



# Chemical Hygiene Plan Checklist

This checklist is designed to help laboratories, educational institutions, healthcare facilities, and industrial operations develop a comprehensive Chemical Hygiene Plan (CHP). A documented Chemical Hygiene Plan protects employees from hazardous chemical exposure, promotes safe laboratory practices, and ensures compliance with workplace safety regulations.

Facilities that use hazardous chemicals must maintain a written Chemical Hygiene Plan under the Occupational Exposure to Hazardous Chemicals in Laboratories Standard, administered by the Occupational Safety and Health Administration. In addition, proper chemical management supports compliance with environmental regulations enforced by the U.S. Environmental Protection Agency.

**Use this checklist as a framework for creating or reviewing your facility's Chemical Hygiene Plan.**

## 1. Chemical Hygiene Officer & Responsibilities

Every Chemical Hygiene Plan should designate a qualified individual responsible for overseeing chemical safety within the facility.

### Checklist:

- Appoint a Chemical Hygiene Officer responsible for implementing the CHP
- Define safety responsibilities for supervisors, laboratory staff, and management
- Ensure authority is established for enforcing chemical safety procedures
- Provide contact information for the Chemical Hygiene Officer in laboratory areas
- Establish procedures for reporting unsafe conditions or incidents

A clearly defined leadership structure ensures chemical safety policies are implemented consistently across the organization.

## 2. Chemical Inventory & Hazard Identification

Maintaining an accurate chemical inventory is essential for safe handling and regulatory compliance.

### Checklist:

- Maintain a current inventory of all chemicals used or stored onsite
- Identify hazardous chemicals according to the Hazard Communication Standard
- Ensure Safety Data Sheets (SDS) are accessible to all employees
- Label all chemical containers with proper hazard information
- Remove outdated, degraded, or unknown chemicals from storage
- Establish procedures for safe chemical procurement and storage

Proper chemical identification helps prevent accidental exposures and supports emergency response planning.

## 3. Safe Handling & Laboratory Practices

Chemical handling procedures should minimize employee exposure and prevent accidents.

### Checklist:

- Establish standard operating procedures (SOPs) for hazardous chemical use
- Require proper personal protective equipment (PPE) when handling chemicals
- Prohibit eating, drinking, or food storage in chemical use areas
- Ensure chemical transfers are performed using appropriate containers and equipment
- Limit quantities of hazardous chemicals stored in work areas
- Maintain good housekeeping practices in laboratories and chemical storage areas

Standard operating procedures help ensure that employees follow consistent, safe practices when working with hazardous materials.

## 4. Engineering Controls & Safety Equipment

Engineering controls help reduce chemical exposure risks within the workplace.

### Checklist:

- Maintain properly functioning chemical fume hoods
- Ensure adequate laboratory ventilation systems
- Provide emergency eyewash stations and safety showers where required
- Install appropriate chemical storage cabinets for flammable or corrosive materials
- Ensure fire extinguishers are accessible in chemical use areas
- Conduct routine inspections and maintenance of safety equipment

Engineering controls are a primary defense against chemical exposure in laboratory environments.

## 5. Chemical Waste Management

Improper disposal of chemicals can create serious environmental and regulatory risks.

### Checklist:

- Identify hazardous chemical wastes generated by laboratory operations
- Store chemical waste in compatible, properly labeled containers
- Maintain designated hazardous waste accumulation areas
- Segregate incompatible chemicals and waste streams
- Ensure waste containers remain closed except when adding waste
- Arrange disposal through a licensed hazardous waste management provider

Proper chemical waste management supports compliance with federal regulations such as the Resource Conservation and Recovery Act.

## 6. Emergency Procedures & Incident Response

Facilities should establish clear procedures for responding to chemical spills, exposures, or other emergencies.

### Checklist:

- Develop written procedures for chemical spills and releases
- Maintain chemical spill kits in laboratory areas
- Establish emergency evacuation procedures
- Train employees on spill response and incident reporting
- Maintain emergency contact numbers for responders and medical services
- Document all chemical incidents and near misses

Preparedness helps minimize the impact of chemical accidents and protects employees during emergencies.

## 7. Employee Training & Documentation

Training is a critical component of an effective Chemical Hygiene Plan.

### Checklist:

- Provide chemical safety training for new employees before working with chemicals
- Conduct annual refresher training on chemical safety procedures
- Train employees on hazard communication and SDS interpretation
- Maintain training records for all employees working with hazardous chemicals
- Review and update the Chemical Hygiene Plan periodically

Ongoing training ensures employees remain aware of hazards and follow safe chemical handling practices.



## Supporting Chemical Safety & Compliance

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A well-developed Chemical Hygiene Plan is essential for protecting employees and maintaining compliance with workplace safety regulations. Beyond regulatory requirements, a strong chemical safety program helps organizations prevent accidents, reduce liability, and maintain a safe working environment.

Maine Labpack supports laboratories, schools, healthcare facilities, and manufacturers with chemical management services, hazardous waste disposal, and regulatory compliance assistance, including chemical hygiene plan development.

By partnering with experienced professionals, organizations can ensure their chemical safety programs remain effective, compliant, and prepared for the challenges of modern laboratory operations.

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