ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON

CREATING ELECTRONIC CHEMICAL HYGIENE PLANS

Chemical Hygiene Plans (CHPs) include lab-specific information and relevant documents in addition to the UW Laboratory Safety Manual (LSM) provided by EH&S. This information must be reviewed at least annually and is necessary to fulfill WAC 296-828-20005. If your CHP is electronic, personnel must know where the files are located and how to access them. All personnel must have access to a computer and the files while working in the lab.

INITIAL CONSIDERATIONS

- Is there a computer that can be used for this in the lab?
- Do all members of the lab, including staff and students, have access to this computer?
- Are there documents that will need to be transferred to an electronic format?
- What file format, software, and platform will be used for viewing and, if applicable, sharing the documents? Commonly used options for sharing include Dropbox, Evernote, Microsoft Teams, OneDrive, and Google Drive.
- Documents that can be edited are recommended rather than scanned documents to make them easier to update.

CREATING A UW GOOGLE SHARED DRIVE

Why use UW Google Shared Drive?

- All UW personnel have access to UW Google Drive
- **Collaboration** – UW Google Shared Drive offers a space for file storage with a folder structure specific to your group
- **Reliability** – Files stored in a UW Google Shared Drive are owned by the Shared Drive, not an individual
- **Unlimited Storage** – UW Google Shared Drives have unlimited storage space
- **Privacy** – UW Google Shared Drives are FERPA compatible (but **not HIPAA compatible** and should not be used for PHI)

How is a UW Google Shared Drive created?

- Open Google Drive and log in with your UW Net ID.
- Follow instructions in Google's guide on creating and managing a Shared Drive. Google Drive Help also includes a detailed guide
- For a comprehensive guide written for a more technical audience, check out G Suite Administrator Help's article on how to manage a Shared Drive.
- Visit UW Information Technology's website for additional information and policies about using UW Google Drives and UW Google Shared Drives.

FILES AND LINKS TO INCLUDE

Files and/or links added to your drive should include but are not limited to:

- **UW Laboratory Safety Manual**. The LSM may be bookmarked in its entirety as a PDF.
- Access to lab's **chemical inventories** through MyChem.
- Copies of **safety data sheets** (SDSs) or access to the lab's MyChem account.
- **Risk assessments**.
- **Standard operating procedures** (SOPs).
- **Training records** for EH&S and in-house trainings, plus any others relevant to your work.
- **Self-inspection records**.
- **Lab floor plans**.
- **Lab specific information** documenting the principle investigator, chemical hygiene officer, locations used, a list of all current lab members, and emergency contacts.

Contact labcheck@uw.edu / 206.685.3993 for more information

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