

# UNIVERSITY OF TOLEDO

SUBJECT: LABORATORY CHEMICAL HYGIENE PLAN

Procedure No: HM-08-026

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## PROCEDURE STATEMENT

The directors/supervisors of laboratory work areas shall develop and implement written safe work plans/practices. Such plans are hereafter referred to as "Laboratory Specific Chemical Hygiene Plans" (Appendix A). The Laboratory Environmental Health and Radiation Safety Manual and Institutional Chemical Hygiene Plan (Appendix B) should be used as a reference.

## PURPOSE OF PROCEDURE

To provide a safe working environment for all employees and to ensure our practices meet or exceed those required by OSHA 29 CFR 1910.1450 and other regulatory agencies.

## PROCEDURE

- I. Each laboratory director shall develop a Lab Specific Chemical Hygiene Plan for the operations carried out in their laboratory. This shall be accomplished by completing the Laboratory Specific Chemical Hygiene Plan (Appendix A).
- II. Each laboratory director shall appoint an individual, a Laboratory Hygiene Officer, who is responsible for maintaining safe operations in his/her lab on a daily basis. (The laboratory director may serve as the Laboratory Hygiene Officer.)
- III. Responsibilities for the implementation of the Chemical Hygiene Plan's requirements are as follows:
  - A. The Environmental Health and Radiation Safety Department is responsible for providing overall administrative guidance and supervision for the Chemical Hygiene Plan (CHP), to include:
    1. Provision of training for employees concerning requirements of the program and their responsibilities.
    2. Provision of guidance for the preparation of procedures, chemical inventories, and training programs required by the CHP.
    3. Document employee training.
    4. Provision of guidance and information regarding industrial hygiene monitoring.
    5. Maintaining necessary documentation and record keeping systems for training, industrial hygiene monitoring, and medical surveillance.
  - B. A designee from the Environmental Health and Radiation Safety Department who is qualified by training and experience to provide technical guidance for the continuing implementation of the CHP, will serve as the Chemical Hygiene Officer (CHO). Specific responsibilities include:
    1. Work with laboratory directors or their designees to develop and implement appropriate chemical hygiene plans in accordance with the policies of the University of Toledo and as indicated for the hazards applicable to the laboratory environment. The Chemical Hygiene Officer shall serve in an advisory capacity in plan review involving disputed practices or plans.
    2. Monitor the use of chemicals in the lab, including determining that facilities and training levels are provided as necessary for the chemicals in use.
    3. Monitor and complete environmental surveillance (surveys) in laboratories.
    4. Perform air monitoring as deemed necessary.
    5. Maintain current knowledge of the regulations pertaining to regulated substances in the laboratory environment.
    6. Monitor compliance with the chemical hygiene plans.
    7. Aid in determining the proper level of control technologies to be applied.
    8. Monitor the provision of necessary training to employees.

- C. Laboratory directors or their designated Laboratory Hygiene Officers are responsible for maintaining safe operations in their labs on a daily basis, to include:
  - 1. Ensuring that a CHP, meeting the requirements of University of Toledo, is developed for their lab and incorporated into routine training sessions for their respective work areas.
  - 2. Completing training provided by the Environmental Health and Radiation Safety Department concerning the requirements of this program and their responsibilities.
  - 3. Ensuring the training indicated by the University of Toledo and the CHP is provided to employees.
  - 4. Complete a PPE hazard assessment and provide appropriate personal protective equipment and require its proper use and maintenance.
  - 5. Ensuring a hazardous chemical inventory is completed for all such materials used in the laboratory following the instructions provided by the Chemical Hygiene Officer.
  - 6. Reporting chemicals of interest required by the Department of Homeland Security to Environmental Health and Radiation Safety through the survey ([see HM-08-039](#)), as requested by EHRS.
  - 7. Obtaining, retaining, reviewing and understanding Safety Data Sheets (SDS's) or other available references on materials used by employees under their supervision and informing employees as new SDS's or information becomes available.
  - 8. Ensuring that all containers of hazardous materials and hazardous waste are labeled appropriately.
  - 9. Ensuring that standard operating procedures are established and documented for all "select carcinogens, reproductive toxins and substances with a high degree of acute toxicity".
  
- D. The responsibilities of laboratory employees include the following:
  - 1. Follow all Environmental Health and Radiation Safety standards and rules.
  - 2. Report all hazardous conditions to their supervisor.
  - 3. Wear or use prescribed protective equipment, and utilize all hazard control devices (i.e. fume hoods).
  - 4. Refrain from operating equipment without proper training or that has safety defects.
  - 5. Complete training sessions on the Chemical Hygiene Program.
  - 6. Keep informed about chemicals in the lab.

Source: Safety and Health Committee

Effective Date: 10/10/94

Review/Revision Date: 3/26/98  
4/21/99  
7/22/02  
3/2/05  
1/4/06  
1/4/07  
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