



ECKERD COLLEGE

Safe Operating Procedure (12/03)

ORDERING, RECEIPT, AND DISTRIBUTION OF CHEMICALS

Only NAS Faculty and Staff may order chemicals. Students ordering chemicals must have the written permission of an instructor.

Review existing stocks prior to ordering to ensure that only needed quantities are on-hand. Do this by consulting with the stockroom supervisor in your area.

Prior to ordering, consider less toxic/hazardous substitutes or other means for minimizing the amount of waste generated as a result of using the chemical. Order chemicals in the smallest quantity and container size feasible to minimize associated hazards/risks.

Ensure that appropriate personal protective equipment, necessary engineering controls, adequate storage facilities, and spill supplies are available to facilitate safe use of the chemical. Update emergency, use, or handling procedures, as necessary.

When the chemicals arrive, the stockroom supervisor will open the package and distribute the item(s) to the appropriate people. All packing slips should be forwarded to the stockroom supervisor.

Read and observe all warnings on the package. If the outer packaging is not properly labeled, do not accept delivery of the chemical.

Review the Material Safety Data Sheet (MSDS) and observe stated precautions for safe handling and storage of the chemical. A hard copy of the MSDS should be forwarded to the stockroom supervisor in your area.

The stockroom supervisor will update the chemical inventory for the area, as needed. It is advisable to record a date of receipt on the chemical label, especially for those chemicals that have limited shelf lives or that can form peroxides upon prolonged storage.

Use secondary shock-resistant carrying containers or buckets, or original, intact shipping packages when hand-carrying chemicals from one location to another.

Always use a hand truck to transport gas cylinders. Secure the cylinder to the hand truck. Do not drag or roll cylinders. Leave the valve cover cap on the cylinder until it is secured at its intended point of use.