Guidelines for Chemical Hygiene Plan Development

These are the specific steps to follow in order to fulfill the requirements of developing a Chemical Hygiene Plan.

1. **Chemical Hygiene Officer:**
    - Designation of the personnel responsible for implementing the CHP, including the assignment of a Chemical Hygiene Officer, and if appropriate establishment of a chemical Hygiene Committee. (6)

2. **NIU PPE Hazard Assessment Form**
    - This is a starting point to review all the activities done in the facility/laboratory. It is specific to personal injury, but should not be limited to this. Consider other possible hazards in your area. (2)

3. **NIU Chemical Inventory Form**
    - In order to complete most of the CHP a chemical inventory must be established and updated as chemicals are added/ removed from the laboratory.
    - Only chemicals which are considered hazardous need to be on the list. (1, 4, 7)

4. **Standard Operating Procedures**
    - Specific laboratory procedure for specific experiment
        - Example a particular research project which may be done once or repeated over one semester
    - Generic laboratory procedures for common procedures
        - Common procedures which are done repeatedly from semester to semester with few changes made.
    - Generic laboratory procedures for specific chemical or class of chemicals with similar hazards
        - Procedures to use when working with liquid nitrogen or glacial acidic acid for example. (1,4,5)

5. **Safety Data Sheets**
    - (MSDS) and other reference material pertaining to chemicals. (4,7)

6. **Emergency Procedures and Safety Equipment:**
    - Develop Laboratory Emergency Plan
    - Ensure equipment is in good working order. Fume hoods should be clear of all materials except what is necessary for the current activity. Eyewash and safety showers should be checked periodically. (3,4)

7. **Training:**
    - A suggested sign in sheet is included. (4)

8. **Reference Material:**
    - OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories Standard 29 CFR 1910.1450