Research
Research Laboratory & Safety Services

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rlss.arizona.edu

Welcome to the Laboratory Chemical Safety Program (LCSP). Please use the following document as a guideline/timeline to build your approval.

Initial visit date: MM-DD-YY

First audit date: MM-DD-YY

RLSS Chemical Safety Program contact info

Name	
Email	
Phone	

Supplemental Initial Visit Guide

Complete ASAP

1. **Build your chemical inventory on the User Dashboard.** Read the "Adding chemicals on the User Dashboard" guideline provided with this guide.

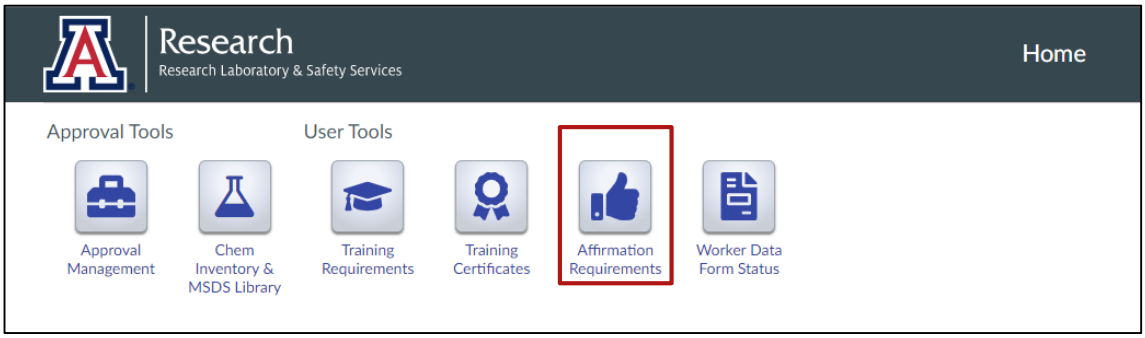
NOTE: RLSS can assist you with uploading existing digital hazardous chemical inventory records (spreadsheets, documents, exports from other inventory programs). The excel screenshot below demonstrates the necessary data required for RLSS to upload your information.

F2 | MRB

	A	B	C	D	E	F	G	H	I	J
1		CAS Number	Chemical Name	Maximun Quantity in Room	Unit	Building Name	Room	Specific Storage Location		
2	Example	67-63-0	2-propanol	2	L	MRB	401A	Chemical Shelves A-B		

An accurate hazardous chemical inventory is an OSHA requirement (29 CFR 1910.1200) essential to authoring workplace safety plans, meeting hazard communication requirements (labels/postings, safety information/data sheets) and contributing to overall safety.

2. **Add workers** to your approval on the User Dashboard**.** Read the "Adding workers on User Dashboard" guideline provided with this guide. **TIP**: Short term workers (2-weeks or less duration) do not need to be entered in the User Dashboard; simply provide Laboratory Specific Training. See page 4.)
3. Ensure that all workers have affirmed to the **University Chemical Hygiene Plan (UCHP) via the RLSS User Dashboard.**



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Complete within 1-3 months

1. **Check your emergency response items.**
   - Obtain or build an OSHA compliant **First Aid Kit**.
     a. Check expiration dates and replace: antibiotic gel, yellowed bandages, etc.
     b. Consult with RLSS if additional first aid kit items are required. (e.g. antidotes)

OSHA Required First Aid Components (29 CFR 1910.266)

	ITEM	MINIMUM QUANTITY
☐	Absorbent compress, 32 sq. in.	1
☐	Adhesive bandages, 1 in. x 3 in.	16
☐	Adhesive tape, 3/8 in. x 2.5 yd. total	1
☐	Antibiotic treatment, 0.14 fl. Oz. (0.9 g)	6
☐	Antiseptic,0.14 fl. Oz. (0.5 g) application	10
☐	Burn treatment, 1/32 oz. (0.9 g) application	6
☐	First Aid Guide	1
☐	Medical Exam Gloves	2 pairs
☐	Sterile pads, 3 in. x 3 in.	1
☐	Triangular bandage, 40 in. x 40 in. 56 in	1

- Obtain or build an OSHA compliant **Chemical Spill Kit.**

Chemical Spill Kit Components by Category/Type of Spill

TYPE OF SPILL	ITEM CATEGORY	SPECIFIC ITEMS IN CATEGORY		
Liquid/Aqueous Materials	Absorbent Material	Pillows	Pads	Bounty Paper towels
Corrosives	Neutralizing materials (Only if lab uses corrosives)	Citric Acid	Sodium Bicarbonate	Specialty neutralizing agents (i.e Calcium Carbonate for HF)
Solid Spills	Dustpan and Broom (Solid Spills)	None		
All	Personal Protective Equipment	Gloves	Laboratory Coats	Splash Goggles

Legend

OSHA Required Item

RLSS Recommended item/ Additional items

NOTE: Components of a chemical spill kit should be consolidated within a portable kit. If components must be kept separated, their location must be detailed in written instructions outside the kit container to comply with OSHA regulation **29 CFR 1910.120**. Chemical and biological spill kits may be combined as they contain all required materials.

2. Ensure every member of the laboratory has taken the **General Laboratory Chemical Safety Training (GLCST).** (**TIP:** You can verify the training status (current/due) using the “approval management” tab on the User Dashboard).

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***Fire Extinguisher/Awareness Training* is found at UACCESS.ARIZONA.EDU**

3. Complete the **Fire Extinguisher Training [UA-1237 or UA-1236]** to comply with OSHA regulation 29 CFR 1910.157; There are two options to fulfill this requirement, both available through UAccess learning.

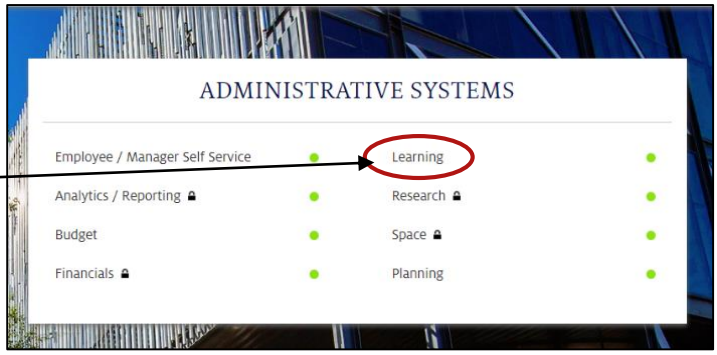
Option A

- **One person** on the worker list (preferably the Approval Safety Coordinator or senior researcher) needs to attend the **in person Fire Extinguisher Training (UA-1237),** they must then share the information with your workers and document in the *Laboratory Specific Training*.

Option B

- **All lab workers** must complete the **Fire Safety Awareness Online Training (UA-1236).**
- All lab members must provide a certificate of completion to the AH/ASC so that they are readily available for inspection

The GLCST is found under ONLINE TRAINING tab at RLSS.ARIZONA.EDU



4. Complete the ***Laboratory Specific Training (LST)*** with all workers.
   - Download the template from RLSS website. (http://bit.ly/2Ob9J6x)
   - Save a hard copy of the training signature sheet (accessible at all times) for future inspection.

NOTE: Laboratory Specific Training should be completed with all workers prior to entering the laboratory for the first time.

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Complete within 4-6 months

1. **Write and submit the Laboratory Chemical Hygiene Plan (LCHP) to comply with OSHA regulation 29 CFR 1910.1450.**

   a. **RLSS must review and approve your LCHP.** Send the draft via email to rlss-chem@email.arizona.edu
      - *Subject: LCHP Draft-Approval Holder Name, Year, Laboratory Chemical Hygiene Plan.*
      - RLSS will send feedback and or inquire further about your chemical inventory and processes; work collaboratively until you and RLSS have no further changes.

   b. **RLSS will publish your LCHP, with your authorization.**

2. **Ensure the laboratory has all appropriate labeling.**

   a. Ensure all laboratory entrances are posted with **workplace hazard communication signage, available from RLSS.**
   b. **Labels** can be provided by RLSS or can be found in the RLSS website for convenient printing purposes. Download the labels from RLSS website. (http://bit.ly/31bBilC)

      - Verify flammable storage locations are labeled with a GHS flammable pictogram and the phrase “FLAMMABLE- KEEP FIRE AWAY”. Label can be provided by RLSS or can be found in the RLSS website.
      - Verify storage areas and/or working areas with particularly hazardous chemicals (i.e. Formaldehyde) have a “Designated Area” Label with the appropriate information boxes (i.e. carcinogen, developmental toxin, highly toxic chemical).
      - Verify “Emergency Information” label is filled, legible and posted on the laboratory’s exit door.
      - Verify “No Food and Drink” labels are posted on refrigerators (regardless of temperature), microwaves, and/or any food used for research purposes.
      - Ensure all permanent containers and temporary/secondary containers have appropriate GHS compliant labels. Read the “Chemical label generation from RLSS user dashboard”.

NOTE: Hazard warning signs can only be provided by RLSS. These signs are based on your chemical inventory. If you have not uploaded your inventory, please go back to the first page of this document.

Timeline: 1 Month Prior to Audit

1. **Perform an internal audit**
   - Use the audit check guide available in the RLSS website for compliance, lab requirements and best practices. Download the template from RLSS website (http://bit.ly/38O9Nkr)
2. **Verify general lab hygiene (organization, physical hazards, trip/slip/fall hazards, clear access to eye washes, safety showers, fire extinguishers, stains, clear routes of egress, exit/entrance doors).**
   - Ensure compatible chemicals are properly segregated and stored in upright position. Use the following general guide for proper segregation.

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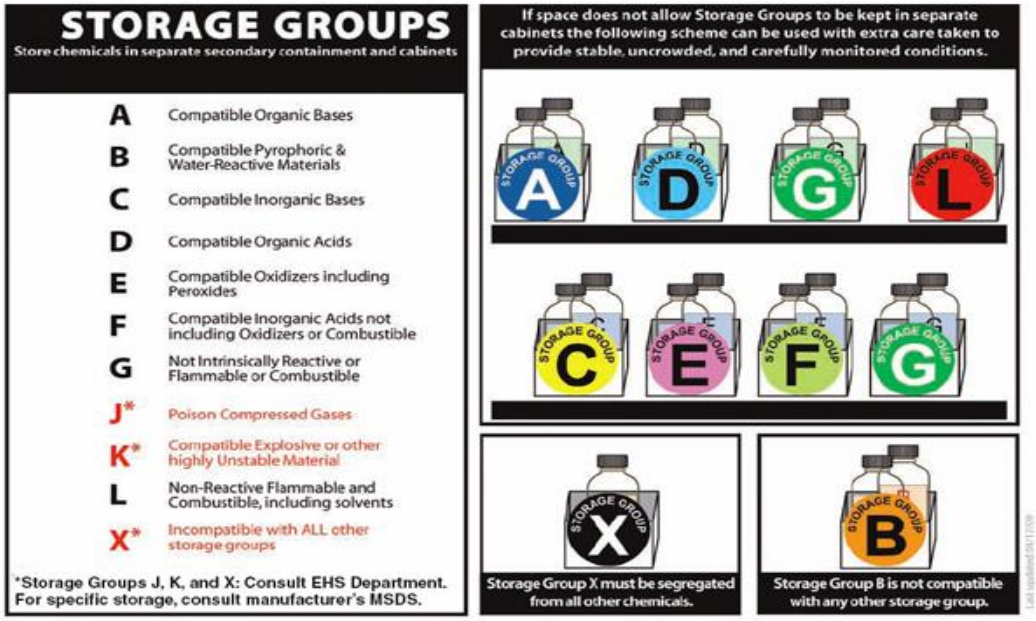
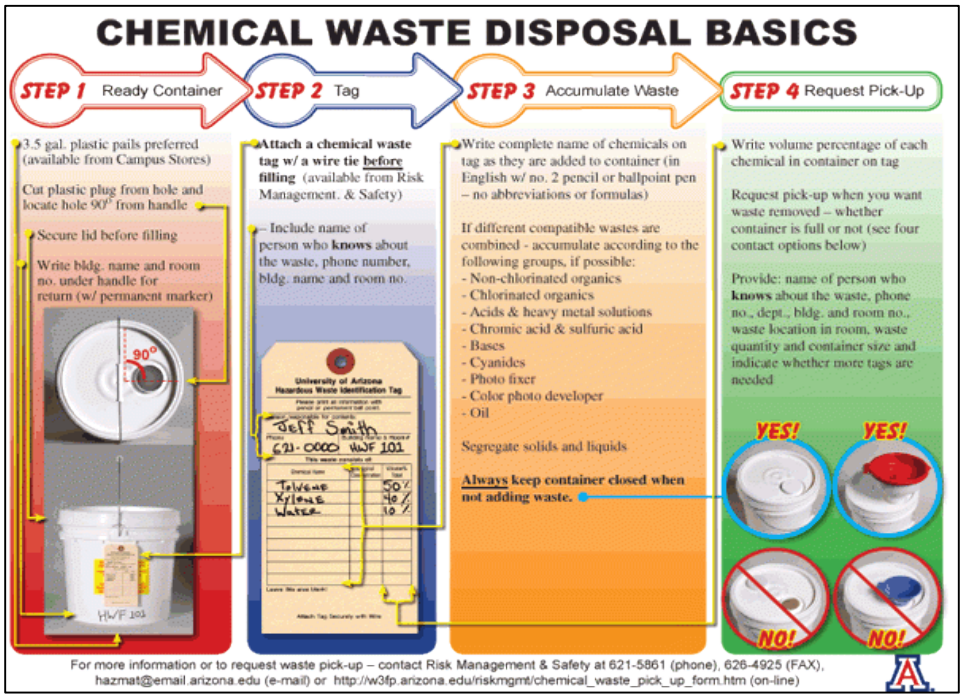


- Verify all paperwork mandated by outside agencies for chemical materials is up to date (i.e. DEA, ATF, ITAR, EAR etc.) (**TIP**: If you need help with the paperwork contact RLSS. Access RLSS DEA forms for record keeping and inventory in the following website http://bit.ly/2Ob9J6x.

- Label containers for **hazardous waste** with the proper labeling and fill out a waste pick up form. Access Risk Management Services waste pick-up form. (http://bit.ly/3aRxyKq)



IF YOU HAVE ANY QUESTIONS CONTACT RLSS AT 520-626-6850 OR RLSS-CHEM-SUPPORT@EMAIL.ARIZONA.EDU