

Section 1C

C. Implementation of the Chemical Hygiene Plan (CHP)

1. In order to meet the requirements of the Laboratory Safety Standard, a Chemical Hygiene Plan must be written for each Washington State University laboratory. The Chemical Hygiene Plan must contain: a) standard operating procedures for use of hazardous chemicals, b) designated area provisions, c) descriptions of or provisions for fume hoods and other protective equipment, d) provisions for employee information, training, and medical monitoring and examination, e) evaluation criteria the employer will use to reduce exposure, f) prior approval provisions for special laboratory projects, g) a designation of the chemical hygiene officer and other person(s) responsible for implementation of the CHP, and h) any extra protection provisions.
2. The Chemical Hygiene Plan must be readily available to all employees and students in the laboratory. The term "readily available" means accessible to all laboratory staff at any time during the work period, day or night. It must also be available on request to Environmental Health & Safety (EHS) staff and Washington State Department of Labor and Industries (WDLI) representatives.
3. The area for which the Chemical Hygiene Plan is written may be adjoining rooms, a single room or an area within a room as long as the definition of "readily available," as stated above, is met. The spatial definition of a "laboratory" is left to the discretion of the individual who will ultimately take responsibility for the safety of all employees who work within that area. This individual should be a Principal Investigator (PI) or a laboratory supervisor.
4. The WSU Environmental Health Services Department has provided the basic elements of a "generic" or "core" Chemical Hygiene Plan. Included in this Plan are the established policies of Washington State University and various regulatory agencies. These are indicated in boldface text.
5. Each laboratory must provide additional information to make this Plan relevant to the area. There are eight yellow pages that have questions or prompts that must be filled out by the Principal Investigator or laboratory supervisor (**see Section I.C.6-below**). There is not a prescribed way to fill out these pages. If there is information already written concerning the questions, or if this information is available on a computer, attach copies or originals to the yellow pages. This information will be unique to the

laboratory. It may be kept as an integral part of the Chemical Hygiene Plan or filed under Section VI: Laboratory Specific Information provided in this Chemical Hygiene Plan.

6. **The yellow pages** that must be completed are as follows:
 - **Section I.E** (hard file reff. page I-7)
 - Site Specific Responsibility for Chemical Hygiene and Safety
 - **Section II.B.5** (hard file reff. page II-7)
 - Specific Information on your Department's Chemical Receiving, Storing, or Dispensing Procedures
 - **Section II.H.1.e)** (hard file reff. page II-17)
 - Standardized Secondary Labeling System for Your Laboratory
 - **Section II.M** (hard file reff. page II-24)
 - Description of Material Safety Data Sheets (MSDSs) and other References Available in the Laboratory
 - **Section III.A.13** (hard file reff. page III-3)
 - Laboratory Floor Plan
 - **Section III.B.7.g** (hard file reff. page III-10)
 - Location of the Laboratory Spill Kit and Special Instructions for Clean-up and Emergency Response
 - **Section III.C.4** (hard file reff. page III-18)
 - Site Specific Ventilation Information
 - **Section IV.C** (hard file reff. page IV-10,11)
 - Required Elements of Standard Operating Procedures