

OEHS LSCHP Instructions

Step-by-Step Help Guide

Lab-specific Chemical Hygiene Plan form

- Start a new draft of the form in Kual. The link to the form can be found [here](#).

Submitter Information

- Complete the Submitter Information section
- Select if you are the PI. If you are not, type and select the PI.
- Type and select your department chair.
- List out the role of each person associated with the labs for this form.

Personnel

- For the 'role' section, select the drop down to choose the correct designation for each individual you are adding to the form.
- If applicable, answer the three questions regarding other staff and outside contractors, as well as selecting the number of individuals who will be accessing the studio/classroom.
- Make sure to read all the instructions regarding who is supposed to be listed in the LSCHP. This includes PI, Lab Supervisor, other faculty or staff, and student workers (researchers, GA's, TA's, GTA's, GRA's, etc.)

Lab/Classroom Locations

- List each room that is covered by this LSCHP form. Designate if it is assigned to the PI and if it is a shared space or not. Please group rooms with similar hazards together and all of your spaces on one LSCHP if possible.

Lab/Classroom Rules and Requirements

- List any rules and requirements here. You may also upload a file instead.

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Standard Operating Procedure

Please note: The SOP section of the LSCHP is required.

Title and Personnel Section

- Fill out the title of the procedure, correct PI, preparer of the form, and revision date.
- Select if this procedure requires prior approval or permission from the PI for any other staff, students, or personnel to complete this procedure.

Particularly Hazardous Substance Section

- Select if this procedure involves the use of a particularly hazardous substance. Examples of items that could contain PHS include photography processing solutions, acids used in etching, paint and sealant compounds, resins, varnish, lacquers, ink, etc. The University of Georgia has a [comprehensive searchable database](#) that is helpful for looking up specific chemicals that could be present in these types of materials.

Respirator Use

- Select if this procedure requires the use of a respirator by individuals performing the procedure. If the procedure does require a respirator and your group has not done fit testing with OEHS, please reach out to oehs@uah.edu to arrange fit testing.

Highly Reactive Chemicals

- Select if this procedure requires the use of highly reactive chemicals, if any. This includes any chemicals that are air-reactive (pyrophoric), water-reactive, self-reactive, or explosive. Check the boxes for each of the highly reacting chemicals that are included in this procedure. Select if this procedure needs to be designated as a highly reactive procedure. Only select this if highly reactive chemicals are involved in this procedure.
- Write a brief description of the procedure. This can be a few bulleted sentences to go over the very basic steps of the procedure.
- If you already have one, upload the procedure document. This can also be used for an outside procedure from a manufacturer or other university for reference if you do not have one specifically for this procedure.
- List the location where this procedure will take place. This can be the specific lab, the area of the lab, which benchtops are used, etc. You can be as specific as you would like for clarity.
- List all the hazardous chemicals involved in the procedure. This includes any chemical that is listed as hazardous in section two of the chemical's SDS. CampusOptics is the UAH SDS database host that UAH uses to provide access to safety data sheets. You can access this on the OEHS website under [Chemical and Lab Safety - SDS Resources](#).

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Other Hazards

- List any other hazards that do not fall under another category. This can be physical hazards, weather, electrical hazards, etc.

Person Protective Equipment

- Check all PPE items that are required for this procedure. If you select 'other', a section to type in any other items will populate.
- If gloves are selected as a PPE item that is needed, you will see a section to designate the type of gloves needed.
- If a respirator is selected as a PPE item that is needed, you will see a section to designate the type of respirator and cartridges required.

Engineering, Administrative, and Hazard Controls

- Select if there are engineering controls needed for this procedure. If 'other' is selected, a section to designate these will populate.
- List any administrative controls necessary to this procedure. This could be a form that is required to be submitted before beginning, training that is required, signatures, etc.
- List all task hazard controls necessary for this procedure. This can be anything that is in place to help mitigate hazards associated with this procedure, specifically if there are particularly hazardous chemicals or reactive chemicals involved.

Waste Disposal, Chemical Spills, and Decontamination

- List the waste disposal method and/or procedure for this SOP.
- List the methods for addressing any accidental spills that may occur as part of this procedure. You may want to include the location of the spill kit in the lab as well as any specific instructions for the type of items or specifically spill kit components that are included. Ex. mercury spill kits have special instructions and materials. Acid and base spills also require neutralization agents.
- List the decontamination procedure required for this procedure, if applicable. This is typically helpful for clean rooms.

Specific Training and Task Table

- List any specific training required for this SOP to be performed.
- Select 'yes' or 'no' if you would or would not like to include more SOP documents. Four upload file buttons will enable you to upload more files if needed.
- Complete the task table. This is intended for any small tasks that are a part of the SOP but do not require lengthy exclamation. Ex. rinsing dishes, PPE disposal, broken glass procedure, etc.

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Safety Orientation Checklist

- This section is completed as part of the form workflow.

Training

- List any training required to work in the studios/classrooms covered by this LSCHP. This can be anything that is required by the specific lab for comprehensive safety training for personnel. Please include the list of appropriate/required Percipio training as well.

Prior Approvals

- List out each individual who is approved by the PI to complete specific SOPs included in this LSCHP and the date of the authorization.

SDSs and Inventory of Hazardous Chemicals

- Select whether the chemical inventories of the relevant studios/classrooms are up to date as of the date of form submission.
- If 'no' is selected, please upload the most recent chemical inventory file(s) that you have.
- Search and select the person in charge of chemical inventory upkeep for your spaces. They will serve as the main contact for any questions or concerns regarding your chemical inventories.

Exposure Monitoring Records

- If it applies to your studio, describe any exposure monitoring requirements for laboratory operations. This is only applicable to labs that work with chemicals that have a regulatory exposure monitoring requirement. Examples include methylene chloride, formaldehyde, vinyl chloride, benzene, and ethylene oxide. If you believe you may be working with a chemical that requires exposure monitoring, please contact OEHS for further guidance. In the second box, list the location of any records and access instructions.

References

- Note any references that apply to this LSCHP in this section of the form. This could be anything from frequently used websites, contacts for specific information, UAH policies, etc. Upload any relevant reference documents in the file section as needed.

Certification

- The certification section is completed by the PI as part of the workflow of this form.