

## DOCUMENT MANAGEMENT SYSTEM

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Doc# NSCS-M-P-7091-56  
 Title: Handling Oils or Chemicals Shipped in Bags and Drums  
 Issue Dt: 02/09/2009  
 Revision Dt: 07/23/2018 Review Interval: 12  
 Cat: Quality Doc Type: SOP  
 Auth:  
 Desc: Handling Oils or Chemicals Shipped in Bags and Drums  
 Loc: Midwest - Utilities-Midwest - Plant Maintenance-Midwest-Gary Works

**STEPS****PROCEDURES**

## Process Overview

The UT Helper handles numerous chemicals that are shipped in drums or bags. The normal handling methods include forklift, pallet lifter or handcars. Part of the requirements of the EPA Spill Prevention and Control Plan are that employees follow specific procedures in the handling of oils and chemicals. This procedure should be used when a specific procedure does not apply or exist for the chemical being handled.

## Spills

**Emergency:** Notify Plant Protection at [REDACTED] Do what you can to control the spill. Follow the Environmental Department policies and procedures on spills, spill reporting and related activities.

**Non Emergency:** Notify the Manager and clean up the spill ASAP. Follow the Environmental Department policies and procedures on spills, spill reporting and related activities.

If you do not know the proper policy or procedure, ask the Manager before you proceed.

## Safety

Perform all inspections as outlined in this SOP.

Wear your PPE.

Minimum requirements are hard hat, long sleeve shirt, metatarsal shoes, hearing protection and safety glasses. If chemical is an acid or caustic, wear an acid suit, rubber boots, rubber gloves and mono goggles. Some areas require a face shield in addition to mono goggles.

The reason for wearing the chemical protective clothing is in case of a bag or drum leak.

Do you know how to use the piece of equipment being used to unload or handle the drums or bags of chemicals and oils? If no, stop and notify the Manager.

Review the SDS sheets.

## MSDS Sheets

SDS sheets are available on the Plant Kiosk. If you cannot find an SDS notify the Manager. Be familiar with the chemicals you are moving and storing.

Note some chemicals have trade names in addition to generic names.

## Expert Help Needed

If there is some particular problem that makes the movement or rigging of drums or bagged chemicals difficult:

- Notify the Manager
- The Transportation Dept. may have tools, equipment or manpower that would enable the work to be done safely.

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**STEPS****PROCEDURES**
**Oil and Chemical  
Storage Locations**

All chemicals and oils have designated storage locations. Temporary locations should not be used. Also, new locations can not be created unless the Environmental Department is notified and the new location is approved by them prior to its use. Failure to do so is a violation of the plant spill prevention and control plan.

For a current list of approved storage locations, contact the Environmental Department.

**Fork Lift or  
Toll Inspection**

Prior to using a fork lift, pallet lifter or hand cart of any kind, an equipment inspection should be performed. The equipment inspection includes both testing the equipment and verifying that everything works. Use the proper forklift daily inspection form. Hand carts and pallet lifters are frequently abused. Check them for proper range of movement before loading them with oils or chemicals.

**Area Inspection**

Inspect the following before unloading a truck or moving chemicals or oils.

- Hazards in the work areas.
- Hazards along the path the chemicals or oils will be moved along.
- Chemical or oil ignition sources.
- Potential for spills.
- Potential for spilled chemicals to enter sewers or water ways.
- Damage to the drums, or bagged chemicals and oils.
- Leaks in the drums and bags prior to moving them.
- Damaged pallets
- Inspect pallets for evidence of leaks.
- Poor sight lines.
- Incompatible chemicals shipped together.
- Incompatible chemicals stored together.
- Other workers in the area.

**Moving Drums or Bags**

When moving drummed or bagged chemicals:

- Do you know how to use the piece of equipment being used to unload or handle the drums or bags of chemicals and oils? If not, stop and notify the Shift Manager.
- Review the SDS before moving the chemicals.
- Perform and equipment or tool inspection.
- Wear all proper safety equipment.
- Check paperwork, is the chemical or oils for Utilities Department. If uncertain, do not move the chemicals or oils. Notify the Manager.
- If unloading from a truck or to a truck, verify truck is level, parking brake is on and wheels are chocked.
- Move the chemicals to a designated storage location.
- Check truck or storage location after movement to verify everything was moved.
- Check truck or storage location after movements for evidence that chemicals leaked out and needed cleaned up. This includes the delivery truck, storage locations and

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path of travel. [REDACTED]

- Turn all paperwork into the Manager.

## Storage of Drums or Bags

Drums or bags of oils and chemicals must be properly stored. All oils and chemicals must be stored in Environmental Department approved storage locations. All storage locations must be listed in the EPA Spill prevention and control plan. Prior to placing oils or chemicals in storage:

1. Verify it is an approved location. Just because something is currently stored in that location, does not mean it is an approved location.
2. Inspect the storage location for leaks, spills, damaged pallets and other hazards.
3. Inspect for incompatible chemicals shipped together.
4. Inspect for incompatible chemicals being stored together.
5. Inspect for ignition sources.
6. Inspect for changing conditions that may harm the chemicals or storage containers.  
IE: Freezing or a roof leak.
7. Clean up the area, if needed.
8. Store the drums or bags.
9. When all the work is completed, inspect the chemicals or oils for problems post movement. Sometimes a bag or drum falls over or starts to leak several minutes after movement.
10. Notify the Shift Manager of any problems found or corrected and that the product is stored.

## Corrective Actions

Notify the Manager of all problems.