

IPS ITC

Industrial Performance Services

Industrial Tubular Catalyst Services

FLAMMABLE LIQUIDS PROCEDURE

V:2023.1

Flammable Liquids Procedure

January 2023

A. Purpose

Proper Storage and use of flammable liquids can significantly reduce the possibility of accidental fires and injury to employees. To minimize risk to life and property, the requirements of NFPA 30 & 321 and OSHA Standard 1910.106 have been implemented. SDS for flammable liquids are kept in the HSEQT Managers office and at each storage location.

B. Responsibilities

Management

- Provide proper storage for flammable liquids
 - Ensure proper training is provided to employees who work with flammable liquids
 - Ensure containers are properly labeled
- Supervisors
- Provide adequate training in the use and storage of flammable liquids
 - Monitor for proper use and storage
 - Keep only the minimum amount required on hand
 - Ensure SDS are current for all flammable liquids

Employees

- Follow all storage and use requirements
- Report deficiencies in storage and use to supervisors
- Immediately report spills to supervisors

Hazard Control

Administrative Controls

- Designated storage areas
- Limiting amount of flammable liquids in use and storage
- Employee Training
- Limited & controlled access to bulk storage areas
- Posted Danger, Warning and Hazard Signs

Engineering Controls

- Properly designed flammable storage areas
- Ventilated Storage areas

- Grounding Straps on Drums and dispensing points

C. Definitions

Flammable Liquid - a liquid with a flashpoint below 100°F

Class IA - flashpoint below 73°F and boiling point below 100°F

Class IB - flashpoint below 73°F and boiling point above 100°F

Class IC - flash at or above 73°F and below 100°F

Combustible Liquids - a liquid having a flash point at or above 100° F.

Class II Combustibles - Flashpoint above 100°F and below 140°F

Class III Combustibles - Flashpoint at or above 140°F

Subclass IIIA - flashpoint at or above 140°F and below 200°F

Subclass IIIB - flashpoint at or above 200°F

Substitution - Relatively safe materials sometimes may substitute flammable liquids to reduce the risk of fires. Any substituted material should be stable and nontoxic and should either be nonflammable or have a high flashpoint.

D. Storage and Usage of Flammable Liquids

Flammable and combustible liquids always require careful handling. The proper storage of flammable liquids within a work area is very important to protect personnel from fire and other safety and health hazards.

- Storage of Flammable liquids shall be in NFPA approved flammable storage lockers or in low value structures at least 50 feet from any other structure. Do not store other combustible materials near flammable storage areas or lockers
- Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing
- Portable containers of gasoline or diesel are not to exceed 5 gallons
- When not in use flammable liquids shall be kept in covered containers.
- Safety cans used for dispensing flammable or combustible liquids shall be kept at a point of use.
- Appropriate fire extinguishers are to be mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.
- Storage rooms for flammable and combustible liquids must have explosion-proof light fixtures
- Bulk storage of gasoline or diesel are kept in above ground tanks. Tank areas are diked to contain accidental spills. Tanks shall be labeled IAW NFPA guidelines. All tank areas shall be designated no smoking - no hot work - no open flame areas.

- No flames - hot work or smoking is be permitted in flammable or combustible liquid storage areas.

The maximum amount of flammable liquids that may be stored in a building are

- 20 gallons of Class IA liquids in containers
- 100 gallons of Class IB, IC, II, or III liquids in containers table tank.
- Flammable liquid transfer areas are to be separated from other operations by distance or by construction having proper fire resistance.
- Class I liquids may be used only where there are no open flames or other sources of ignition within the possible path of vapor travel.
- Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or portable tanks within a building only through a closed piping system, from safety cans, by means of a device drawing through the top, or from a container or portable tanks by gravity through an approved self-closing valve. Transferring by means of air pressure on the container or portable tanks shall be prohibited.
- Maintenance and operating practices shall be in accordance with established procedures which will tend to control leakage and prevent the accidental escape of flammable or combustible liquids. Spills shall be cleaned up promptly.
- Combustible waste material and residues in a building or unit operating area shall be kept to a minimum, stored in covered metal receptacles, and disposed of daily.
- Rooms in which flammable or combustible liquids are stored or handled by pumps shall have exit facilities arranged to prevent occupants from being trapped in the event of fire.
- Inside areas in which Class I liquids are stored or handled shall be heated only by means not constituting a source of ignition, such as steam, hot water or forces central systems located away from the area.

Cabinets

Not more than 120-gallons of Class I, Class II, and Class IIIA liquids may be stored in a storage cabinet. Of this total, not more than 60-gallons may be Class I and II liquids. Not more than three such cabinets (120-gallons each) may be in a single fire area except in an industrial area.

Containers

The capacity of flammable and combustible liquid containers will be in accordance with the below table.

Maximum allowable capacity of containers and portable tanks

Flammable Liquids	Combustible Liquids				
	1A	1B	1C	II	III
Container					
Glass or approved plastic ¹	1 pt ²	1 qt ²	1 gal	1 gal	1 gal
Metal (Other than DOT drums)	1 gal	5 gal	5 gal	5 gal	5 gal
Safety Cans	2 gal	5 gal	5 gal	5 gal	5 gal
Metal drums (DOT specifications)	60 gal	60 gal	60 gal	60 gal	60 gal
Approved portable tanks	660 gal	660 gal	660 gal	660 gal	660 gal

(1) Nearest metric size is also acceptable for the glass and plastic
(2) One gallon or nearest metric equivalent size may be used if metal and labeled with their contents.

Buildings

Where approved storage cabinets or rooms are not provided, inside storage will comply with the following basic conditions:

The storage of any flammable or combustible liquid shall not physically obstruct a means of egress from the building or area.

Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured or applied. Remove only that portion of liquid in the storage container required to accomplish a particular job.

If a flammable and combustible liquid storage building is used, it will be a one-story building devoted principally to the handling and storing of flammable or combustible liquids. The building will have 2-hour fire-rated exterior walls having no opening within 10 feet of such storage.

Flammable paints, oils, and varnishes in 1- or 5-gallon containers, used for building maintenance purposes, may be stored temporarily in closed containers outside approved storage cabinets or room if kept at the job site for less than 10 calendar days.

E. Ventilation

Every inside storage room will be provided with a continuous mechanical exhaust ventilation system. To prevent the accumulation of vapors, the location of both the makeup and exhaust air openings will be arranged to provide, as far as practical, air movement directly to the exterior of the building and if ducts are used, they will not be used for any other purpose.

Designated Flammable Storage Areas are:

1. Storage Connex – D. Street
2. Bay 1 of Shop – D Street
3. Shop Area – 1238 Center Street
4. None – 1234 Center Street

F. Chemical Segregation & Incompatibilities Guidelines

Class of Chemical	Examples	Recommended Storage Method	Incompatible Materials	Possible Reaction If Mixed
Corrosive Acids	Mineral Acids Chromic Acid Hydrogen Chloride Hydrochloric Acid Nitric Acid Perchloric Acid Phosphoric Acid Sulfuric Acid	Separate cabinet or storage area away from potential water sources, i.e. under sink	Flammable Liquids Flammable Solids Bases Oxidizers Poisons	Heat Gas Generation Violent Reaction
Corrosive Bases/ Caustics	Ammonium Hydroxide Sodium Hydroxide Sodium Bicarbonate	Separate cabinet or storage area away from potential water sources, i.e., under sink	Flammable Liquids Flammable Solids Acids Oxidizers Poisons	Heat Gas Generation Violent Reaction
Explosives	Ammonium Nitrate Nitro Urea Picric Acid Trinitroaniline Trinitrobenzene Trinitrobenzoic Acid Trinitrotoluene Urea Nitrate	Secure location away from other chemicals	Flammable Liquids Oxidizers Poisons Acids Bases	Explosion Hazard
Flammable Liquids	Acetone Benzene Diethyl Ether Methanol Ethanol Toluene Glacial Acetic Acid	Grounded flammable storage cabinet or flammable storage refrigerator	Acids Bases Oxidizers Poisons	Fire Hazard Heat Violent Reaction

Flammable Solids	Phosphorus Magnesium	Separate dry cool area	Acids Bases Oxidizers Poisons	Fire Hazard Heat Violent Reaction
Oxidizers	Sodium Hypochlorite Benzoyl Peroxide Potassium Permanganate Potassium Chlorate Potassium Dichromate Peroxides Perchlorates Chlorates Nitrates	Spill tray that is separate from flammable and combustible materials	Reducing Agents Flammables Combustibles Corrosives	Fire Hazard Toxic Gas Generation
Poisons	Cyanides Cadmium Mercury Osmium Acrylamide DMSO	Vented, cool, dry area in unbreakable chemically resistant secondary containers	Flammable Liquids Acids Bases Oxidizers Corrosives	Generation of Toxic & Flammable Gas Violent Reaction
Water Reactive Chemicals	Sodium Metal Potassium Metal Lithium Metal Lithium Aluminum Hydride	Dry, cool location away from potential spray from fire sprinklers and other water sources, i.e. under sink	Aqueous Solutions Oxidizers	Heat Violent Reaction
Flammable Compressed Gases	Methane Acetylene Propane Hydrogen	Cool, dry area away from oxidizing gases while securely attached to wall or bench	Oxidizing & Toxic Compressed Gases Oxidizing Solids	Fire Hazard Explosion Hazard
Oxidizing Compressed Gases	Oxygen Chlorine Bromine	Cool, dry area away from flammable gases while securely attached to wall or bench	Flammable Gases	Fire Hazard Explosion Hazard
Poisonous Compressed Gases	Carbon Monoxide Hydrogen Sulfide	Cool, dry area away from flammable gases or liquids while securely attached to wall or bench	Flammable Gases Oxidizing Gases	Release of Toxic Gas Violent Reaction

Partial Incompatibility Listing

Compound/Class	Avoid Storage Near or Contact With:
Acids	
Acetic Acid	Chromic acid, nitric acid, hydroxyl compounds, ethylene, glycogen, perchloric acid, peroxides, permanganate
Hydrofluoric Acid	Ammonia (aqueous or anhydrous)
Nitric Acid	Acetic acid, aniline, chromic acid, acetone, alcohol, or other flammable liquids, hydrocyanic acid, hydrogen sulfide, or other flammable gases, nitratable substances: copper, brass or any heavy metals (or will generate nitrogen dioxide/nitrous fumes) or organic products such as wood and paper
Sulfuric Acid	Light metals (lithium, sodium, potassium), chlorates, perchlorates, permanganates
Bases	
Ammonia	Mercury, chlorine, bromine, iodine, hydrofluoric acid, calcium hypochlorite
Calcium oxide	Water
Alkaline metals	Sodium, potassium, magnesium, calcium, aluminum, carbon dioxide, carbon tetrachloride or other chlorinated hydrocarbons, halogens, water
Bromine	Ammonia, acetylene, butadiene, methane, propane, butane (or other petroleum gases), hydrogen, sodium carbide, turpentine, benzene, finely divided metals
Carbon, activated	Calcium hypochlorite, oxidizing agents
Chlorine	Ammonia, acetylene, butadiene, methane, propane, butane, or other petroleum gases, hydrogen, sodium carbide, turpentine, benzene, finely divided metals
Copper	Acetylene, hydrogen peroxide, nitric acid
Fluorine	Isolate from everything Iodine Acetylene, ammonia (aqueous or anhydrous), hydrogen
Mercury	Acetylene, ammonia, fulminic acid (produced in nitric acid ethanol mixtures)
Oxygen	Oils, grease, hydrogen, other flammable gases, liquids, or solids
Phosphorous (white)	Air, oxygen, caustic alkalis as reducing agents (or will generate phosphine)
Potassium	Carbon tetrachloride, carbon dioxide, water
Silver	Acetylene, oxalic acid, tartaric acid, fulminic acid (produced in nitric acid-ethanol mixtures), and ammonium compounds

Organics	
Acetone	Concentrated nitric acid and sulfuric acid mixtures
Acetylene	Fluorine, chlorine, bromine, copper, silver, mercury
Aniline	Nitric acid, hydrogen peroxide
Flammable Liquids	Ammonium nitrate, chromic acid, hydrogen peroxide, nitric acid, sodium peroxide, halogens, Hydrocarbons Fluoride, chlorine, bromine, chromic acid, sodium peroxide (propane, butane, etc.)
Nitroparaffins	Inorganic bases, amines
Oxalic Acid	Silver, mercury
Oxidizers	
Chlorates	Ammonia salts, acids, metal powders, sulfur, finely divided organics, or combustible materials
Chromic Acid	Acetic acid, naphthalene, camphor, glycerol, turpentine, alcohol or Flammable liquids
Ammonium Nitrate	Acids, metal powders, flammable liquids, chlorates, nitrates, sulfur, finely divided organic or combustible materials
Chlorine Dioxide	Ammonia, methane, phosphine, hydrogen sulfide
Cumene Hydroperoxide	Organic or inorganic acids
Hydrogen Peroxide	Copper, chromium, iron, most other metals or salts, alcohols, acetone, or other flammable liquids, aniline, nitromethane, or other organic or combustible materials Hypochlorites Acids (will generate chlorine or hypochlorous acid
Nitrates	Sulfuric acid (will generate nitrogen dioxide)
Perchloric Acid	Acetic acid, bismuth and its alloys, alcohol, paper, wood, grease, oils
Peroxides (Organics)	Organic or inorganic acids; also avoid friction and store cold
Potassium Chlorate	Acids, especially sulfuric acid
Potassium Permanganate	Glycerol, ethylene glycol, benzaldehyde, sulfuric acid
Sodium Peroxide	Any oxidizable substance such as methanol, ethanol, glycerol, ethylene glycol, glacial acetic acid, acetic anhydride, benzaldehyde, furfural, methyl acetate, ethyl acetate, carbon disulfide
Alkaline metals	Sodium, potassium, magnesium, calcium, aluminum, carbon dioxide, carbon tetrachloride or other chlorinated hydrocarbons, halogens, water

Calcium oxide	Water
Cyanides	Acids (will generate hydrogen cyanide)
Phosphorous (white)	Air, oxygen, caustic alkalis as reducing agents (will generate phosphine)
Potassium	Carbon tetrachloride, carbon dioxide, water
Sodium	Carbon tetrachloride, carbon dioxide, water
Sodium Peroxide	Any oxidizable substance such as methanol, ethanol, glycerol, ethylene glycol, glacial acetic acid, acetic anhydride, benzaldehyde, furfural, methyl acetate, ethyl acetate, carbon disulfide
Sulfides	Acids (will generate hydrogen sulfide)
Reducing Agents	
Hydrazine	Hydrogen peroxide, nitric acid, other oxidants
Nitrites	Acids (will generate nitrous fumes) Sodium Nitrite Ammonium nitrate and other ammonium salts
Toxics/Poisons	
Arsenicals	Reducing agents (will generate arsine)
Azides	Acids (will generate hydrogenazide)
Cyanides	Acids (will generate hydrogen cyanide)
Hydrocyanic Acid	Nitric Acid, alkalis
Hydrogen Sulfide	Fuming nitric acid, oxidizing gases
Selenides	Reducing agents (will generate hydrogen selenide)
Sulfides	Acids (will generate hydrogen sulfide)
Tellurides	Reducing agents (will generate hydrogen telluride)

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Sample only.
To be filled in

Risk Assessment



Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p>	<p>Potential Safety & Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

Audit



Process: insert// Procedure: Insert //		Date:		Audited by:	
		Location of Audit:		Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments		Conformance Score 0,3,5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance	
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		3 – Continuous Improvement Opportunity	
				5 – Total Conformance	