STANDARD OPERATING PROCEDURE TEMPLATE · LABORATORY SAFETY (OSHA)

Chemical Hygiene Plan

Governing requirement: OSHA 29 CFR 1910.1450

Applies to: ☑ Waived ☑ Moderate complexity ☑ High complexity

Laboratory name		**CLIA number**	
Document number		**Version**	
Effective date		**Next review due**	
Author		**Department / section**	
Approved by (laboratory director)		**Director signature**	
Approval date		**Supersedes document**	

Important: Template only. Before use, this document must be reviewed, adapted to your laboratory's instruments, test systems and the manufacturer's instructions, and approved, signed and dated by the laboratory director. Check current federal, state and accreditation requirements. Not legal advice. Sound Lab Consultants is not affiliated with or endorsed by CMS, CDC, FDA, OSHA, CAP, COLA, The Joint Commission, CLSI or any manufacturer.

1. Purpose

To protect employees from health hazards of chemicals in the laboratory.

2. Scope

All laboratory use of hazardous chemicals.

3. Responsibility

- Laboratory director / safety officer: implements and updates this plan at least annually.
- Supervisor: provides training, ensures equipment and PPE are available and investigates incidents.
- All employees: follow the plan, use PPE and report exposures, spills and hazards immediately.

4. Definitions

Chemical hygiene officer: Person designated to implement the plan **[Name]**.

PEL: OSHA permissible exposure limit.

5. Materials, equipment and records

- Chemical inventory
- Safety data sheets
- Fume hood certification records

6. Procedure

1. Maintain a chemical inventory and SDS access.

2. Write procedures for safe handling of hazardous chemicals used.

3. Use engineering controls; certify fume hoods annually.

4. Provide PPE.

5. Monitor exposures when there is reason to believe levels exceed action levels.

6. Provide medical consultation after exposure.

7. Identify particularly hazardous substances (carcinogens, reproductive toxins, acutely toxic) and designated areas.

8. Train employees at assignment and when new hazards are introduced.

9. Review the plan annually.

7. Quality control

• Inspect safety equipment and supplies on the schedule in this plan and record results.

• Review incidents and near misses at least quarterly.

8. Interpretation, reporting and documentation

• Record the activity, date, result and initials on the form or log, and have the supervisor review records **[Review frequency]**.

Review frequency	

• Keep records per the record retention SOP (at least 2 years under 42 CFR 493.1105 unless a longer period applies).

9. Limitations and cautions

• This is a generic template. Adapt it to your instruments, test systems, manufacturer instructions, state law and accreditation standards before use.

10. References

• OSHA, 29 CFR 1910.1450 Occupational exposure to hazardous chemicals in laboratories
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1450

• OSHA, 29 CFR 1910.1200 Hazard communication
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200

• OSHA, 29 CFR 1910.132 Personal protective equipment, general requirements
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132

11. Lab-specific notes

Notes and local requirements	

12. Revision history

Version	Date	Description of change	Author	Approved by

13. Annual review log

Procedures and changes must be approved, signed and dated by the current laboratory director before use (42 CFR 493.1251(d)).

Review date	Reviewed by	Signature	Changes needed (Y/N)	Comments

Free template from Sound Lab Consultants, soundlabconsult.com. Download more free templates at soundlabconsult.com/laboratory-sop-library.