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# UTIA Chemical Hygiene Plan Section 1: Scope

## What is this notebook?

This notebook, once completed, is your lab's Chemical Hygiene Plan (CHP). **Your task is to provide 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 (CHP) will be satisfied.

## Why is having a CHP 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 5; and it states that each employer covered by the regulation should have a thorough and accessible plan to follow to keep lab workers safe. It also describes what each section of the CHP must include.
3. The UTIA Safety Office will be reviewing your CHP as a part of routine laboratory safety inspections.

## How do I use this plan?

- Require all lab workers to read this plan in its entirety.
- Require all lab workers to sign the lab agreement showing that they have read and will adhere to 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 2.
- Use the following list to conduct an annual safety check:
  - Review the CHP, ensure 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.

## Do I need to include Standard Operating Procedures (SOP) in the CHP?

Yes, you should start with what you have: put your lab's SOP in the second tab, after the Lab Safety Agreement. If your lab's SOP is lengthy, put the document in a separate binder near the CHP, labeled "Standard Operating Procedures," or "SOP."

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 SOP. An SOP template for work with particularly hazardous chemicals is provided under Tab 3 in this binder.

## 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 lab's 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	Put most recent hard copy of door sign here

		sign	
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