

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 1 of 2	Revision : Date : 10/05/2006
Author : Stacy Howell	Title: Proper Storage and Disposing of Drums	

Safety: Wear the appropriate PPE for the area and extra PPE may be required. The appropriate PPE for each chemical is listed in the MSDS book located in the break room at the main plant and Manager's office at Repackaging Facility.

Purpose or Objective: The purpose of this procedure is to ensure the proper storage and disposing of drums (lubricants, grease, oils, or fragrance etc.).

Procedure:

Storage

- 1) Each facility is responsible for storage and disposal of their drums.
- 2) Repack will store fragrance drums in corner next to bay door in lower warehouse. Fragrance drums are to be segregated from corrugated material and finished product.
- 3) Giles Main Plant will store Lubricants, Ethylene Glycol, Cleaning Solutions, and Boiler Treatment on containment pallets. Flammable drums are stored on containment pallets in room next to Boiler Room.

Disposing

- 1) All drums need to be empty prior to disposal.
- 2) All drums empty of their contents will be taken to M & M Steele Drum Co. for disposal.
- 3) Each department is responsible for their drums
- 4) There should be no more than five drums waiting for disposal at Giles Main Plant or Giles Repackaging Facility.
- 5) Any question pertaining to last known residue contact Safety Manager.
- 6) Any drums containing unknown residue will be handled by Neo Corporation.

M&M Steel Drum Co. - 648-2768
Neo Corporation. - 456-4332

Safety Manager
452-4784 Ext. 47
400-3729

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
Standard Operating Procedure	Page : 2 of 2	Revision : Date :10/05/2006
Author : Stacy Howell	Title: Proper Storage and Disposing of Drums	

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				