Quick Start Guide: Completing Your CHP

This Laboratory Safety Manual (LSM) is your reference for chemical health and safety and the policies affecting laboratories at the UW. It includes information on who checks the eyewashes, how to dispose of lab glass, how to use a fume hood… and much more. Use the Table of Contents or do searches to find the information you need quickly.

Your LSM is part of what the Washington Department of Labor and Industries calls a “Chemical Hygiene Plan (CHP).” The CHP is required for all laboratories that use hazardous chemicals. EH&S developed much of your CHP for you – it is this LSM. However, you must add additional lab-specific information to have an effective plan, as described below.

For the best use of your LSM and to generate your lab’s Chemical Hygiene Plan:

1. Make sure that everyone who works in your laboratory will be able to access the LSM and your laboratory-specific information easily. If your lab’s CHP is to be maintained in electronic format, you can bookmark the PDF version of the LSM on the EH&S website: http://www.ehs.washington.edu/manuals/lsm/index.shtm and use electronic files to create your lab-specific information. If a paper copy is desired, current individual sections, excerpts, or the complete LSM can be printed from that website. UW Copy Center can also print a copy of the pages in the manual and/or tabs, front cover, and spine at cost. Use this online form to order. Whether you choose paper or electronic, what is important is that all lab staff can access the complete CHP while working.

2. Familiarize yourself with the Table of Contents of the LSM. Read parts of the LSM that you have questions about or are unfamiliar to you.

3. Laboratory-specific information is required and must accurately describe your lab. Lab-specific information is discussed in several sections of the LSM, including: SOPs (Section 6 and Appendix D), training (Section 7), and the lab floor plan (Appendix C). A template for gathering and organizing your lab-specific information is available in LSM Appendix C, pages 2 and 3. It can be generated as a Word document template (My Lab-Specific Information) from the EH&S webpage.

4. Identify the responsible person (RP); either the Principal Investigator (PI) or the Laboratory Supervisor, to be the Chemical Hygiene Officer (CHO) for the lab. Note that person’s name in the lab-specific information (My Lab) section of the CHP. This person must be familiar with the duties of the CHO as outlined in Section 1 of the LSM and enforce UW safety requirements in the laboratory.

If you have any questions about the LSM or the lab-specific information, contact EH&S at 206-543-7388 or email: ehsdept@uw.edu.