

Author:	D. Leonard, T. Helms, C. Lee	Revision #:	2
Approved by:	Ronnie Keeter	Date Issued:	February 2022

SAFE OPERATING PROCEDURES

Hazardous Materials

SOP 10-10

Below are the responsibilities of supervisors and employees when dealing with hazardous materials.

Supervisors

Ensure that labels on hazardous materials are legible when the material is received and that they are maintained in a legible condition. Containers should be stored with warning labels visible.

1. Insure all employees have access to the 3E website and or by phone to obtain SDS information:
 - www.3eonline.com/eeeonlineportal/DesktopDefault.aspx
 - 3E phone number (1-800-451-8346)
2. Make sure the contact information for 3E is posted in visible locations for all employees to readily access.
3. Provide initial and refresher training on the Hazard Communication Standard and the DOT's Hazard Communication Program annually.
4. Maintain records of employees' training in LMS.
5. Insure employees are provided with and instructed on the use of proper personal protective equipment that may be necessary for working with or around hazardous materials.
6. Provide proper devices and containers for transferring, transporting, and storage of hazardous materials.

Employees

1. Acquire the necessary training before working with any hazardous materials.
2. Review chemical labels/SDS for procedures to follow, personal or environmental hazards and safety information.
3. Acquire and wear necessary personal protective equipment before working with any hazardous material.
4. Use acceptable containers for transferring, transporting, and storage of hazardous materials.

Related SOP's /SPP's

Personal Protective Equipment.....	SOP 10-16 / SPP 1910.132
M&T Unit Chemical Testing.....	SOP 11A-16
Hazard Communication.....	SPP 1910.1200
Flammable and Combustible Liquids.....	SPP 1910.106
Explosives.....	SPP 1910.109