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EAST TENNESSEE STATE  
UNIVERSITY

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## **University Chemical Hygiene Plan**

**Policy Name:** University Chemical Hygiene Plan

## Policy Purpose

This policy specifies the practices and procedures utilized to reduce the risk of injury from chemical hazards associated with East Tennessee State University (ETSU or University) laboratories, and is designed maintain compliance with federal, state, and local regulations required for the use, storage, and disposition of hazardous chemicals

## Applicability

This policy applies to ETSU faculty, staff, and students and anyone working with hazardous chemicals in any ETSU laboratory.

## Responsible Official, Office, and Interpretation

The Director of Environmental Health and Safety is responsible for the review and revision of this policy. For questions about this policy, please contact the [Office of Environmental Health and Safety](#). The Associate Vice President for Facilities Management, in consultation with the Office of University Counsel, has the final authority to interpret this policy

## Defined Terms

*A defined term has a specific meaning within the context of this policy.*

### Chemical Hygiene Officer (CHO)

A qualified individual designated by ETSU to implement the Chemical Hygiene Plan (CHP).

### Hazardous Chemical

Any chemical substance that poses a physical or health hazard, as defined by the Occupational Safety and Health Administration (OSHA).

### Laboratory

A facility or room where hazardous chemicals are used for teaching, research, or clinical purposes.

## **Policy Name:** University Chemical Hygiene Plan

### Laboratory Worker

Any employee, student, or individual engaged in laboratory activities who may be exposed to hazardous chemicals.

### Safety Data Sheet (SDS):

Manufacturer-provided documentation that describes hazards, handling, and emergency procedures for a chemical.

## **Policy Name:** University Chemical Hygiene Plan

### **Policy**

East Tennessee State University (ETSU) is committed to providing a safe and healthy environment for faculty, staff, students, and visitors. The Office of Environmental Health and Safety (EH&S) establishes this University Chemical Hygiene Plan (U-CHP) to govern the safe use, handling, storage, and disposal of hazardous chemicals in University laboratories. In accordance with the Occupational Safety and Health Administration (OSHA) [Laboratory Standard \(29 CFR § 1910.1450\)](#), as adopted by the Tennessee Occupational Safety and Health Administration (TOSHA),

Additionally, the U-CHP serves as a guide for the various University Departments as they develop their specific Departmental Chemical Hygiene Plans (D-CHPs).

#### **1. University Chemical Hygiene Plan General Requirements**

- 1.1. All ETSU instructional, clinical, and research laboratories using hazardous chemicals shall operate in compliance with this University Chemical Hygiene Plan (U-CHP).
- 1.2. Each laboratory must implement their own standard operating procedures (SOPs) consistent with this policy.
- 1.3. Hazardous chemicals must be inventoried, labeled, and stored in compliance with OSHA, TOSHA, EPA, and Tennessee Department of Environment & Conservation (TDEC) rules.
- 1.4. Laboratory personnel must receive appropriate training before working with hazardous chemicals.
- 1.5. Emergency procedures, medical surveillance, and incident reporting requirements must be followed as prescribed in this policy.

#### **2. Roles and Responsibilities**

The responsibility for ensuring a safe laboratory workplace is shared between all faculty, staff and students. Environmental Health & Safety (EH&S) professionals serve as a resource to assist in the development and implementation of work practices and control measures expressly tailored to the various laboratories present at the University

##### **2.1. The Office of Environmental Health and Safety (EH&S)**

- 2.1.1. Develops, updates, and maintains the written University Chemical Hygiene Plan (U-CHP).

## **Policy Name:** University Chemical Hygiene Plan

- 2.1.2. Monitors departmental compliance with this U-CHP by annually reviewing each applicable Departmental Chemical Hygiene Plan (D-CHP).
- 2.1.3. Provide guidance and technical assistance to departments in the implementation and maintenance of their D-CHPs.
- 2.1.4. Assist departments in fulfilling their training requirements.
- 2.1.5. Provide guidance and assistance with hazardous waste handling, storage and disposal.

### **2.2. University Departments with Laboratories**

- 2.2.1. Appoint a Chemical Hygiene Officer (OSHA Coordinator) to facilitate implementation of the U-CHP.
- 2.2.2. Ensure all necessary personal protective equipment has been provided to laboratories.
- 2.2.3. Ensure necessary and required training is provided to potentially exposed employees.
- 2.2.4. Monitor and enforce compliance with Universal Precautions.

### **2.3. Departmental Chemical Hygiene Officers (CHOs)**

- 2.3.1. Perform surveys to insure laboratories follow this program.
- 2.3.2. Ensure new employees are oriented to this standard when initially hired.
- 2.3.3. Maintain all departmental records required by the program.
- 2.3.4. Review the Departmental Chemical Hygiene Plan (D-CHP) annually and revise as needed. Review must be documented in writing. Documentation may be as simple as writing and signing a statement on the cover page stating that the annual review has been performed.
- 2.3.5. Ensure appropriate personal protective equipment is worn by all laboratory personnel and visitors.
- 2.3.6. Ensure all hazardous waste containers are appropriately labeled

### **2.4. Employees, Students and Other Potentially Exposed Individuals**

- 2.4.1. Understand and comply with the provisions of the D-CHP and the protection afforded by the OSHA standard.
- 2.4.2. Notify your departmental OSHA Coordinator or other University official of any potential exposure concerns.
- 2.4.3. Be aware of engineering controls and the proper use of those controls.

## **Policy Name:** University Chemical Hygiene Plan

- 2.4.4. Follow established controls to eliminate or minimize potential exposure.
- 2.4.5. Use appropriate personal protective equipment to eliminate or minimize potential exposure.
- 2.4.6. Be aware of the proper use, limitations and location of available personal protective equipment.
- 2.4.7. Be aware of and observe established housekeeping procedures, e.g. use of mechanical devices to clean up broken glass in lieu of using bare hands. Maintain work area in a clean and sanitary manner.
- 2.4.8. Complete all required training.
- 2.4.9. Make certain that all containers have appropriate warning labels.

**Policy Name:** University Chemical Hygiene Plan

## Procedures

[700.11 Chemical Hygiene Plan Procedures, Storage, and Controls](#)

## Applicable Forms, Websites and Related Policies

[Office of Environmental Health and Safety.](#)

[Laboratory Safety Inspection Policy](#)

[Laboratory Chemical Fume Hoods](#)

[Laboratory Closeout Policy](#)

[Mercury Management](#)

## Authority and Revisions

**Authority:** TCA § 49-8-203, et seq; OSHA 29 CFR § 1910.1450 – Occupational Exposure to Hazardous Chemicals in Laboratories (Laboratory Standard); Tennessee Occupational Safety and Health Act (T.C.A. § 50-3-101 et seq.); Tennessee Code Annotated Title 68 – Health, Safety, and Environmental Protection EPA Resource Conservation and Recovery Act (RCRA) Hazardous Waste Regulations

**Previous Policy:** N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

**Policy Effective Date:** 11/10/25 • **Policy Revised:** N/A  
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