

Standard Operating Procedure (SOP)

Chemical Storage and Labeling Procedures

This SOP details **chemical storage and labeling procedures**, including proper identification and labeling of chemicals, secure and organized storage methods, compliance with regulatory standards, handling instructions, spill prevention and response protocols, employee training requirements, and regular inspection and maintenance of storage areas to ensure safety and minimize risks in the workplace.

1. Purpose

To outline standardized procedures for the safe storage and accurate labeling of chemicals, thereby reducing hazards and achieving regulatory compliance.

2. Scope

This SOP applies to all personnel involved in the handling, storage, and labeling of chemicals in the facility.

3. Responsibilities

- **Employees:** Follow storage and labeling procedures as outlined; report hazards and incidents immediately.
- **Supervisors:** Ensure implementation and enforcement of SOP; facilitate training.
- **SHE/Environmental Health & Safety (EHS):** Audit procedures and conduct periodic inspections.

4. Chemical Identification and Labeling

- Label all containers (including secondary/transferred containers) with:
 - Chemical name (as per Safety Data Sheet/SDS)
 - Hazard pictograms and warnings (in compliance with GHS/OSHA standards)
 - Date received/opened
 - Responsible person (if applicable)
- Do not use containers without valid, legible labels.
- Update labels if any chemical is transferred or diluted.

5. Chemical Storage Procedures

- Segregate chemicals by hazard class (e.g., acids, bases, oxidizers, flammables, toxics).
- Store chemicals in compatible and approved containers.
- Ensure all storage areas are:
 - Well-ventilated and dry
 - Secured and accessible only to authorized personnel
 - Free from direct sunlight, extreme temperatures, and ignition sources
- Maintain clear aisles and unobstructed access to exits and safety equipment.
- Do not store chemicals above eye level or on the floor.

6. Compliance and Regulatory Standards

- Comply with local, state, and federal regulations (e.g., OSHA, EPA, GHS).
- Maintain up-to-date Safety Data Sheets (SDS) for all chemicals in use and storage.
- Ensure appropriate signage (hazard warnings, emergency contacts) is posted.

7. Spill Prevention and Response

- Have spill kits and personal protective equipment (PPE) accessible near storage areas.
- Train employees in spill prevention and response protocols.
- Report all spills and follow the facility's emergency response procedure.

8. Inspection, Maintenance, and Housekeeping

- Conduct regular (at least quarterly) inspections of chemical storage areas.
- Check for deteriorated, leaking, or expired containers and dispose according to regulations.
- Keep storage areas clean, organized, and free of contamination or obstructions.

9. Employee Training

- Train all staff on chemical labeling, storage requirements, hazards, and emergency procedures before assignment.
- Provide annual refresher training or whenever new chemicals or procedures are introduced.
- Document all training and maintain accessible records.

10. Revision and Review

- Review this SOP annually or upon significant procedural changes.
- Record all revisions and update distributing copies as necessary.