

**TEXAS**  **STATE**<sup>®</sup>  
**Laboratory Chemical Hygiene Plan**

**For**

*[Insert name of research group for which the plan is applicable]*

**Certification and Annual Review and Updates**

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

Principal Investigator:

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Signature

Printed Name

Date

Laboratory Safety Officer (if other than PI):

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Signature

Printed Name

Date

By signing and dating here, the Laboratory Principal Investigator 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:

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## Section 1: Personnel

### 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 Safety Officer, the names of key staff such as building manager or other important individuals should be included.

Name	Position	Phone
	Principal Investigator	
	Lab Safety Officer	
UPD Dispatch	Emergency	911
UPD Dispatch	Non-Emergency	512-245-2805
EHSRM	After-Hours Spill Reporting	512-738-6650
EHSRM	University Chemical Hygiene Officer	512-245-3616

### 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

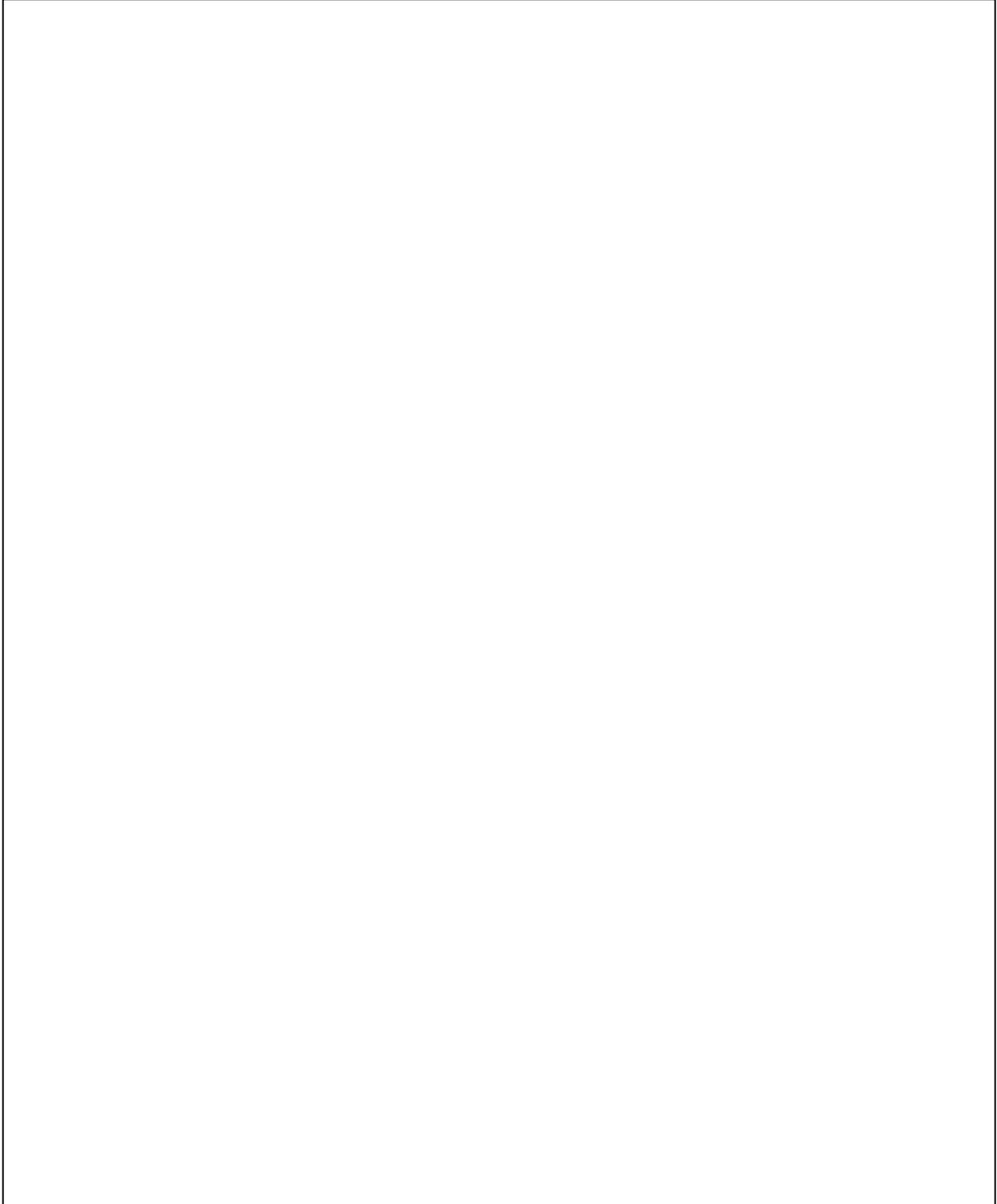
List all rooms in which use of hazardous chemicals will occur:

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

If room(s) are shared, please identify who is responsible for the respective chemicals, equipment, etc. in the room(s).

### **Section 3: Laboratory-Specific Policies**

*Include below all laboratory-specific policies instituted by the Principal Investigator (e.g., lab coats 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.*

A large, empty rectangular box with a thin black border, intended for the user to write and document laboratory-specific safety policies. The box occupies the majority of the page below the introductory text.



**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 Texas State *Laboratory Safety Manual*
- SDSs for lab chemicals
- The Texas State 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.)

**I have reviewed the laboratories emergency procedures, including:**

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

**I have been shown 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 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.*

**Title of Training:**

**Training Performed by:**

**Description of Training:**

**Title of Training:**

**Training Performed by:**

**Description of Training:**

**Title of Training:**

**Training Performed by:**

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**Training Performed by:**

**Description of Training:**

**Section 6: Laboratory Safety Training**  
**Master List of Required Training (Continued)**

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**Description of Training:**





## Section 8: SDSs and Inventory of Hazardous Chemicals

*A number of regulations require that Safety Data Sheets (SDSs) 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. Provide a description of where the SDSs are stored and how inventory records are maintained.*

### Safety Data Sheets

Location of SDSs:

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

### Chemical Inventory

Method of Maintaining Inventory:

Location of Inventory Records:

## **Section 9: Exposure Monitoring Records**

*In rare instances 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.*

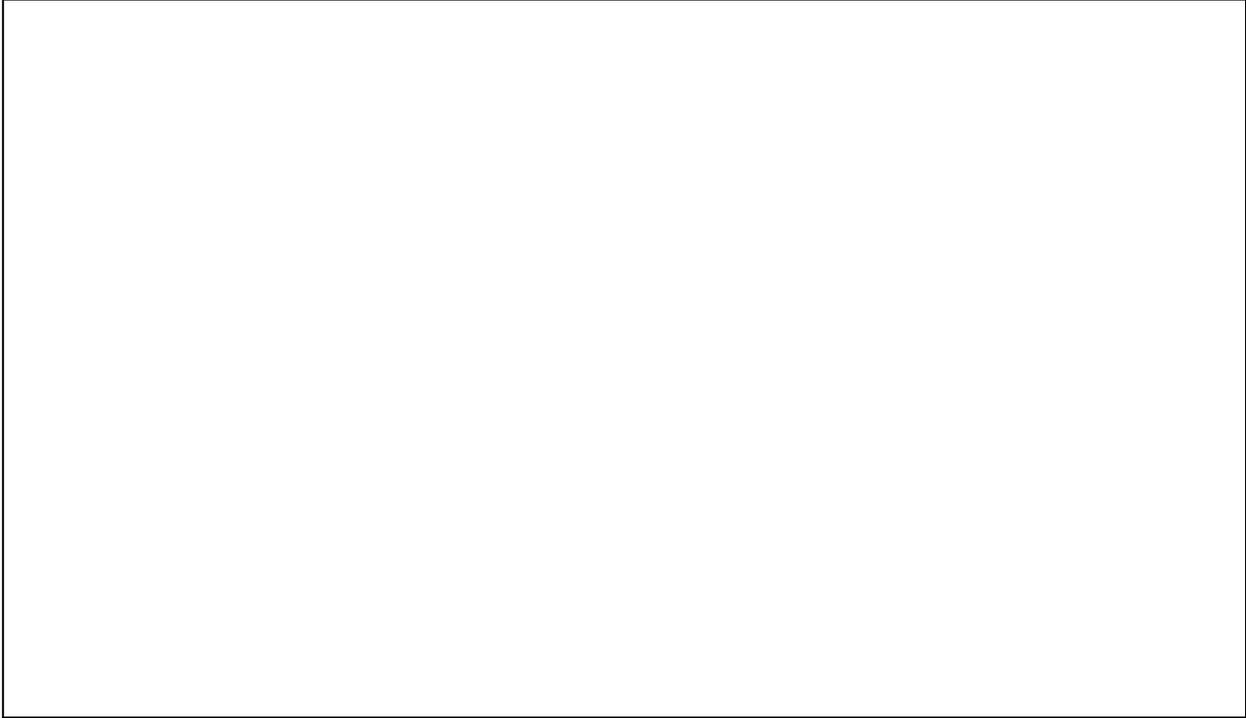
**Describe any exposure monitoring requirements for laboratory operations:**

**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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