



# LSCHP Quali Form Instructional Guide

Office of Environmental Health & Safety

# Lab Specific Chemical Hygiene Plan



## The University of Alabama in Huntsville Laboratory-specific Chemical Hygiene Plan

App Updated: 06/04/2024

For questions regarding this form or any information contained within, please contact:  
Office of Environmental Health and Safety  
oehs@uah.edu  
256-824-2170

This form is designed to provide an organizational framework for ensuring compliance with the OSHA Laboratory Standard. The form covers all the laboratory-specific elements of the Lab Standard and should be used in conjunction with the *UAH Chemical Hygiene Plan*, any relevant departmental chemical hygiene plans or procedures, and the *UAH Laboratory Safety Manual*. Upon request, the Laboratory-specific Chemical Hygiene Plan (LSCHP) must be submitted to OEHS and/or applicable safety committees (Lab Safety Committee, etc.).

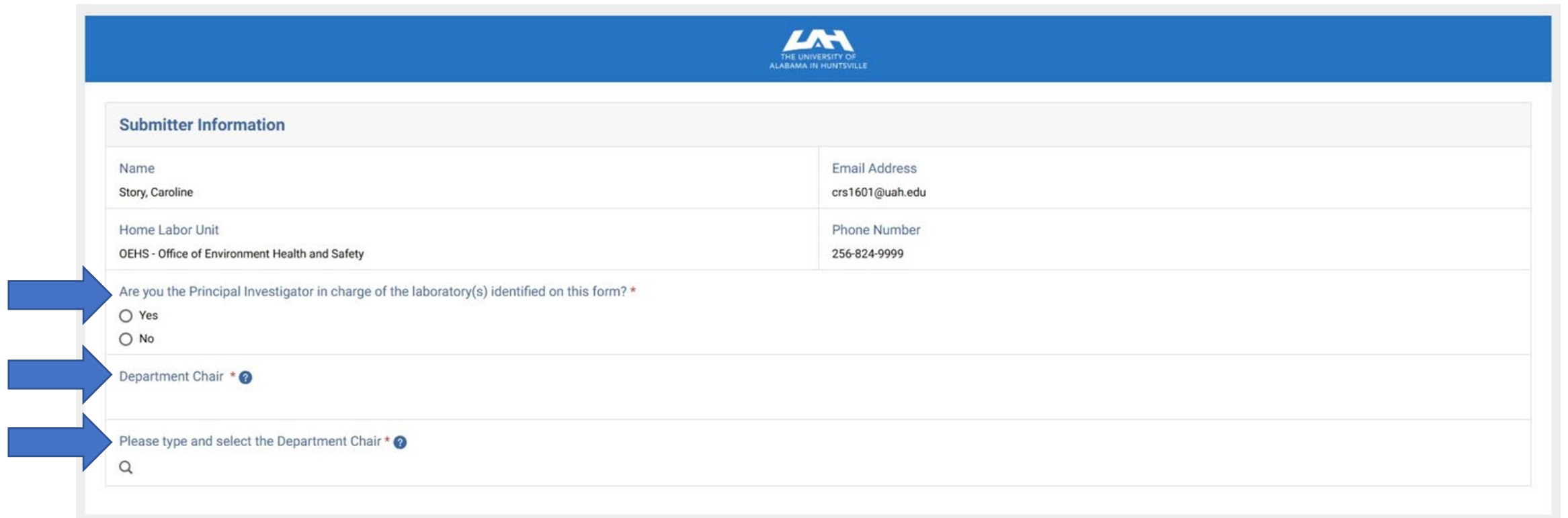
The Principal Investigator (PI) has the primary responsibility for ensuring the health and safety of their staff and for overall compliance with safety regulations, including the completion of the laboratory-specific CHP. However, the PI can delegate health and safety responsibilities to a trained and knowledgeable individual to serve as a designated appointee for the PI.

LSCHP  
0001



# Submitter Information

Select and complete the sections of the form with the arrows. The other submitter information will automatically populate if logged in to your UAH Kuali account.




The screenshot shows a web form titled "Submitter Information" for The University of Alabama in Huntsville. The form is divided into several sections. The top section contains the university's logo and name. Below this, the form is organized into a table-like structure with two columns. The first column contains the following fields: "Name" (filled with "Story, Caroline"), "Home Labor Unit" (filled with "OEHS - Office of Environment Health and Safety"), "Are you the Principal Investigator in charge of the laboratory(s) identified on this form? \*" (with radio buttons for "Yes" and "No"), "Department Chair \* ?" (with a search icon), and "Please type and select the Department Chair \* ?" (with a search icon). The second column contains the following fields: "Email Address" (filled with "crs1601@uah.edu") and "Phone Number" (filled with "256-824-9999"). Three blue arrows point to the "Are you the Principal Investigator..." question, the "Department Chair \* ?" field, and the "Please type and select the Department Chair \* ?" field.

Submitter Information	
Name Story, Caroline	Email Address crs1601@uah.edu
Home Labor Unit OEHS - Office of Environment Health and Safety	Phone Number 256-824-9999
Are you the Principal Investigator in charge of the laboratory(s) identified on this form? *	
<input type="radio"/> Yes <input type="radio"/> No	
Department Chair * ?	
Please type and select the Department Chair * ?	

# Section 1 Personnel, Section 1.1 Safety Personnel, and Section 1.2 Laboratory Personnel

Select the correct role for each person in your lab.

If there will be staff or students in your lab, select yes in section 1.2, select the number of individuals, and assign their roles in the lab entry list.



### Section 1. Personnel

Key safety personnel should be identified in Section 1.1. The Principal Investigator may also assign responsibility to an individual delegated the responsibility for implementing the provisions of this plan, to a member of his laboratory staff. This individual must be qualified by training or experience to provide technical guidance. You may also include other knowledgeable staff members, the department safety officer, the building manager, or other departmental personnel under this section.

All individuals covered by this plan must be listed in Section 1.2. This includes all staff and students working in the indicated labs under the direction of the PI.

#### 1.1 Safety Personnel

List the names of key safety personnel. In addition to indicating the PI, their designated appointee (e.g. laboratory manager/supervisor) and key staff, such as DSO, building manager or other important individuals, should be included.

The following individuals are University safety contacts:

- University Chemical Hygiene Officer, Caroline Story, 256-824-2170
- OEHS Director, Hannah Webb, 256-824-6053
- UAH Police Department (Emergency), 911 or 256-824-6911
- UAH Police Department (non-Emergency), 256-824-6590

Role *	Identify Role *	Type and select Employee *	Phone Number
...		Q	
<a href="#">+ Add Another Row</a>			

#### 1.2 Laboratory Personnel \*

Will there be additional staff/students accessing and working in the laboratory, other than the Principal Investigator?

☒ Yes  
☐ No


Please select the number of staff/students who work in the laboratory \*  
Maximum 10  
1

#### Lab entry list

Role *	Select individual *
...	Q

# Section 2 Laboratory Room Locations

Complete section 2.1 with the laboratory locations you are assigned, and add additional rows if needed for additional spaces.





### Section 2. Laboratory Room Locations

*This section provides space for identifying the locations where operations identified in the LSCHP are performed. The template allows for multiple buildings and rooms. Select "Room Assigned to the PI?" or "Shared Facility?" headings, as appropriate. "Shared Facility" denotes a space occupied or used by more than one PI (e.g. core facilities, community laboratories, etc.)*

#### 2.1 Laboratory Room Locations


*List all rooms in which use of hazardous chemicals will occur*

Building *	Room *	Room assigned to PI? *	Shared Facility? *	
		...	...	

 Add Another Row


# Section 3 Laboratory-specific Rules and Requirements

Complete section 3.1 with the laboratory specific rules and requirements, as well as a current lab safety plan if you would like.




### Section 3. Laboratory-specific Rules and Requirements

*The UAH CHP outlines university requirements related to the laboratory use and storage of hazardous chemicals. PIs may implement their own rules and requirements for the laboratories under their control (as long as they are consistent with the University's requirements and building/department/institute requirements, as applicable). Section 3 provides a section to document these laboratory-specific requirements. Some examples may include "No working alone after 10:00 p.m." or "Lab coats must be worn at all times in the lab regardless of whether work is being performed". If a lab has a document that contains this information already, it may be uploaded in this section.*



#### 3.1 Laboratory-specific Rules and Requirements

*Include below all laboratory-specific rules and requirements instituted by the PI (e.g., lab coats must be worn in the lab at all times, no working alone, etc.). This space provides the opportunity to document and place in one location the lab's safety rules and requirements related to the use of hazardous chemicals.*




You may upload an existing laboratory safety plan (optional)

Select a File

# Section 4 & Section 4.1 Standard Operating Procedure

Complete section 4.1 and select 'add another' at the end of the section before moving on to section 4.2 to add additional SOPs to the LSCHP.





## Section 4. Standard Operating Procedure

*This is the most important section of the LSCHP and should include specific safety procedures required in the laboratory for operations involving hazardous chemicals. It is broken up into two parts – the Procedure Form and the Task Table.*

*For each specific procedure being performed in a lab space, an individual SOP is required to be filled out, completed, and submitted as part of the LSCHP. If multiple SOPs need to be completed, click the '+ Add Another' button at the end of this section.*

Instructions:  
The Procedure Form: This is best utilized to describe safety requirements for procedures involving carcinogens, reproductive toxins, and highly toxic materials (i.e., Particularly Hazardous Substances), procedures for highly reactive chemicals, or other high-hazard materials or procedures. It is not expected that the detailed stepwise procedure be described in this form but only the safety aspects. Any written stepwise procedure should be attached or referenced. Where applicable, a single Procedure Form can be used to describe the safety aspect of similar procedures. Below is some guidance for completing the form:

- **Prior Approval:** As stated in the UAH CHP, a PI can determine whether the procedure needs prior approval before an individual can perform the procedure. The prior approval requirement can be indicated by checking the appropriate box. Note: Section 7 provides a location to document an individual's approval to perform the procedure. The PI can determine how long approval is valid, though typically once approved an individual can continue to perform the procedure.
- **Particularly Hazardous Substance (PHS):** Indicate whether this procedure involves the use of a PHS and the applicable category(ies). Section 4.5 of the UAH CHP provides information helpful in determining if a chemical is a PHS.
- **Highly Reactive Chemicals:** Indicate whether this procedure involves the use of a highly reactive chemical and the applicable category(ies).
- **Brief Description of Procedure:** A brief description should be provided. Limit this to a few sentences. If the procedure is not attached, it is appropriate to provide a reference to the procedure.
- **Hazardous Chemicals Involved:** Provide a list of all hazardous chemicals specific to the procedure(s), and briefly describe the hazards they pose (such as highly toxic, flammable, water reactive). It is not necessary to include chemicals that do not pose a significant risk (such as buffers).
- **Other Hazards:** This portion includes other hazards associated with the procedure, e.g., thermal hazards from hot plates or Bunsen burners, electrical hazards, and laser hazards, to name a few.
- **Exposure Control:** This portion of the form allows you to enter the Personal Protective Equipment (PPE) and engineering controls needed for this procedure. This is a master list of controls for the covered procedure(s). The additional line can be used to describe other controls or for clarifying the controls that have been checked. For multistep procedures, you will have the option of breaking this down into the various tasks (see Task Hazard Control Table below.)
- **Administrative Controls:** Administrative controls are changes in routine work procedures implemented to reduce the duration, frequency, and severity of exposure to hazardous chemicals or situations. Provide a list of administrative controls specific to this covered procedure(s). Examples include requiring two people to be present during the procedure or not allowing the procedure to be performed at night.
- **Task Hazard Control Table:** For some procedures that have multiple steps you can break the controls required for each of the steps. If the PPE and engineering controls are the same throughout the procedure then this can be left blank.
- **Waste Disposal:** Indicate how the hazardous waste is handled.
- **Accidental Spills:** Each procedure must include a description of how to handle a chemical spill. The type of spill kit used and the location of the spill kit should be included.
- **Decontamination Procedures:** In this section, provide information on how to handle personnel exposure including any first aid measures that may be necessary. Laboratory staff should be trained in handling common exposures. This section allows you to add chemical-specific procedures (e.g., for hydrofluoric acid skin exposures rinse and apply calcium gluconate). You can also provide information on equipment decontamination.
- **Training:** This portion allows you to indicate what training is needed prior to any laboratory staff performing the covered procedure(s). Include both in-lab training and training from OEHS or other sources.
- **Principal Investigator Approval:** The Procedure Form must be signed and dated.
- **Personnel Acknowledgment:** All personnel carrying out the SOP must acknowledge that they have read and understood it and agree to adhere to its requirements.

The Task Table: This table allows you to itemize routine laboratory tasks and respective controls. This table is similar to the "Task Hazard Control Table" found in the "Procedure Form" but is best used to describe the hazards and controls needed for the numerous small (and often unrelated) tasks where the use of chemicals is limited.

*Note: It is not appropriate to use this table for high-hazard operations, such as procedures involving highly toxic materials, explosive compounds, lasers, or highly flammable or pyrophoric materials (use the Procedure Form in Section 4).*

### 4.1 Standard Operating Procedure

*Fill out one SOP for each procedure involving carcinogens, highly toxic materials, highly reactive materials, or other high hazard material or procedure. Refer to Section 4 Instructions for more details.*

Title of Procedure \*

Type and select Principal Investigator \*

Q

# Section 4.1 Standard Operation Procedure

4.1 Standard Operating Procedure	
Fill out one SOP for each procedure involving carcinogens, highly toxic materials, highly reactive materials, or other high hazard material or procedure. Refer to Section 4 Instructions for more details.	
Title of Procedure *	
Type and select Principal Investigator *	
Q	
Type and select preparer *	Revision Date * ⓘ
Q	MM/DD/YYYY
This procedure is considered hazardous enough that prior approval is needed from the Principal Investigator *	
<input type="radio"/> Yes <input type="radio"/> No	
Involves use of a Particularly Hazardous Substance (PHS) *	
<input type="radio"/> Yes <input type="radio"/> No	
Does this procedure require medical surveillance? *	Does this require use of a respirator? *
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Involves use of Highly Reactive Chemicals *	
<input type="radio"/> Yes <input type="radio"/> No	
Is a Highly Reactive Procedure	
<input type="radio"/> Yes <input type="radio"/> No	
Location *	
List the locations (buildings/rooms) where this procedure may be performed. For use of a PHS, indicate a more precise location within the room, if appropriate, as the designated area.	
PHS designated area signage posted *	
<input type="radio"/> Yes <input type="radio"/> No	



## Section 4.1 Standard Operating Procedure

Involves use of Highly Reactive Chemicals *
<input checked="" type="radio"/> Yes <input type="radio"/> No
Check all Highly Reactive Chemicals *
<input type="checkbox"/> Air-reactive (pyrophoric) <input type="checkbox"/> Water-reactive <input type="checkbox"/> Self-reactive <input type="checkbox"/> Explosive
Is a Highly Reactive Procedure
<input type="radio"/> Yes <input type="radio"/> No
Location *
<i>List the locations (buildings/rooms) where this procedure may be performed. For use of a PHS, indicate a more precise location within the room, if appropriate, as the designated area.</i>
PHS designated area signage posted *
<input type="radio"/> Yes <input type="radio"/> No
List all Hazardous Chemicals Involved in this Procedure *
<i>For each Hazardous Chemical, include each Physical or Health Hazard (e.g. carcinogen, corrosive, flammable). If none, state "None".</i>
Other Hazards *
<i>Include other hazards (e.g. pressurized vessels, reactions under vacuum, scale-up reactions) other than chemical that may be present during operation of the procedure.</i>
Exposure Controls: PPE *
<i>Check all that apply</i>
<input type="checkbox"/> Lab Coat <input type="checkbox"/> Face Shield <input type="checkbox"/> Chemical Splash Goggles <input type="checkbox"/> Flame-retardant Lab Coat

## Section 4.1 Standard Operating Procedure

<p>Exposure Controls: PPE *</p> <p><i>Check all that apply</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Lab Coat</li><li><input type="checkbox"/> Face Shield</li><li><input type="checkbox"/> Chemical Splash Goggles</li><li><input type="checkbox"/> Flame-retardant Lab Coat</li><li><input type="checkbox"/> Gloves</li><li><input type="checkbox"/> Safety Glasses</li><li><input type="checkbox"/> Chemical Apron</li><li><input type="checkbox"/> Respirator</li><li><input type="checkbox"/> Other</li></ul>
<p>Exposure Controls: Engineering Controls</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Fume Hood</li><li><input type="checkbox"/> Biosafety Cabinet</li><li><input type="checkbox"/> Glove Box</li><li><input type="checkbox"/> Vented Gas Cabinet</li><li><input type="checkbox"/> Other - List below</li></ul>
<p>Administrative Controls *</p> <p><i>List any specific work practices needed to perform this procedure (e.g., cannot be performed alone, must notify other staff members before beginning, etc.).</i></p>
<p>Task Hazard Controls</p> <p><i>For multistep procedures involving PHS or reactive materials, please indicate specific requirements for individual tasks below.</i></p> <p><i>For each Task, include all required PPE and/or Engineering Control</i></p>
<p>Waste Disposal *</p> <p><i>Describe any chemical waste generated and the disposal method used.</i></p>

# Section 4.1 Standard Operating Procedure & Section 4.2 Task Table

Complete section 4.1 and select 'add another' at the end of the section before moving on to section 4.2 to add additional SOPs to the LSCHP.

Complete section 4.2 as needed.

Waste Disposal \*

*Describe any chemical waste generated and the disposal method used.*

Accidental Spills \*

*Describe the procedure for handling small chemical spills that may occur during this procedure. The type of spill kit and its location should be indicated. For large spills, call UAH PD at 6911.*

Decontamination Procedures (required for PHS use)

*Describe the procedure for decontamination of personnel and equipment.*

Training \*

*Describe any training needed prior to performing this procedure. Include training performed in-lab and any required demonstrations of competency.*

+ Add Another

4.2 Task Table


*For many procedures, a simple description of the tasks, the associated hazards, and the PPE required to mitigate risks is acceptable. This table is not appropriate for work involving Particularly Hazardous Substances or for the use of chemicals that pose a high risk due to reactivity or other properties. This table is appropriate for describing safety requirements for miscellaneous tasks performed in a laboratory.*

Task	Hazard Description	Required PPE and Engineering Controls

+ Add Another Row

# Section 5 Safety Orientation Checklist

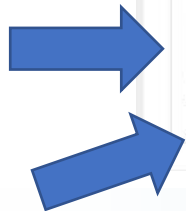
This section will be completed as the students or staff that are assigned to your lab complete their assigned safety orientation checklist.




**Section 5. Safety Orientation Checklist**  
*This section is to be completed by each employee identified in Section 1.2. Please complete the Safety Orientation Checklist below.*

# Section 6 Training

List all trainings required in this section. Select 'add another row' to add additional spaces to list more trainings.





### Section 6. Training

*This section provides space for documenting the training that is required for working in the laboratory. Training resources and safety resources provided by OEHS can be found at this link: <https://www.uah.edu/oehs>. Please review the information below regarding section 6.*

*The Master List of Required Training: Section 6. provides a location for listing all the training that is required in order to work with hazardous chemicals in the laboratory. It is not assumed that everyone needs all the training listed. Individual training requirements should be based on work assignments, so some individuals will require more training than others. The training listed can be general (such as proper handling of compressed gas cylinders) or very specific (such as performing a specialized lab procedure) and should include training provided in-lab and from other sources (such as training provided by OEHS). Additional training titles can be added by selecting the '+ Add Another Row' button in section 6.1.*

*Recommended training matrixes provided by OEHS can be found at this link: <https://www.uah.edu/oehs/available-safety-training>.*

*Documentation of Training: Please provide a brief description that includes how the training was performed (hands-on, PowerPoint presentation, group discussion, etc.). While this should be used to document the laboratory training described in the Master List of Required Training, it can also be used to document training such as annual laboratory safety refreshers or to document discussion of safety issues that occur during laboratory staff meetings.*

#### 6.1 Master List of Required Training


*List the training required to work in your laboratory. This list should include training provided by the university, outside sources, and hands-on training of tasks and procedures provided in-lab. Recommended training matrixes can be found on the OEHS website here: [https://www.uah.edu/images/OEHS/researchsafety/research\\_training\\_matrix.pdf](https://www.uah.edu/images/OEHS/researchsafety/research_training_matrix.pdf)*

Training Title *	Frequency *	Method of Instruction & Description *
	...	

+ Add Another Row


# Section 7 Prior Approvals

Complete this section to list the individuals who have prior approval from the PI to complete tasks listed in the SOP's they are approved to complete the tasks for.



### Section 7. Prior Approvals

*As described above in the instructions for Section 4, as well as in the UAH CHP, some procedures need prior approval from the PI (or OEHS) before an individual can perform the procedure. Document the required approval in this section. A sheet should be prepared for every procedure that requires prior approval. It is up to the PI to determine whether approval is required every time the procedure is performed or whether approval is for all subsequent execution of the procedure.*

Name of Approved Individual	Name of Authorizing PI	SOP Name	Date of Authorization	
			<input type="text" value="MM/DD/YYYY"/>	

+ Add Another Row

# Section 8 SDSs and Inventory of Hazardous Chemicals



## Section 8. SDSs and Inventory of Hazardous Chemicals

OSHA requires that Safety Data Sheets (SDSs) be maintained and readily accessible for all hazardous chemicals. US SDS is the resource currently used by UAH to make SDSs available. US SDS can be accessed at this link: <https://uah.usds.com/login>.

### SDS Information:

QR codes connected to each lab's inventory are posted near the entrance of active lab spaces and can be scanned to view the chemical inventory and SDSs. Further information and training can be found here: <https://www.uah.edu/oehs/2014-12-17-17-22-34>.

### Chemical Inventory Requirements & Access Information:

Chemical inventories are to be maintained by the PI or the individual(s) they assign the task. In this section, there is a space to denote the individual who will be in charge of the chemical inventory upkeep. OEHS will make this individual an administrator in US SDS so updates to the lab's chemical inventory can be made by a member of the lab. If this task is assigned to a different person at any point, please contact the Chemical Hygiene Officer for assistance.

OEHS requires that chemical inventories be submitted as part of the Lab-specific Chemical Hygiene Plan. Instructions and information can be found here: <https://www.uah.edu/oehs/2014-12-17-17-22-34>

Chemical Inventories are up to date? \*

- ☐ Yes  
☐ No

Chemical Inventory Contact \* ?

Q



# Section 8 SDSs and Inventory of Hazardous Chemicals & Inventory Info



## Section 8. SDSs and Inventory of Hazardous Chemicals

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### SDS Information:

QR codes connected to each lab's inventory are posted near the entrance of active lab spaces and can be scanned to view the chemical inventory and SDSs. Further information and training can be found here: <https://www.uah.edu/oehs/2014-12-17-17-22-34>.

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OEHS requires that chemical inventories be submitted as part of the Lab-specific Chemical Hygiene Plan. Instructions and information can be found here: <https://www.uah.edu/oehs/2014-12-17-17-22-34>

### Chemical Inventories are up to date? \*

- ☐ Yes  
☒ No

### Chemical Inventory Contact \* ?



### Upload Chemical Inventories \*

If this LSCHP covers more than one lab, please submit one spreadsheet for the inventory with individual tabs of the spreadsheet containing the inventory for each specific room. Contact the Chemical Hygiene Officer for any questions on how to create a chemical inventory. Resources can also be found on the OEHS website.

Select a File





# Section 9 Exposure Monitoring Records



## Section 9. Exposure Monitoring Records

*The purpose of exposure monitoring must be described if exposure monitoring is required for any laboratory operation. The results must be available to all lab workers. Provide the location and access instructions for monitoring results in this section.*


*In rare instances, it may be necessary to perform personnel exposure monitoring when working with a hazardous chemical. This can occur when chemical exposure levels approach or exceed the Permissible Exposure Limit (PEL) of OSHA and the Threshold Limit Value (TLV) of ACGIH (see [Section 4.2](#), [Section 5.3](#), and the UAH CHP for details). Initial monitoring is required if there is reason to believe that the action level (or PEL if there is no applicable action level) for a substance is routinely exceeded. If the initial monitoring discloses employee exposure over the action level or PEL an exposure monitoring program may be initiated. Employees must be notified of the results within 15 working days after the receipt of the results by posting in an accessible location.*

Describe any exposure monitoring requirements for laboratory operations

Location of Exposure Monitoring Records and Access Instructions



# Section 10 References



### Section 10. References

*This section provides a convenient place to list or attach references related to chemical or laboratory safety related to procedures used in the lab. These can be articles, guidance documents, or links to relevant websites. This is optional but highly recommended.*

*This section can be used to include chemical or laboratory safety information relevant to the operations of the laboratory. The references can either be appended to the end of this section or references can be cited below.*

References

Upload any relevant reference files

Select a File