Information
Chemical Segregation and Storage

Effective
January 2016

Number
DEHS-Industrial Hygiene-2

Applicability
This procedure applies to the University Community (administrators, faculty, staff, and students).

Administrative Authority
Senior Associate Vice President for Operations

Responsible Unit
Environmental Health & Safety
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History
Revision Date(s): December 10, 2021
Reviewed Date(s): December 10, 2021

Categories

Statement:
Researchers/Principal Investigators/Lab Personnel

1. Date all chemicals on receipts and keep an up to date chemical inventory. Special attention to adherence of storage time-limitation of any peroxide-forming chemical in your laboratory, refer to DEHS Lab Safety Manual section on *Peroxide-Forming Chemicals* (link provided under **Related Information** below).
2. DEHS requires an updated hazardous chemical inventory from each PI annually.
3. Label all storage areas and cabinets to identify the hazardous nature of chemicals stored within.
4. Ensure all chemicals are properly identified and labeled before they are stored.
5. All secondary labels must include the chemical name, appropriate hazard warnings (e.g. flammable, corrosive, carcinogen, toxic, etc), date and the user's name or initials.
6. Store all chemicals in a cool and dry location with caps or lids tightly closed.
7. No chemical residue should be on the outside of any containers.
8. Chemical containers must not be stored on floors or stacked on top of each other.
9. Store and arrange chemicals in compatible families rather than in alphabetical order. Alphabetical order is acceptable within compatible storage families.
10. Always purchase highly hazardous materials in the smallest quantities possible. They must be stored in a designated and secured area
11. Do not store hazardous chemicals on bench tops.
12. Ensure that all containers are not corroded, broken, rusted or leaking.
13. Do not store chemicals, except for cleaners, under sinks.
14. Flammable liquid container storage of more than 10 gal (38 L) must be stored in an approved NFPA fire cabinet.
15. Consult DEHS segregation and storage guidance (link provided under **Related Information** below) for specific recommendations according to chemical categories.

Related Information:

Lab Safety Manual
https://louisville.edu/dehs/occup-health-safety/occup-health-safety-files/laboratory-safety-manual
DEHS Chemical Segregation & Storage Guide
https://louisville.edu/dehs/chemical-safety/chemical-safety-files/chemical-segregation-and-storage-guide

Responsibilities:

Department of Environmental Health & Safety (DEHS)

1. Provide guidance/recommendations on chemical segregation and storage during site visits and inspections.
2. Ensure that all chemical inventory reviews include chemical segregation and storage recommendations.