

NEW MEXICO HIGHLANDS UNIVERSITY

Chemical Handling and Storage Operating Guidelines



Facilities

2017



New Mexico Highlands University

Emergency Contact Information

Emergency Response

Emergency (Fire, Law Enforcement, EMS)

911

When reporting an emergency, provide the following:

- Your Name and Phone Number
- Exact location of the incident (example- Ivan Hilton Rm. 237)
- Details of the emergency (what happened, equipment involved, chemicals involved, etc.)
- # of people involved
- Stay on the phone with the 911 Dispatcher until first responders arrive

Internal (NMHU) Resources

NMHU Police/Security Dispatch	454-3278
NMHU University Safety Officer (EHS Director)	Office: 426-2059 Cell: 429-1266
Sylvia Baca, Facilities Director	505-426-2048
Dennis Rivera, Maintenance Supervisor	505-946-8992
Frank Branch, Custodial Supervisor	505-429-9588
Greg Martinez, Project Manager	505-454-3160
Facilities Department	505-454-3260

External Resources

New Mexico State Police	505-425-6771
NM State Police Hazardous Materials Bureau	505-476-9620
Las Vegas City Police	505-425-7504
Las Vegas Fire Department	505-425-6321
Las Vegas/San Miguel County Emergency Management	505-425-6190
Alta Vista Regional Hospital	505-426-3500
New Mexico Poison Control	1-800-222-1222
CHEMTREC (Emergency Chemical Response Information)	1-800-424-9300



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1.0 PURPOSE/SCOPE

The purpose of *Facilities Chemical Handling and Storage Procedures* is to provide guidance to New Mexico Highlands University (NMHU) personnel on how to perform safe procedures at the facilities compound. The procedures should be understood and followed by all staff, students, employees and/or visitors participating in facilities activities. The ability to identify and respond to hazardous materials (chemicals) in work areas is crucial for the safety of the NMHU community.

The Facilities Director and the Environmental Health and Safety Department are responsible for distributing and enforcing these procedures within Facilities Compound. This document outlines procedures for identifying, labeling, storing, handling, working with, and disposing of hazardous materials and/or chemicals.

2.0 HAZARDOUS MATERIALS DEFINITION

A **hazardous material** is any item or agent (biological, chemical, radiological, and/or physical), that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

3.0 CHEMICAL FAMILIES AND HAZARD CLASSES

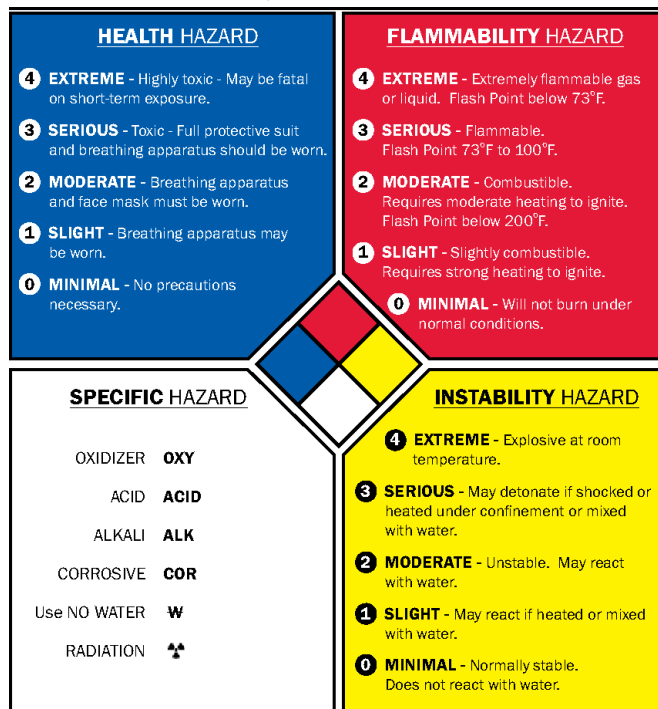
The Director of Facilities, managers/supervisors, and staff should always be aware of the chemical properties and hazardous substances that they may encounter at the swimming pool. One way to identify the risk associated with a chemical is knowing the family it belongs to. Common chemical families include:

- Flammable/Combustibles
- Corrosive Acids and Bases
- Compressed Gases
- Cryogenics
- Irritants

Each class is associated with unique hazards and risks that users should be aware and informed. It is important to note that any given chemical can belong to multiple families, and thus all chemical properties must be considered when handling and storing.

The National Fire Protection Association (NFPA) maintains a hazard rating system that is intended to warn first responders of associated hazardous materials located in a facility. The system, NFPA 704, is a diamond shaped warning system, that is intended to give the first responder, or other user, a glance on how dangerous a substance is, and what precautions should be taken. An appropriate warning label (NFPA 704, DOT Placard and/or OSHA Hazard Communication) should appear on all hazardous materials storage containers, outside doors to individual studios, and the outside of the facility at two entrances.

Figure 1: NFPA 704 Hazard Communication System



3.1 Flammable and Combustible Materials

Fire hazards are easily ignited chemicals along a broad spectrum of substances. Combustible liquids have a flash point at or above 100° F (37.8°C), while flammable liquids have a flash point at or below 100°F.

Flammable solids are defined by the ability to cause fire through friction, absorption of moisture, and/or spontaneous chemical change. They can be ignited readily, or when ignited can burn so vigorously and persistently as to create a serious hazard.

Flammable gases are substances which exist under normal atmospheric conditions and are capable of being ignited or burning when mixed with air, oxygen, or other oxidizing agents.

3.2 Corrosive Materials

The corrosive materials class is predominately comprised of acids and bases. These substances can destroy human tissue and metals. Acids and bases are incompatible with one another and may react with other hazard classes. These materials should never be stored above eye level. Spill pillow or neutralizing agents should be available when using large amounts of high concentrations of corrosives. Tight fitting gloves, goggles, and closed-toe shoes should be used while handling corrosives.



3.3 Compressed Gases and Cryogenic Liquids

Compressed gases and cryogenic liquids share similar properties that can create hazardous conditions. If handled incorrectly, these materials can create pressure hazards and flammable atmospheres. Many compressed gases and cryogenic liquids also pose health hazards, and containers should be routinely examined by a staff member for leaks and threats. A unique property of this class is a rapid volume expansion when released to air, which can deplete the workspace oxygen content to hazardous levels.

3.4 Irritants

An irritant is a substance that induces temporary or reversible effects (i.e., swelling, inflammation, itching, etc.) at the site of contact with eyes, skin and respiratory tissue. Care should be taken to avoid direct contact with eyes, mouth, skin, or inhalation of fumes of all studio chemicals.

4.0 REDUCING RISK AND EXPOSURE

4.1 Administrative Controls

Administrative controls for minimizing risk of exposure to hazardous chemicals include:

- Substitution of less hazardous chemicals where allowable
- Establish a designated area for procedures involving hazardous materials
- Procedures for safe disposal of contaminated waste
- Decontamination procedures

4.2 Personal Protection Equipment

Personal protective equipment (PPE) may be necessary to ensure an adequate margin of safety in case of incidental/accidental chemical release or contact. The following PPE should be worn by ALL users participating in ANY activity involving chemicals:

- Safety goggles
- Long pants
- Closed-toe shoes



5.0 CHEMICAL INVENTORY, LABELING, AND STORAGE

5.1 Inventory

The chemical inventory of any area where chemicals are stored should be kept up to date. Waste materials shall be disposed of in the appropriate manner relative to OSHA, NFPA and/or industry standards.

5.2 Labeling

All storage containers should contain an informative label indicating the contents. Manufacturer containers should contain the original labeling including contents, physical and health hazard information, and emergency contact information. These original manufacturer's labels must not be removed or defaced. Damaged labels should be replaced by legible and complete labels.

Chemicals that are not in the manufacturer's original containers (i.e. working solutions) should be labeled with the contents and concentration of the substance. If a health or physical hazard is present, an additional label indicating the hazard must be placed on the container to alert others of the risk.

Chemical waste should be labeled with the type of waste, safety hazards, and precautions associated with the reagents used in the studio. Care must be taken so not to mix incompatible wastes, which could result in toxic, explosive, or otherwise dangerous reactions.

5.3 Storage Requirements

The basis of chemical storage is to minimize the amount of health and safety risks. In order to safely store a diverse array of hazardous substances, many precautions must be taken. All faculty/staff are responsible for the chemical storage areas and must be familiar with the different chemical families and dangerous incompatibilities possible. NFPA 45 code mandates that flammable and combustible liquids are to be separated from other chemical families by an approved non-combustible partition or separated at a distance of 20 feet. It is standard practice to separate other chemical families in the same manner. Some substances belong to multiple chemical families or may be incompatible with other substances within its own chemical family. In these cases, all storage rules and manufacturer instructions must be observed. Following this section is a compatibility chart detailing the degree of incompatibility between chemical families, as well as detailed instructions for the storage of recognized hazard classes.



Figure 2: Chemical Family Separation Table

	flammable gases	non-toxic non flammable gases	toxic gases	oxidizing gases	flammable & combustible liquids	flammable solids	spontaneous combustion	dangerous when wet	oxidizing agent	organic peroxide	toxic substances	corrosive materials
flammable gases	OKAY TO STORE TOGETHER	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	ISOLATE	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET
non-toxic non flammable gases	OKAY TO STORE TOGETHER	OKAY TO STORE TOGETHER	OKAY TO STORE TOGETHER	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	ISOLATE	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET
toxic gases	SEPARATE BY AT LEAST 10 FEET	OKAY TO STORE TOGETHER	MAYBE COMPATIBLE CHECK SDS & NOTES	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	ISOLATE	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET
oxidizing gas	SEPARATE BY AT LEAST 10 FEET	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 10 FEET	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	ISOLATE	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET
flammable & combustible liquids	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	ISOLATE	MAYBE COMPATIBLE CHECK SDS & NOTES	SEPARATE BY AT LEAST 10 FEET
flammable solids	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	ISOLATE	SEPARATE BY AT LEAST 10 FEET	MAYBE COMPATIBLE CHECK SDS & NOTES
spontaneous combustion	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	ISOLATE	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET
dangerous when wet	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 20 FEET	ISOLATE	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET
oxidizing agent	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	MAYBE COMPATIBLE CHECK SDS & NOTES	ISOLATE	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET
organic peroxide	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	OKAY TO STORE TOGETHER	ISOLATE	SEPARATE BY AT LEAST 10 FEET
toxic substances	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	ISOLATE	OKAY TO STORE TOGETHER	SEPARATE BY AT LEAST 20 FEET
corrosive material	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	MAYBE COMPATIBLE CHECK SDS & NOTES	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 10 FEET	SEPARATE BY AT LEAST 20 FEET	MAYBE COMPATIBLE CHECK SDS & NOTES



5.3.1 Storage & Handling of Flammable and Combustible Materials

Areas in which flammable and combustible materials are stored need to comply to NFPA 45 safety standards in order to reduce fire hazards. Volumes of flammable or combustible liquids in any studio should not exceed 60 gallons. Glass containers can only contain 1 gallon of flammable substance, and all other containers may contain up to 2 gallons. The following list of precautions must be followed by any person storing or handling flammable and combustible materials:

- Keep away from ignition sources such as open flames, hot surfaces, direct sunlight, and sparking hazards.
- Segregate from other chemical families, ESPECIALLY oxidizers and toxic substances.
- Segregate flammable gases from oxidizing gases using an approved non-combustible partition OR a distance of 20 feet.
- Store flammable/combustible liquids in NFPA 30 approved containers and cabinets.
- Label flammable storage cabinets with the appropriate hazards and list of chemicals.
- If static electricity is able to accumulate, igniting flammable vapors, ground and bond containers of flammable liquids.
- Keep a hazard-appropriate fire extinguisher in an obvious and accessible location and train relevant faculty/staff in its proper use.
- If a material requires cold storage, use a studio-safe flammable material refrigerator or freezer. Modifying a non-studio safe refrigerator could provide a source of ignition via sparks or static electricity.
- Segregate oxidizers from reducing agents.
- Segregate oxidizers from organic peroxides – avoid contaminating oxidizers, as some (perchloric acid) can become explosive with trace amounts of organic materials.
- Do not store oxidizing agents on wooden shelves or in cardboard boxes.

5.3.2 Storage & Handling of Corrosive Materials

Corrosive materials consist of acids and bases. These materials are highly reactive and can destroy human tissue or corrode metals. Acids and bases are incompatible with one another, and may react negatively with many other hazard classes (see compatibility chart). The list of precautions below must be followed by anyone responsible for handling or storing corrosive materials:

- Segregate acids from bases.
- Segregate inorganic oxidizing acids from organic acids, flammables, and combustibles.
- Segregate acids from water reactive metals.
- Tight fitting goggles, gloves, and close-toed shoes must be worn when handling corrosives.
- Inorganic hydroxides must be stored in polyethylene containers.
- Corrosives should be stored as low on a shelving unit as possible and never above eye-level.
- Corrosives should be stored in compatible secondary containers in case of leaks or spills.
- Do not store corrosive materials on metal shelves.



- Do not handle corrosive materials if powder deposits, discoloration, or crystallization around the cap of the container are observed. The material could be potentially explosive. Contact EHS Department immediately.
- Have spill control pillows or neutralizing agents available in storage and working spaces in case of a spill.

5.3.3 Storage & Handling of Compressed Gases and Cryogenes

Compressed Gases and Cryogenes possess similar hazard characteristics. Both can result in high-pressure situations, explosive situations, oxygen enrichment, and asphyxiation. A pressurized cylinder that is knocked over or dropped will rapidly release energy, possibly being propelled like a rocket. Contact with cryogenic liquids can cause living tissue to freeze and shatter. The following precautions must be followed by anyone responsible for storing or handling compressed gases or cryogenes:

Gas Cylinder Storage & Handling Precautions

- Segregate incompatible gases according to compatibility chart.
- Limit the quantity of cylinders to what might be used in a reasonable time frame.
- Store cylinders upright and secured so they will not fall.
- Keep cylinders away from heat sources.
- Leave the valve protection cap on the cylinder when not in use.
- If a leak is suspected, apply a soap solution to the cylinder and locate the leak based on where bubbles form; **DO NOT** attempt to locate the leak by sense of smell or hearing.

Cryogenes

- Store and handle in well ventilated areas.
- Do not use cryogenes in small, enclosed spaces. The conversion to the gaseous phase may cause an oxygen deficiency.
- Only approved storage containers with pressure relief mechanisms may be used. Insufficient containers could explode.
- Secure containers so they will not fall or obstruct path of egress .
- Liquid Nitrogen and Helium can liquefy oxygen out of the air, producing a high fire or explosion hazard.
- Use approved PPE when handling cryogenes: insulated holders, eye protection, goggles, face shields, and aprons depending on the substance.



5.3.4 *Storage & Handling of Irritants*

Irritants are substances that cause reversible effects such as swelling, itching, redness, and pain. Some of these effects can be damaging if left untreated. People responsible for handling and storing irritating chemicals should follow the Procedures listed below.

- Handle with gloves and eye protection to avoid contact with skin and eyes.
- Respiratory irritants should be handled while wearing a mask to avoid inhalation of irritating fumes and vapors.
- Seek medical attention advised by the manufacturer on the SDS if contact with a harmful chemical occurs.

6 HAZARD INFORMATION AND TRAINING

Facility employees must be trained on activity-specific hazards of chemicals in the work area. Training should assure that all personnel understand the risk involved in activities, and how to handle an accident – including emergency procedures. All employees should be trained at the time of assignment to the facilities where hazards are present, and whenever a new assignment presents a new hazard exposure. Training should be standardized and coordinated by the relevant Director and the EHS Officer. Training materials should include the following:

- Proper handling and storage of hazardous chemicals according to Safety Data Sheets
- Exposure signs and symptoms
- Fire prevention AND Fire response procedures
- Emergency response and evacuation routes
- Interpretations of SDS's
- First aid
- Personal hygiene
- Protective clothing and PPE
- Chemical waste disposal
- Contents of Chemical Handling & Storage procedures
- Basic equipment operation safety
- Vertical lift safety procedures
- Machine guarding

Training should be documented and kept on record by the University Safety Officer.



6.1 *In Case of Emergency*

This section shall provide a detailed procedure for responding to emergency situations. Before participating in an activity, personnel should be aware of hazardous situations that may arise, who to contact, if a hazard can be cleaned up safely, and whether or not the building needs to be evacuated. Emergency phone numbers should be posted and highly visible within each lab. The procedures for each hazard class are as follows.

PHONE NUMBERS:

Emergency:	911
NMHU Environmental Health & Safety:	505-426-2059
NMHU Police:	505-454-3278
Las Vegas Fire Department:	505-425-6321

6.2 *In Case of Fire*

If a fire begins in the Facilities Compound, identify the cause. If the fire is small and the available fire extinguisher is rated for this type of fire, a trained employee may attempt to fight the fire after instructing users to evacuate the area. If the fire is too large, quickly growing, or there is not an appropriate fire extinguisher available, all personnel must evacuate the facility immediately and alert others through verbal notification. Staff should alert NMHU Police/Safety and Las Vegas Fire Department immediately, and inform first responders of any additional hazards present in the swimming pool space where the fire started.

6.3 *In Case of Chemical Spills*

Many harmless chemical spills can be cleaned up by the responsible party in the studio. If a small amount of hazardous material is spilled, and can be cleaned up reasonably **AND** safely by personnel, manufacturer or SDS instructions should be followed, and the spill should be reported to the responsible faculty member. If spill pillows are used, they must be disposed of properly according to the hazard class of the spilled chemicals.

If a large amount of hazardous or toxic material is spilled, follow the proper procedures according to the SDS, as well as:

- Notify others working in the area, and evacuate if necessary.
- Contact the NMHU Safety Officer to alert them of the spill and hazard class (irritant, corrosive, flammable, etc.,)
- If a fire or irritant exposure is imminent, pull the fire alarm to alert and evacuate others.
 - Dial 911 and alert dispatcher and emergency response personnel of the nature of the hazards involved.
 - Be prepared to meet with EMS to provide information about the accident.
 - Seek medical help for anyone injured or exposed to irritants or corrosives during the spill.



7.0 WASTE DISPOSAL

Chemical waste still poses a threat to health and safety. Waste should not be allowed to accumulate in excess in any area. Waste materials should be removed from the premises on a regular basis. It is crucial that incompatible families of waste are separated from each other in storage. The procedures for disposal of waste of different chemical families are as follows:

7.1 Disposal of Solvents and Organic Compounds

- Do not pour down drain **EVER**.
- Take care that waste is only put into containers with compatible materials.
- Empty containers should be left overnight in a fume hood to evaporate remaining residue
- Deface the label of empty containers (a large, conspicuous "X", for example).
- Discard **uncapped** containers in the appropriate waste container.

7.2 Disposal of Acids and Bases

- Do not pour down drain – **UNLESS** facility is equipped with an active acid-base neutralization system.
- Take care that waste is only put into containers with compatible materials.
- Triple rinse empty containers, pouring rinsate down the drain.
- Deface the label of empty containers.
- Discard **uncapped** container in the appropriate waste container.

7.3 Disposal of Hazardous Waste

- Put waste in closed containers.
- Cap empty containers and label as "**WASTE**".
- **DO NOT RINSE BOTTLES.**
- **DO NOT DISPOSE OF BOTTLES AS GLASS WASTE OR TRASH.**
- Contact an approved chemical waste disposal service to remove the waste.

7.4 Labeling of Waste

- **WASTE CONTAINERS MUST BE LABELED BEFORE WASTE GOES INTO THEM**
- Excess materials in their original container need not be relabeled – **UNLESS** the manufacturer's label does not contain the chemical's name
- Waste collection containers must be labeled with the following:
 - The word "**WASTE**" in a conspicuous location
 - The type of waste being accumulated in the container – *generic terms with no indication of the hazard class are not acceptable!*
 - Approximate amount or percentage of each constituent
 - The date the first waste was added to the container
- Before the material is picked up, the following must be on the label:
 - Name and telephone number of an individual who certifies the waste container contents
 - The chemical names (not abbreviations) of the contents of the container



8.0 AMENDMENTS/MODIFICATION

The *Facilities Chemical Handling and Storage Procedures* is intended to be a working document. Modifications and/or amendments should be suggested in writing to the Environmental Health and Safety Director. The Environmental Health and Safety Director will meet with the appropriate individuals to discuss changes/modifications. If modifications/changes are warranted, the changes will be reflected either as an Amendment or within the procedures manual. Distribution and dissemination of changes will be the responsibility of the Environmental Health and Safety Director.

9.0 ADOPTION

The procedures contained herein have been adopted and accepted by New Mexico Highlands Executive Team, the University Safety Officer (Environmental Health and Safety Director) and appropriate faculty and staff.

Prepared by:

Brian G. Henington, M.B.A., M.A.,
Environmental Health and Safety Director
University Safety Officer

Acceptance Date: _____