

# Standard Operating Procedure (SOP) for Hazardous Material Handling and Storage

## 1. Purpose

This SOP establishes guidelines for **hazardous material handling and storage**, covering proper identification, labeling, and segregation of hazardous substances, safe storage practices to prevent leaks and contamination, use of personal protective equipment (PPE), procedures for handling spills and exposures, employee training requirements, and compliance with regulatory standards. The goal is to minimize risks to personnel, property, and the environment by ensuring safe management of hazardous materials throughout their lifecycle.

## 2. Scope

This SOP applies to all employees, contractors, and visitors involved in the handling, storage, and disposal of hazardous materials at [Facility/Location Name].

## 3. Responsibilities

- **Supervisors:** Ensure adherence to this SOP, provide necessary training.
- **Employees:** Follow procedures, use designated PPE, report hazards/spills.
- **Environmental Health and Safety (EHS):** Monitor compliance, update procedures as needed.

## 4. Definitions

Term	Definition
Hazardous Material	Any substance posing risk to health, safety, or environment, as defined by regulatory agencies.
PPE	Personal Protective Equipment such as gloves, goggles, lab coats, aprons, respirators, etc.
SDS	Safety Data Sheet containing information about hazards and safe handling procedures.

## 5. Procedures

- 1. Identification and Labeling**
  - Ensure all hazardous materials are clearly labeled with contents, hazards, and expiration (if applicable).
  - Maintain up-to-date Safety Data Sheets (SDS) for all hazardous substances.
- 2. Segregation and Storage**
  - Store incompatible materials separately as specified in SDS and regulatory guidelines.
  - Keep containers tightly closed and in designated storage areas (e.g., flammable cabinets, acid lockers).
  - Use secondary containment to prevent leaks and contamination.
  - Ensure storage areas are well-ventilated and temperature-controlled as needed.
- 3. Handling Procedures**
  - Always review SDS before handling a new or unfamiliar material.
  - Wear appropriate PPE based on hazard assessment.
  - Use mechanical aids for transporting large/heavy containers.
  - Never eat, drink, or smoke in areas where hazardous materials are handled or stored.
- 4. Spill and Exposure Response**
  - Follow the facility's spill response protocol for containment and cleanup.
  - Use emergency showers/eyewash stations if exposed.
  - Report all spills and exposures immediately to a supervisor and EHS.
- 5. Waste Disposal**
  - Segregate hazardous waste according to type and label accordingly.
  - Use approved containers and follow all disposal procedures per local, state, and federal regulations.
- 6. Training**
  - All personnel must complete hazardous materials training before working with or near hazardous substances.
  - Refresher training must be conducted annually or when procedures/regulations change.

## 6. Documentation

- Maintain inventory of hazardous materials.
- Retain records of training, inspections, and incident reports.
- Ensure SDS are accessible to all personnel.

## 7. Regulatory Compliance

- Comply with OSHA, EPA, DOT, and any applicable local regulations and standards.

**Review/Revision:** This SOP shall be reviewed annually or as regulatory requirements change.

**Issued by:** [Department/Name]

**Date:** [Insert Date]