

<b>CH2M HILL Hanford Group, Inc.</b>	<b>Manual</b>	<b>HNF-IP-0842</b>
<b>RECEIVING, STORING, AND HANDLING</b>	<b>Volume</b>	<b>18, Waste Management</b>
<b>CHEMICALS</b>	<b>Section</b>	<b>2.8, REV 0c</b>
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## 1.0 PURPOSE AND SCOPE

This procedure establishes a chemical management system that applies to Tank Farm Contractor (TFC) facilities in the 200 East and 200 West Areas. Described are responsibilities and requirements for the acquisition, storage, use, transportation, and final disposition of chemicals in a safe manner compliant with [TFC-ESHQ-S IH-C-02](#).

This procedure applies to chemicals used for maintenance, operation, and construction activities within TFC operated facilities. It ensures compliance with applicable regulatory and statutory requirements, the protection of the workers, the general public, and the environment.

## 2.0 RESPONSIBILITIES

### 2.1 Managers/Line Managers

Maintain chemical management operations, including acquisitions, use, storage, transportation, and final disposition, in compliance with the requirements of [RPP-MP-611](#); [TFC-ESHQ-S IH-C-02](#); and this procedure.

### 2.2 Chemical Management Point of Contact

1. Ensures that all chemical management activities comply with [RPP-MP-611](#); [TFC-ESHQ-S IH-C-02](#); and this procedure.
2. Identifies chemical management issues and assists in recovery actions, as needed.
3. Serves as point of contact for audits and surveillances for chemical management activities.
4. Ensures subcontractors comply with the applicable requirements of their contract provisions.
5. Track and trend deficiencies and observations.

### 2.3 All Employees

1. Ensure hazardous chemicals are stored, segregated, and rotated in accordance with the recommendations of the manufacturer, or as indicated by the accepted industrial practices. Contact Industrial Hygiene or **Chemical Management point of contact** for specifications.
2. Ensure hazardous chemical storage locations are kept clean and orderly. Keep hazardous chemical/product containers tightly covered.

## 2.4 Subcontractors

Subcontractors must meet all applicable requirements of their contract provisions. These provisions include the management of hazardous materials..

## 3.0 PROCEDURE

Hazardous chemicals are purchased in accordance with [RPP-MP-611](#); [TFC-ESHQ-S IH-C-02](#); and this procedure. Compressed gases are managed in accordance with HNF-IP-0842, [Volume 9, Section 4.17](#).

### 3.1 Chemical Acquisition

NOTE: Only material coordinators are authorized to procure chemicals and hazardous materials.

- |                                                                   |                                                                                                                                                                                                                                       |                                               |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Chemical Management Point of Contact</b>                       | 1. Before procurement of hazardous chemicals, search the Hanford Site excess chemical inventory for product availability.                                                                                                             | <b>Deleted:</b> Hazardous Material Specialist |
| <b>Chemical Management Point of Contact</b> /Material Coordinator | 2. Assess availability of recycled products and/or alternative non-hazardous or less hazardous chemicals that may be used instead of a more hazardous one.                                                                            | <b>Deleted:</b> Hazardous Material Specialist |
| Material Coordinator/Requestor                                    | 3. Verify with the requester whether the identified alternative products meet his/her needs.                                                                                                                                          |                                               |
| Material Coordinator                                              | 4. If the chemicals needed are unavailable through recycling, and less hazardous alternatives are not identified or acceptable, initiate a Hazardous Material Request.                                                                |                                               |
| Industrial Hygiene                                                | 5. Route Hazardous Material Requests, including P-Card purchases, through Industrial Hygiene and the <b>Chemical Management point of contact</b> to obtain safety, health, inventory, environmental, and location delivery approvals. |                                               |
|                                                                   | 6. Review the material request per requirements of <a href="#">TFC-ESHQ-S IH-C-02</a> .                                                                                                                                               |                                               |
|                                                                   | a. If the request is approved, forward the request to the <b>Chemical Management point of contact</b> .                                                                                                                               |                                               |
|                                                                   | b. If the request is denied, route it back to the material coordinator to resolve any questions.                                                                                                                                      |                                               |
| <b>Chemical Management Point of Contact</b>                       | 7. Review the material request.                                                                                                                                                                                                       | <b>Deleted:</b> Hazardous Material Specialist |
|                                                                   | a. If the request is approved, forward the request through the approval cycle.                                                                                                                                                        |                                               |
|                                                                   | b. If approval is denied, route the request back to the material                                                                                                                                                                      |                                               |

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coordinator to resolve any questions.

8. Ensure only trained, licensed, and qualified personnel transport hazardous chemicals from one storage location to another in accordance with Department of Transportation regulations.
9. Provide information to the points of contact for the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) and Waste Minimization and Pollution Prevention for required reporting.

### 3.2 Receipt, Storage, and Use of Chemicals

Upon receipt of a chemical, the owner assumes responsibility for and uses hazardous chemicals in accordance with [RPP-MP-611](#); [TFC-ESHQ-S IH-C-02](#); and this procedure. The owner properly segregates and stores hazardous chemicals in accordance with HNF-IP-0842, [Volume 9, Section 5.11](#). If the owner needs assistance in determining the hazards associated with the chemical, contact Industrial Hygiene for recommendation of appropriate controls per [TFC-ESHQ-S IH-C-02](#).

### 3.3 Inventory

#### Chemical Management Point of Contact

1. ~~At a minimum of annually~~, perform an inventory of chemicals stored in all TFC facilities.
2. If a chemical is discovered in the inventory that was not present in the previous inventory, enter the chemical into the facility-specific database, including the amount, container size, expiration date (if applicable), location, manufacturer's name, product's name, and material safety data sheet (MSDS) number.
3. Attach a shelf rotation code label (SRCL) to all containers at the time of inventory that do not have an SRCL that designates the quarter and year the inventory was performed so that personnel can identify the oldest product on the shelf so it can be used first.
4. Perform periodic reviews of the SRCLs to ensure facilities are rotating their chemical inventories as new chemicals are purchased.
5. Document deficiencies ~~on a Problem Evaluation Request (PER) in accordance with TFC-ESHQ-Q-C C-01 to track corrective actions~~.
6. If hazardous chemicals have expired, contact a Waste Management Services representative to coordinate disposal.

**Deleted:** On a quarterly basis

**Deleted:** or observations found in the chemical storage locations using the Chemical Management Deficiency/Observation form shown in Figure 1. Corrective actions will be noted. These forms will be kept for tracking and trending

### 3.4 Disposal of Chemicals

**Chemical Management Point of Contact**

1. Coordinate the disposal process to determine whether the chemical will be excessed or disposed of as waste.
2. Complete the applicable disposal forms, as required.
3. If the chemical is determined to be waste, contact a Waste Management Services representative for guidance.

### 3.5 Assessments

Internal assessments are conducted periodically in accordance with [TFC-ESHQ-S SAF-P-06](#).

### 3.6 Tracking and Trending

**Chemical Management Point of Contact**

1. Document issues identified during inventories of chemical storage areas on a PER in accordance with [TFC-ESHQ-Q\\_C-C-01](#) to track corrective actions.

- Deleted: Hazardous Material Specialist
- Deleted: 1.
- Deleted: 2.
- Deleted: 3.
- Deleted: 4.
- Deleted: 5.

### 4.0 SOURCES

1. HNF-IP-0842, [RPP Administration](#).
  - [Volume 9, Section 4.17](#), "Storing, Using, and Handling Compressed Gasses."
  - [Volume 9, Section 5.11](#), "Hazardous/Waste Absorbent Material Storage."
2. [RPP-MP-003](#), "Integrated Environment, Safety, and Health Management System Description for the Tank Farm Contractor."
3. [RPP-MP-611](#), "Chemical Management Program."
4. [TFC-ESHQ-Q\\_C-C-01](#), "Problem Evaluation Request."
5. [TFC-ESHQ-S IH-C-02](#), "Hazard Communication."
6. [TFC-ESHQ-S SAF-P-06](#), "Safety and Health Assessments."