from chemical spills
 - Restrain long hair
 - Remove jewelry, watches, rings, bracelets, 'street' hats
 - Don PPE appropriate for the activities
 - Protect your belongings
 - Keep backpacks, jackets, etc. off lab floors and benches
 - Store in designated area
 - Protect university property
 - Assist with lab housekeeping by cleaning up after yourself
 - Avoid storing items in walkways; put items in their storage location after use
 - Report malfunctioning equipment to Lab Support and Facilities Work Management
- Standard Operating Procedures for Lab Materials
 - Chemical Procurement
 - Use POs for chemical purchases
 - Chemicals are prohibited from purchase on a ProCard unless you obtain a waiver
 - Purchase quantities that can be used up within 24 months
 - Need to use any of the following? Consult the CHO before ordering.
 - Highly or acutely toxic
 - Carcinogenic
 - Reproductive toxins
 - DEA-Controlled substances
 - P-listed or U-listed chemicals
 - Expecting something shipped from a collaborator or vendor? Notify the CHO to expect the material.
 - Examples:
 - Chemical samples
 - Donated chemicals
 - Chemicals for use in a joint protocol with a collaborator
 - Chemical Inventories
 - UAA uses Risk and Safety Solutions (RSS) for chemical inventories
 - App.riskandsafety.com
 - Use your UA email and password to login.
 - See Ben Applegate or the CHO if you need access to an inventory group
 - Inventories are to be verified annually

- Inventory stickers – barcodes or QR codes – are to be saved or recorded when the container is empty and given to Ben Applegate for inventory updates
 - Chemical Storage and Labeling
 - All chemicals, purchased or prepared in house, must have proper labels that include appropriate GHS elements, date received or prepared, and the name of the “authority”, solution preparer, or class identification (i.e., Chem 105)
 - Chemicals must be properly stored away from incompatible materials, and should have secondary containment (e.g., in a bin, on a tray)
- CONTROL MEASURES FOR REDUCING CHEMICAL EXPOSURES
 - Administrative Controls
 - Includes training, SOP/JHA, etc.
 - Engineering Controls
 - Use of chemical hoods, biological safety cabinets, and other devices to protect the person from the hazard
 - Personal Protective Equipment (PPE)
 - Last line of defense against the hazard
 - Make sure PPE material is compatible with the hazard
 - Check chemical SDS
 - Use Glove Chemical Compatibility charts for general guidance
 - Contact PPE manufacturer for specifics on their products