

Preface

The College of Science and Engineering (COSE) has established a chemical hygiene and safety program that includes hazardous materials management and training requirements. This program is in the form of a written COSE Chemical Hygiene and Safety Plan for laboratory operations. Hereinafter referred to as the **COSE CHSP**. This CHP serves as a blueprint for operating teaching and research laboratories safely and in compliance with applicable regulations. This CHP applies to all of its operations covered under OSHA's Laboratory Standard including, but not limited to the following:

- ✧ Chemistry & Biochemistry “wet” labs
- ✧ Biology “wet labs”
- ✧ Earth & Climate Sciences Department (Hydrogeology Lab)
- ✧ School of Engineering (Environmental Lab)

A. Labs Not Covered under the Lab Standard or this CHP

This document does not apply to computer labs and other “labs” that do not handle hazardous materials or that do not fall on the Lab Standard's definition of “laboratory” (see Chapter 1.3). If you are not sure whether your operation falls under this standard, please contact the COSE Health and Safety Office by email lvadura@sfsu.edu or at extension x8-6892.

B. Lab-Specific Health & Safety Plan

This CHSP describes the laboratory safety and health policies established by the College of Science & Engineering (COSE) for all its departments.

However, since each laboratory is unique in purpose and function, the CHSP lacks laboratory-specific details that only the Principal Investigator (PI) or Lab Supervisor¹ (Supervisor) can provide.

Therefore, the PI or Supervisor responsible for laboratory-specific processes must supply additional details on laboratory operations.

To this end, the PI or Lab Supervisor of each laboratory unit under the Lab Standard must develop a **Lab-specific Health and Safety Plan** (Lab HASP) as a supplement to the CHSP.

A guide to developing the Lab HASP and the associated template can be found in **Appendix G**.

Notes

¹ Lab Supervisor is a faculty or staff person in charge of the work or lab space. This includes stockroom managers.

C. COSE Chemical Hygiene & Safety Plan Binder

This blue *COSE CHSP* binder may be kept in the main laboratory or faculty/staff office and must contain the following documents:

- ☒ Lab-specific HASP written and signed
- ☒ Lab-specific standard operating procedures
- ☒ Personal protective equipment requirements
- ☒ Chemical inventory
- ☒ Lab worker training records

D. Useful Websites

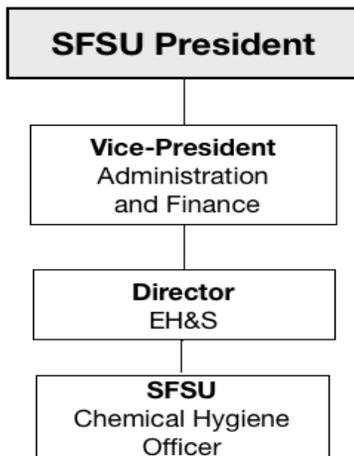
- ☒ COSE Safety www.sfsu.edu/~safety
- ☒ SFSU EH&S ehs.sfsu.edu
- ☒ OSHA Laboratory Safety Standard and other applicable standards
<https://www.osha.gov/SLTC/laboratories/standards.html>

E. Emergency Contacts

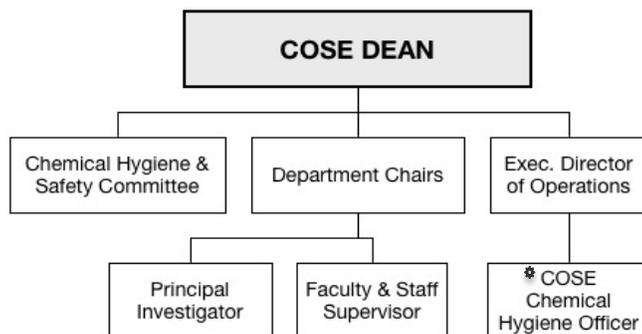
University Police (24 Hours)	911 or 415.338.2222
Campus Environmental, Health & Safety	415.338.2565
COSE Health & Safety Office	415.338.6892

F. Organization Chart

University Administration



College of Science & Engineering



*COSE Health & Safety Specialist