	<b>GILES CHEMICAL</b>		
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**Safety:** All proper safety equipment for the area. Some chemicals may require additional safety equipment which is designated on the MSDS sheet.

**Purpose or Objective:** The purpose of this procedure is to ensure that Giles Chemical employees label certain chemicals received into the plant by the Hazardous Material Code Identification and for flammability, health, reactivity, and special purposes. This will aid in understanding the precautions taken in handling certain materials. The identification systems are focused on the hazards of the materials under fire or spill conditions.

**Training:** All Giles Chemical employees are required by OSHA and will receive Hazardous Communication Training each year to ensure employees understand how to handle Hazardous chemicals. Only required employees will be trained on Chemical Labeling.

**Procedure:**

- 1) Oils, Greases, Boiler Treatment Mix, Acid Storage Tanks, Fragrance (Repack Facility), and Transport cans must be labeled by the Hazardous Material Code Identification.
- 2) Labeling of containers will be the responsibility of Material Handlers, Maintenance, and Lab employees.
- 3) A container that is received by Giles Chemical will contain a label displaying the Hazardous Material Rating.  
 -Rating is displayed on container with a diamond logo or square logo and may display the numbers 0, 1,2,3,4 and may be colored red, yellow, white, and blue.

**Red-** Flammability


**Blue-** Health

**Yellow-** Reactivity

**White** – Special (Acid, Corrosive)

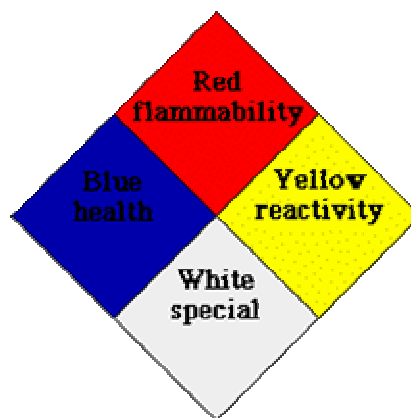
Numbers: 0-4 represents different criteria depending on Color. (See Section A.)


Number	Degree of Hazard
4	EXTREME
3	SERIOUS
2	MODERATE
1	SLIGHT
0	MINIMAL

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- 4) When a container is received employee must notify appropriate personnel so container may be labeled appropriately.
- 5) Appropriate personnel will first check the container for Name, MSDS Sheet, and diamond logo. If MSDS sheet is not available with delivery employee must check the MSDS master copy in the break room or with the Safety Department. (If an MSDS sheet is not provided with the shipment or the MSDS Master Copy in break room does not contain the chemical immediately notify the Safety Department. Safety Department must have MSDS for all chemicals in plant.)
- 6) After MSDS sheet is obtained employee must get labeling sticker from the Safety/Quality Department.
- 7) Employee will place diamond sticker on container and write in the area of the diamond required with the appropriate Hazard Warning Code. Hazard Warnings label must match diamond logo already on container and MSDS sheet.
- 8) Hazard Warning Codes and Colors are listed in Section A. of this procedure.

### Section A.



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## Rating Summary

### Health (Blue)

4	<b>Danger</b>	May be fatal on short exposure. Specialized protective equipment required
3	<b>Warning</b>	Corrosive or toxic. Avoid skin contact or inhalation
2	<b>Warning</b>	May be harmful if inhaled or absorbed
1	<b>Caution</b>	May be irritating
0		No unusual hazard

### Flammability (Red)

4	<b>Danger</b>	Flammable gas or extremely flammable liquid
3	<b>Warning</b>	Flammable liquid flash point below 100° F
2	<b>Caution</b>	Combustible liquid flash point of 100° to 200° F
1		Combustible if heated
0		Not combustible

### Reactivity (Yellow)

4	<b>Danger</b>	Explosive material at room temperature
3	<b>Danger</b>	May be explosive if shocked, heated under confinement or mixed with water
2	<b>Warning</b>	Unstable or may react violently if mixed with water
1	<b>Caution</b>	May react if heated or mixed with water but not violently
0	<b>Stable</b>	Not reactive when mixed with water

### Special Notice Key (White)

W	Water Reactive
Oxy	Oxidizing Agent

W- Water Reactive = Reacts Violently or in a Dangerous Manner with Water

Oxy – Oxidizing Agent = Substance Yields Oxygen to Support Combustion Reacts to Oxidize Fuels or Combustibles.



**GILES CHEMICAL  
COMPANY PROCEDURE**

**Labeling of Containers**

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Safety

**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
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2				
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