

# Chemical Storage Guidelines

## General Storage Guidelines

- Store chemicals only in cool, dry, well-ventilated areas, NOT in direct sunlight or near a heat source.
- Avoid storing chemicals on the floor. If unavoidable, then store in a secondary containment bin.
- Store liquids separate from solid materials and try to keep liquids below eye level.
- Provide secondary containment for large amounts of hazardous liquids.
- Separate chemicals by their hazard categories and separate incompatible chemicals. Use the CHEMICAL SEGREGATION FLOW CHART and safety data sheets (SDS) to determine proper group.
- Record received and opened date on the label of all time-sensitive chemicals.
- DO NOT remove original labels from containers. Replace labels only if they are not legible. Provide appropriate GHS information.
- Return chemicals to designated storage location when not in use.
- Carefully reseal opened containers before returning to storage. Replace broken, cracked or deteriorated caps.
- Labeling secondary containment bins with the storage group name is recommended.
- Clearly separate chemical storage from hazardous waste storage.

## Instructions & Options for Determining the Chemical Storage Groups

1. Use the online SDS system and go on to Step 2, or look up the SDS for each chemical to be stored and use the TEMPLATE-Chemical Compatibility Table to make a table of chemicals and their hazard properties, then skip to Step 9.
2. Log into the online SDS system with your Administrator credentials.
3. Click on the "Reports" tab, then select Compliance Reports.
4. Select "Compliance Statuses – GHS."
5. Click on the "Report Type" box and select "Compliance Statuses."
6. Click on the "Report Format" box and select "Web Based HTML" (or "PDF" if preferred).
7. Click on "Create Report."
8. Click on the "GHS Pictogram" column header to organize your chemicals by hazard pictogram(s).
9. Use the **CHEMICAL SEGREGATION FLOW CHART** and Sections 7.2 - Conditions for Safe Storage and Section 10 - Stability and Reactivity of the chemical's SDS to determine special storage requirements and compatibility.
10. Separate all chemical storage groups. Storage in separate cabinets or locations always meets this requirement and is preferred where space allows. Separating storage groups using secondary containment bins also meets this requirement, unless specifically prohibited in this guide.

## Tips while using the Flow Chart

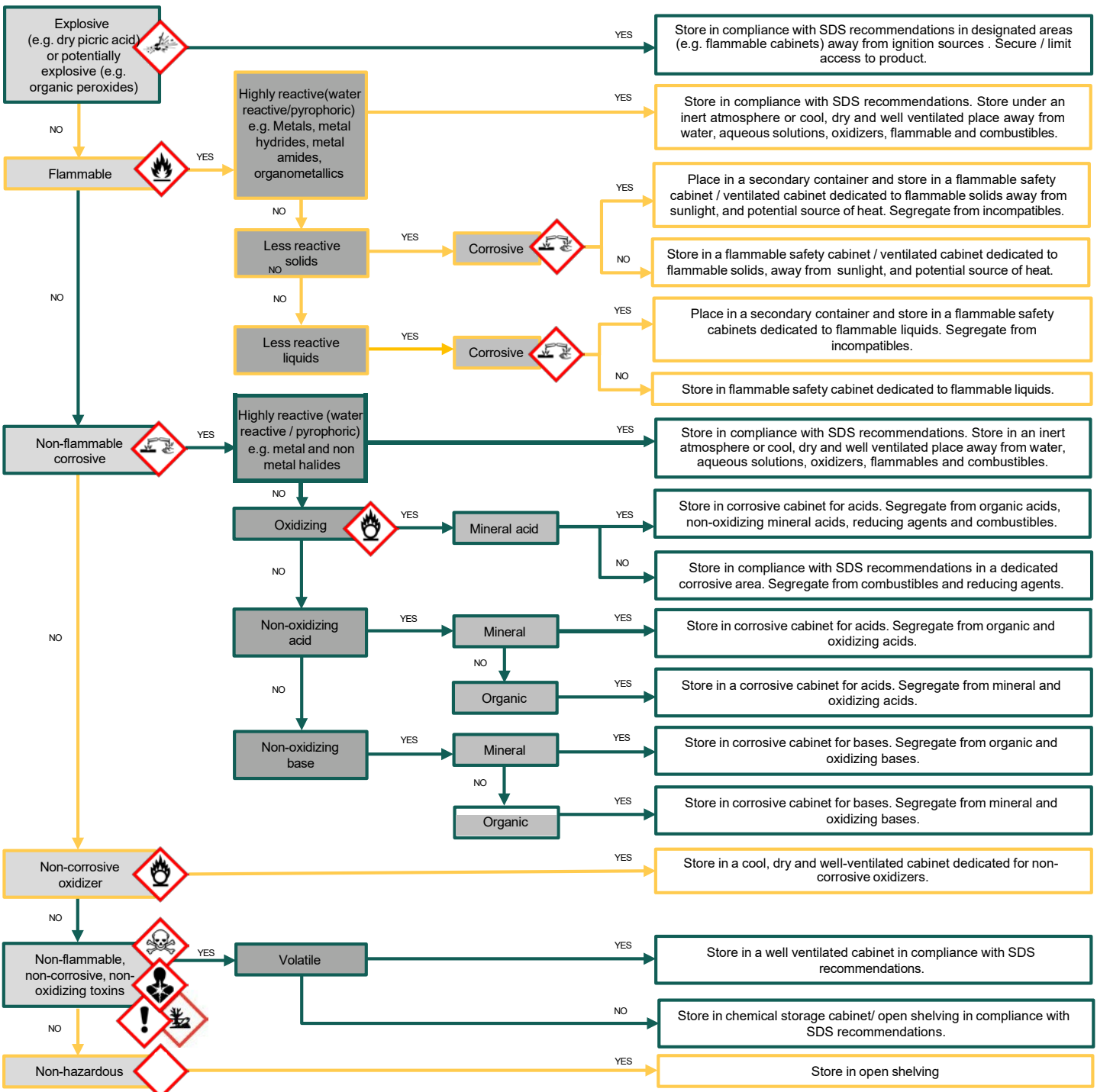
- If the product doesn't have a GHS label/symbol, read Section 2 – Hazards Identification of the SDS.
- pH of liquids can be found in Section 9 – Physical and Chemical Properties.

# Chemical Segregation Flowchart

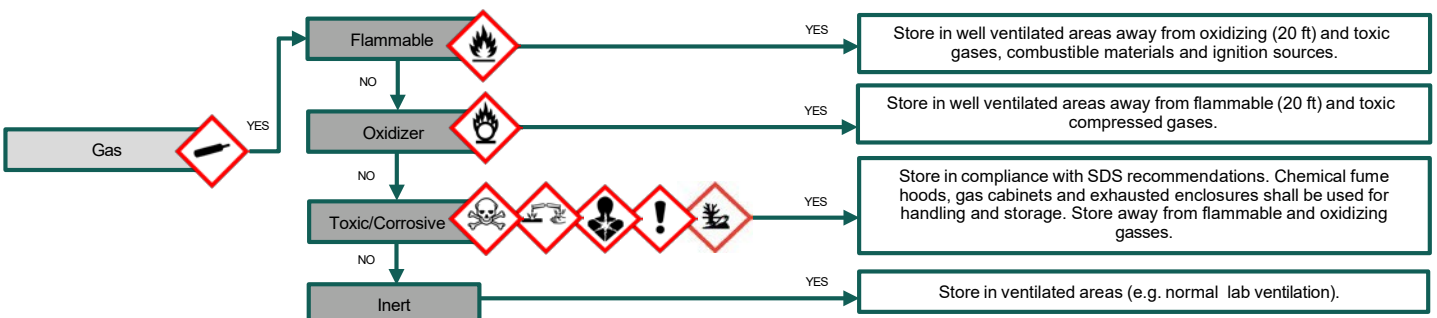
## Note:

This chemical segregation flow chart provides general guidelines for chemical storage. The users must always refer to the safety data sheets (SDS) for necessary information on Globally Harmonized Symbols (GHS) and warning (Section 2), chemical storage (section 7) and incompatibilities (Section 10) for a proper chemical segregation. Refer to page 2 for details of GHS pictograms.










## Solids and liquids



## Gasses



## Globally Harmonized System (GHS) Pictograms

<p style="text-align: center;"><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p style="text-align: center;"><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p style="text-align: center;"><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives (severe)</li> <li>• Organic Peroxides (severe)</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>