

# Chemical Hygiene Plan

Date Prepared:

Last Reviewed:

(Required annually)

**Current Lab Group Mebers and Emergency Contact Information**

Name	Email	Cell Phone	Home/Other Phone

**Other Emergency Information**

UMPD (Medical Emergency, Fire, and Police)

(413)-545-3111 or 911\*  
 \*Specify UMass Amherst and Building Name When Calling 911

(413)-545-2682

Environmental, Health, and Safety  
 (Lab Incidents and Spills)

Lab Building(s):  
 Lab Building(s) Street Address:  
 Lab Room(s) In Each Building:

**Responsibilities Within the Lab and Department**

Responsibility	Frequency	Responsible Person

**Specialized Hazards and Hazard Communication Within the Lab**

*Describe any unique hazards in the lab and how these are labeled. E.g., location and demarcation of designated areas for high hazard work, etc. Attach additional pages if necessary.*

**Specific Policies for the Lab**

*Describe any lab specific policies. E.g., whether or not any work may be conducted alone, specific procedures which may never be conducted alone, consequences for safety violations, how to conduct and document risk assessments and SOP development, criteria for establishing what experiments require prior approval from the PI, etc. Guidance on risk assessments is provided in the University's Chemical Hygiene Plan. You may use that general approach or other appropriate method. Attach additional pages if necessary.*

**Specific SOPs and Protocols for the Lab**

*SOPs should be developed by proper risk assessments, and should be in place prior to all experimental work. The following template (next page) may be used for SOPs and documentation of training on SOPs. Alternatively, a different format may be used as well. Attach additional pages if necessary.*

### SOP Template

<b>Procedure Title:</b>	<b>PI Approval?</b> <input type="checkbox"/>	<b>Date:</b>
<b>Developed By:</b>	<b>ICSC Approval Required?</b> Y <input type="checkbox"/> N <input type="checkbox"/>	
<b>Hazardous Materials Used and Quantities:</b>		
<b>SDS Hazard Review Summary (including exposure limits, signs and symptoms of exposure when known, and exposure monitoring, if appropriate):</b>		
<b>Engineering Controls and PPE Required:</b> Fume Hood? <input type="checkbox"/> Gas Cabinet? <input type="checkbox"/> Glove Box? <input type="checkbox"/> Safety Glasses? <input type="checkbox"/> Chemical Splash Goggles? <input type="checkbox"/> Face Shield? <input type="checkbox"/> Gloves? (specify type) <input type="checkbox"/> Other: _____ Lab Coats? (specify type) <input type="checkbox"/>		
<b>Experimental Description (step by step, including any necessary precautionary statements and work practices). Attach additional pages if necessary:</b>		
<b>Disposal Procedures:</b>		
<b>Spill Clean Up Procedures:</b>		
<b>Post Exposure Procedures:</b>		
<b>Trainee Signature and Date:</b>	<b>Trainee Signature and Date:</b>	

### Hazardous Materials Storage and Segregation

*Describe the storage scheme of chemicals in the lab: e.g., location of flammable storage, oxidizer storage, acid storage, etc. A color coded map might be useful. Attach additional pages if necessary.*

### Emergency Equipment and Information

*The location and proper operation of all emergency equipment, including but not limited to: drench showers, eyewash stations, First Aid kits, fire extinguishers, fire pull alarms, nearest exits, and emergency assembly locations, should be known by all individuals working in the space. A color coded map might be useful. Attach additional pages if necessary.*

### Emergency Procedures

*Include procedures for Fire (see next page), small spills that may be cleaned up by lab personnel, special exposure procedures, etc. Attach additional pages if necessary.*

## In the event a fire:

- Alert people around you to evacuate and close the door as you leave the space to contain the fire
- Proceed to the nearest exit ( )  
and pull the fire alarm ( )
  - ◇ You may extinguish the fire if ALL of the following are true:
    - » You have been trained to properly use a fire extinguisher
    - » The fire alarm has been activated
    - » The fire is small enough to be extinguished easily and you are comfortable doing so
  - ◇ If ANY of the above statements are not true, or if the situation becomes unsafe, evacuate
- Evacuate the building
  - ◇ Do not use the elevator
  - ◇ Assemble in your predefined assembly location:
    - ◇ Do not leave until a head count has been taken
    - ◇ The building may only be reentered once the fire alarm has been silenced and emergency responders have said it is safe to do so