



## Instructions For Completing Your Own Chemical Hygiene Plan

1. Empty your blue and white "Chemical Hygiene Plan and Hazard Communication Plan" binder of any old versions of the CHP.
2. Create your personalized copy by clicking on "Create Your Own CHP" within the CHP section of the Chemistry Safety Web Page. You will need Adobe Acrobat or MS Word to complete the process. If you do not have Adobe Acrobat, [click here](http://www.adobe.com/products/acrobat/readstep2.html) or go to <http://www.adobe.com/products/acrobat/readstep2.html>.
  - a. Complete the form by typing in your name and title, date (on the first page), and the names of your appointed inspectors (on Page 10) for the monthly laboratory self-inspections.
  - b. Save and then print the form. Be sure that the "Fit to Page" box in the printer dialogue box is NOT selected. Three-hole punch it and put it in your blue and white binder.
3. Now you can pick and choose which of the following SOP's apply to your operations. You can either:
  - a. Download and print them in PDF format for routine operations OR...
  - b. You can modify them (or create new ones) for your specific needs. Click on the SOP in MS Word Format, make the necessary modifications, and then print it for your binder. For non-routine chemicals or chemicals that require designated areas, **YOU MUST CREATE OR MODIFY YOUR OWN SOP's as appropriate.** SOP's 13, 14, and 15 can be used as templates for your own SOP's.

### STANDARD OPERATING PROCEDURES

|  |                                 |
|--|---------------------------------|
| SOP 1. Flammable Liquids                 | SOP 2. Corrosive Chemicals      |
| SOP 3. Water Reactive Chemicals          | SOP 4. Pyrophoric Chemicals     |
| SOP 5. Reactive Solids and Liquids       | SOP 6. Compressed Gases         |
| SOP 7. Oxidizing Chemicals               | SOP 8. Carcinogens              |
| SOP 9. Reproductive Toxins               | SOP 10. Acutely Toxic Chemicals |
| SOP 11. Acutely Toxic Gases              | SOP 12. Printed Circuit Boards  |
| SOP 13. Ozone Preparation                | SOP 14. Use of Dry Boxes        |
| SOP 15. Distillation of Organic Solvents |                                 |

- c. **You MUST train your employees on these created or modified SOP's. You MUST document that training (see Section 14 of the CHP).**

4. Now you can pick and choose which of the following Building Evacuation Maps apply to your operations. Download and print them. Three-hole punch everything and place them into your blue and white binder.

|                        |   |
|------------------------|---|
| A. Celeste Laboratory  | B. Evans Laboratory/Newman-Wolfrom Laboratory |
| C. Johnston Laboratory | D. McPherson Laboratory                       |
5. Hazardous materials inventory. Keep a hard-copy of your hazardous chemical inventory in Section 28 of the CHP.
6. Keep Material Safety Data Sheets (MSDS's) in Section 29 of the CHP. While it is not required to keep hard-copies of MSDS's, you should maintain any hard-copies that are received for the laboratory. It is also recommended that you keep MSDS's for materials that are commonly used in the lab (in the event of an accident).
7. Complete the second half of the blue and white binder by printing the latest version of the Hazard Communication Program.
8. For more information on implementing the CHP in your laboratory, refer to "A 10 Step Guide to Complying with the CHP."