



II. LABORATORY CHEMICAL SAFETY PLAN (LCSP)

Laboratories are encouraged to complete this fill-in-the-blank template, using it as a self audit to help ensure that personnel are proactively addressing concerns about chemical hazards and potential health exposures. The LCSP covers issues similar to those found in an OSHA Chemical Hygiene Plan. It does not need to be sent to EH&S, rather it is intended to assist labs in identifying weaknesses in their chemical preparedness. Please contact EH&S at 303-492-6025 if you have any questions, concerns, or need guidance relating to the information discussed in this Plan.

DEPT / BUILDING _____ ROOM #s _____

PRINCIPAL INVESTIGATOR (PI) _____ PI PHONE # _____

PERSON COMPLETING PLAN _____

DATE OF LAST PLAN REVISION _____

A. **EXPERIMENT PLANNING, SOPs**

No one in our lab conducts experiments without first obtaining approval from _____.

Chemical experiments are thoroughly researched before they are applied.

The resources we use for planning experiments and bench-top operations include _____

and can be found at _____.

_____ is/are responsible for preparing standard operating procedures (SOPs) for experiments and other laboratory activities performed in our area.

B. **TRAINING**

_____ is responsible for making sure that our personnel have received specific lab safety instruction for the activities they are involved with.

_____ is responsible for assuring that all lab staff have obtained formal hazardous waste/material training and that the training is documented by EH&S.

Training records are kept _____.



C. CHEMICAL INVENTORY, STORAGE, LABELING

_____ is/are responsible for keeping our chemical inventory completed, up to date, and available to EH&S.

_____ make(s) sure that our chemical reagents are segregated by compatibility/reactivity, that hazardous liquids are stored in secondary containment, and that all chemicals and solutions are properly labeled.

D. HAZARDOUS WASTE

_____ is responsible for making sure that hazardous waste is properly collected and managed, that the SAA inspection log is checked weekly, and that old, unwanted or expired chemicals are promptly submitted for EH&S pick-up.

E. CHEMICAL HAZARD INFORMATION

Hard copies of Material Safety Data Sheets (MSDS) and other chemical hazard information are located _____.

Additional chemical hazard resources and MSDS can be internet accessed using the computer/printer located in _____.

Useful web links include:

_____.

F. VENTILATION

We have _____ chemical fume hood(s), located _____.

All hazardous chemicals are used inside the hood(s).

If not sure whether or not a particular chemical must be used in a hood rather than on the bench-top, we ask _____ or look up toxicity and other information in _____.

We know our hoods are working properly because _____.

If we have any hood maintenance or operational questions we contact _____ at _____.



G. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Gloves, goggles, aprons, lab coats, face shields and other PPE are obtained from _____.

We can find out which PPE is suitable for different chemicals by asking _____ or by looking up information in _____.

If we have work related health questions or concerns we contact _____ at _____.

H. EMERGENCY PREPAREDNESS

We have ____ emergency eyewashes and ____ emergency showers located _____.

_____ is responsible for flushing the eyewashes each week.

Emergency contingency plans are posted at _____.

We have ____ telephones, located _____.

Emergency spill equipment (including _____) is kept _____.

The nearest fire alarm pull station is located _____.

We have ____ fire extinguishers (type _____), located _____.

If someone has an accidental exposure to a hazardous chemical, they flush with water for _____ minutes while somebody either calls 911 or prepares (gets MSDS and calls ahead) to bring them to _____, located at _____.