Quick Start Guide: Completing Your CHP

This Laboratory Safety Manual (LSM) is your reference for chemical health and safety and the policies pertaining to research and teaching laboratories at the University of Washington. It includes information such as personal protective equipment, eyewashes, how to dispose of lab glass, managing chemicals, proper use of a fume hood … tools to enhance a culture of safety.

*Use the Table of Contents or conduct digital searches to find 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 – in this LSM. However, you must include lab-specific information to maintain 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 via 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](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 sections, excerpts, or the complete LSM can be printed from the website. UW Copy Center can also print a copy of the manual and/or tabs, front cover, and spine (for a fee). Use this [online form](http://www.ehs.washington.edu/manuals/lsm/index.shtm) to order. Whether you choose paper or electronic, what is important is that all lab staff can access the complete CHP while working in the lab.

2. Familiarize yourself and all personnel with the Table of Contents of the LSM. Read sections you may be unfamiliar with and if there are questions, contact EH&S or your department.

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. It can also 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 required lab-specific information, contact EH&S at 206-543-7388 or email: ehsdept@uw.edu.