

## Storage and Control of Chemicals

### Procedures

- An inventory should be maintained for all chemicals. This chemical inventory should include name of substance, quantity, date purchased, expiration date (if any), locations stored, and any other pertinent information; such as use and disposal procedures.
- Container content information, including precautionary information, should be provided directly on all original and subsequent containers of hazardous chemicals, except those being used in ongoing experiments. Storage cabinets, storage space or other accessible locations should also be appropriately marked.
- Safety Data Sheets (SDS's) should be obtained from manufacturers and/or suppliers of laboratory chemicals, cleaning chemicals and other hazardous materials to assist with the recognition, evaluation and control of hazardous or potentially hazardous materials. These safety data sheets should be kept on file in an accessible location for review by those that use the material or may be affected by the use of the material.

**Important:** All control information and procedures indicated in the safety data sheets should be reviewed and implemented to help ensure that personnel exposed to hazardous materials are adequately protected from identified hazards.

- All chemicals that are no longer needed, or over one year old, should be disposed of properly.
- Laboratory chemicals should be stored by their hazardous classification in cabinets designed for chemical storage. Chemicals should be classified by the following hazardous properties: unstable, flammable / combustible, corrosive, explosive, reactive, oxidizer, toxic, and radioactive. Refer to the chemistry laboratory guide for more information on this subject.
- Storage cabinets should meet NFPA/OSHA specifications for the appropriate hazardous classification. Acids should be stored in a separate acid cabinet, and flammable and combustible chemicals should be stored in a flame proof cabinet.
- The chemical storage area should be secured when not in use; and access to it should be limited.

**Important:** Any deficiencies in the current procedures for the storage, use and/or disposal of hazardous materials should be corrected immediately to reduce the potential for future injuries or illnesses.

## Containers

All containers of hazardous material should be labeled with a DOT placard noting its Health, Flammability, and Reactivity ratings, as well as the appropriate fire-fighting method. In addition, all hazardous chemicals shipped after June 1, 2015 must be labeled with specified elements including pictograms, signal words, and hazard and precautionary statements. However, manufacturers, importers, and distributors may start using the new labeling system before the June 1, 2015 effective date if they wish.

## Inspections

A self-inspection program should be developed to aid in identifying and correcting hazardous chemical storage deficiencies as they might arise. The program should be done on a regular basis and incorporate the use of a written form to guide the inspection. Also, a written follow-up system should be developed to establish a timeframe for correcting hazardous conditions brought forth by the self-inspection program. The follow-up system will ensure that any hazardous conditions are corrected in a timely manner.

## Safety

Fire extinguishers should be located in all chemical, flammable and combustible material storage areas. The extinguisher should be the appropriate type for the material being stored, easily identified, and routinely inspected and tagged. Eye protection, gloves, and protective aprons should be provided. The area should be equipped with an emergency eyewash station and shower.

## Training

Routine training should be conducted with all individuals who handle, store and inspect chemicals and flammable / combustible materials. The training should be documented and placed in employee files.

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