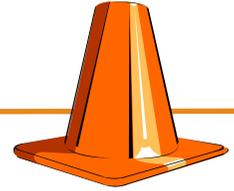


# Safety Tips

Missouri Department of Transportation

February 2010



## Chemical Labeling and Storage

Proper chemical storage and labeling is required to minimize the hazards associated with explosions, leaks, spills and accidental mixing of incompatible chemicals.

### Storage Guidelines

- Read MSDS and container labels for safe storage information
- Store all hazardous chemicals in tightly closed containers
- Do not sort and store chemicals alphabetically unless they have first been separated into hazard classes
- Avoid stockpiling chemicals and purchase only what is needed
- Store acids and bases away from each other
- Check storage containers regularly for leaks
- Clean up spills or leak immediately, according to label or MSDS instructions
- Conduct periodic cleanouts to prevent accumulation of unnecessary chemicals and dispose of outdated chemicals
- Keep flammables away from sources of ignition such as: heat, sparks, or open flames
- Keep in well ventilated areas

### Labeling Guidelines

The employees shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with the following information:

- Identity of the chemical
- The manufacturer
- Physical and Health hazards
- Handling instructions
- Personal Protective Equipment (PPE)
- First Aid information

### Material Safety Data Sheet (MSDS)

MSDS is a form that contains detailed information regarding a chemical.

Incoming MSDSs should be given to your District Safety and Health Manager (DSHM) to be stored on the new MSDS Online Program. If at anytime you are having difficulty using the MSDS Online program, contact your District MSDS Online Site Administrator (located in your District's Risk Management Division) for assistance. The old MSDS database, found on the Risk Management web page, can still be used to locate MSDSs. However, this database is no longer being updated with new MSDSs.

It is very important to keep the MSDS on all chemicals that are currently being used. There have been some instances where chemicals have been found in unlabeled containers and without MSDS. This makes it very difficult to determine what type of chemical it is and how to handle it. This causes further problems when it comes time to dispose of these unknown chemicals. Since we do not know what is in an unlabeled container, it will cost more money to have the container tested to determine what is inside.

Remember when dealing with chemicals, storage and handling procedures should be in accordance with federal and state regulations and the manufacturer's recommendations. Remember to always wear the proper protective equipment and take the necessary precautions to prevent injury.

For further information, please refer to the Hazard Communication Policy located in the Risk Management Manual on the Risk Management web page.