☐ ADMINISTRATE POLICY & PROCEDURE (APP)	☐ INSTITUTIONAL POLICY & PROCEDURE (IPP) ☐ INTERDEPARTMENTAL ☐ INTERNAL

TITLE		POLICY NUMBER/V#
Chemical Hygiene Plan		MMC – LAB – 15 (01)
INITIATED DATE	**EFFECTIVE DATE**	**REVISED DATE**
02/08/2025	**01/09/2025**	**01/08/2028**
REPLACES NUMBER		**NO. OF PAGES**
N\A		05

APPLIES TO	RESPONSIBILITY
Laboratory Department	All lab staff.

1. Policy

1.1 Chemical manipulations are carried out on a laboratory scale. That is, the work with chemical is in containers of a size that could be easily and safely manipulated by one person:

1.1.1 Protective laboratory practices and equipment are available and in common use to minimize the potential for employee exposure to hazardous chemicals.

1.1.2 For incoming hazardous chemicals:

Require that the incoming hazardous chemicals have adequate labels. Do not allow the removal or defacement of these labels.

1.1.2.1 Require that the SDS for incoming hazardous chemicals be on hand prior to receipt of hazardous chemicals whenever possible.

1.1.2.2 Require that SDS be acquired for all hazardous chemicals on hand whenever possible.

1.1.2.3 Keep all safety data sheets (SDS) that the laboratory receives.

1.1.2.4 Make SDS accessible to employees.

1.1.2.5 Maintain an accurate inventory of all chemicals in the laboratory.

2. Purpose

2.1 This policy provides key information on the practices and procedures that shall be implemented to maintain compliance with state, federal, and local regulations required for the use and storage of hazardous chemicals

3. Definition

3.1 Hazardous Chemical – Any element, chemical compound or mixture of elements and/or compounds which is a physical hazard or a health hazard. Unknown elements and chemical compounds must be assumed to be hazardous chemicals.

3.2 Health Hazard – A chemical or element for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur due to exposure.

Labels – Information attached to containers of chemicals. Labels on chemical containers must not be removed until the container is empty. Secondary containers will be labeled with the name of the chemical and must display appropriate hazard warnings (flammable, corrosive, radioactive, etc.) as applicable. A secondary container is any device used for the transportation, storage, dispensing or use (reaction) of a chemical and includes such things as beakers, flasks, test tubes, sample bottles, tanks, reaction vessels, etc.

3.3 Material Safety Data Sheet (SDS) – An SDS is a written, electronic or printed document describing a hazardous chemical which is prepared. More generally, it is an informational tool generated by manufacturers and suppliers of chemicals to provide safety information. An SDS must be on file for each chemical used in a laboratory.

Particularly Hazardous Substances – OSHA defines these substances as materials with a high degree of acute toxicity. It includes carcinogens, reproductive toxins (mutagens or teratogens) and materials of unknown toxicity. Carcinogens are defined as NTP listed materials, IARC Group 1 (carcinogenic to humans), Group 2A (probably carcinogenic to humans) and 3B (possibly carcinogenic to humans) listed substances.

3.4 Personal Protective Equipment (PPE) – PPE is equipment employees wear to provide a protective barrier between themselves and a potential hazard. Examples include,

but are not limited to, safety glasses, lab coats, goggles, face shields, disposable garments, respirators and gloves.

3.5 Physical Hazard – A chemical or element for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

4. Affected department

4.2 Laboratory Department

5. Procedures

5.1 General Requirements – Each department will evaluate its laboratories and specify PPE requirements. Eating, drinking and storage of food must be prohibited in laboratories

5.2 Health Hazard Information – Manufacturers and suppliers of chemicals are responsible for providing health hazard data to end users. This typically comes in the form of a SDS or product specification sheet. Facilities using these materials must evaluate this information and educate the users on the potential hazards a material may present.

5.3 Storage – Chemicals should be segregated and stored by hazard class. Some common classes are: Acid, Base, Flammable and Oxidizer. Flammable liquids must be stored in approved flammable liquid cabinets. Lab hoods and bench tops must not be used for long term storage of chemicals.

5.4 Chemical and Hazardous Waste Accumulation and Disposal –All persons who may generate or handle chemical or hazardous waste must be trained in the appropriate methods of managing this waste in the laboratory. The disposal of all hazardous and chemical waste is handled by the Infection Control and Prevention Department and Safety Office.

5.5 Emergency Response – In the event of a spill or chemical release or medical emergency, contact 612 to report the incident and make OVR.

5.6 Exposure Control Methods – Each person working in a laboratory is responsible for following prudent practices. Engineering controls such as hoods, biological safety
5.7 cabinets and local exhaust ventilation are primary control methods. Personal protective equipment may also be used to control potential exposures.
5.8 Lab Hoods/Biological Safety Cabinets – Lab hoods should be installed to operate at 80-100 feet per minute (fpm) under typical operating sash heights and conditions.
5.9 Training - Laboratory staff working in a laboratory must be provided training by the responsible department. At a minimum, training must include: contents of Plan, availability of Plan, location of SDS, potential hazards in the lab, methods to detect presence of a hazardous chemical, control methods for potential exposures, use of PPE, managing wastes and emergency response actions.
5.10 Updates – A department must complete a Chemical Inventory Form and Particularly Hazardous Substance Form whenever the department has experienced a material change, such as, but not limited to, the use and/or introduction of a new chemical or the discontinuation of a previously used chemical.

6. Responsibilities

6.1 All Laboratory staff

7. Reference

7.1 Chemical Hygiene Plan Policy for Laboratory Safety

8. Attachments

8.1 None

APPROVALS & REVIEWS:			
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