

LABORATORY-SPECIFIC INFORMATION

This Laboratory Safety Manual serves as the Chemical Hygiene Plan (CHP) belonging to:

Laboratory Name:

Chemical Hygiene Officer (CHO)*:

Department:

Phone:

* The Chemical Hygiene Officer (CHO) is the Responsible Person who is responsible for the Chemical Hygiene Plan. This CHP covers the following laboratory spaces:

Building(s)
Room #(s)
Shared Rooms and Common Areas (include building and room #):
Names of PI(s)/Lab(s) that share the space(s)

This CHP, consisting of the UW Laboratory Safety Manual and our laboratory-specific information, was reviewed and updated (required annually):

On:	By:
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Items listed below identify the laboratory-specific information included in this file or stored in the following location:

Use checkmarks to indicate the item has been included, reviewed and updated as needed.

Chemical Hygiene Plan Components

Check the
box if
included

Laboratory-specific information cover sheet (i.e., these pages) (required)

General laboratory safety rules, applicable throughout the laboratory

Standard Operating Procedures (SOPs), or location if filed separately (required)

Locations of [Safety Data Sheets](#) (SDSs), (required)

University or departmental safety rules that apply, equipment maintenance manuals, other documents (e.g., building evacuation plan or departmental health and safety plan)

Equipment maintenance and repair documentation/logs

Designations of individuals performing particular tasks (e.g., checking first aid)

Authorizations for individuals to use specific hazardous/controlled substances

Any special instructions for receiving the package:

Any special instructions for labeling containers

Self-inspection records are stored in this file, on the laboratory survey dashboard, or another

location (specify): _____

Conducted on: _____ By: _____

Self-inspections are required at least once a year for the laboratory spaces covered by this CHP.

Personnel list for the lab (include all staff and students):