The interactive Chemical Hygiene Plan (CHP) application allows users to create, store, review, manage and print their laboratory CHP. The following information is provided as a quick reference guide for first time users. Before you begin, depending on the specific chemical use or operations occurring in your laboratory, you may be asked to provide the following information:

**Basic Information (required field)**

- Name of the Principal Investigator (PI)*
- Name(s) of Co-PI, if applicable
- College* (Ex. Engineering)
- Department*  
- **Ventilation Device Repair Coordinator:** the name of the person responsible for initiating or conducting repair and certification services for fume hoods and local exhaust ventilation. If you do not know the name of your ventilation repair coordinator contact your building coordinator or department for assistance.
- **Ventilation Repair Coordinator Phone Number**

**Permissions**

Owners of a CHP determine who has access to read, contribute or administrate the CHP. The creators (owner) of a new CHP can enter OSU ID (name.#) to grant permissions to other users or contributors.

The three user levels are:

- **Owner:** The user may edit these permissions and archive the CHP.
- **Contribute:** The user may make changes to the CHP and upload SOPs.
- **Read Only:** The user may view the summary, access SOPs, and print out a copy of the CHP.

**Laboratory Locations**

- **Campus** (Ex. Columbus, OARDC etc.) – defaults to Columbus campus
- **MSDS Location** (checkbox): This is will be the building and room location of your laboratory safety documents such as MSDS, CHP and SOP’s.

**Chemicals Requiring Prior Approval**

When working with chemicals that are considered to be a high degree of acute toxicity, reproductive toxins or select carcinogens, lab specific Standard Operating Procedures (SOP) will need to be developed for each chemical. Based on the chemical items entered, you will be required to upload a copy of an SOP before you can complete your new CHP. If you do not know which chemicals in your lab fall within the three categories outlined above, consult the MSDS for that chemical. In addition, chemicals flagged by IACUC not having specific health hazards such as carcinogenic, reproductive toxins, or a high degree of acute toxicity properties will also require SOP’s.

**Operations/ Experiments Requiring Prior Approval**

Some laboratory operations are of special concern because of their potential hazards and may require prior approval. To insure that personnel follow procedures, understand the hazards and use the appropriate safeguards Standard Operating Procedures (SOP) must to be developed for these operations or experiments.

**LIST OF OPERATIONS:**

| Atomic Absorption Spectroscopy | High Decibel or UHF work | NMR Spectrometers |
| Compressed gases | High Pressure Liquid Chromatography | Ozone Production |
| Centrifuge operation | High Pressure Operations | Perfusion |
| Cryogenic liquids | High Voltage Equipment | Power Equipment/Tools and Hydraulic Equipment |
| Cryostats/Microtome | Hydrogenation apparatus | Vacuum operations |
| Electrophoresis | Laser operation | X-Ray crystallography |
| Gas Chromatographs | Mass Spectrometers | Other |
| Glove Boxes | Nanoparticle or Nanotube production | |

Interactive Chemical Hygiene Plan

Environmental Health & Safety | 1314 Kinnear Road | Phone: 292-1284 | www.ehs.osu.edu
Interactive Chemical Hygiene Plan (Screens)

Basic Information

Permissions

Laboratory Locations

Chemicals Requiring Prior Approval

Operations/ Experiments Requiring Prior Approval