	GILES CHEMICAL-GREENDALE		
	COMPANY PROCEDURE		
	Labeling of Containers	Page : 1 of 5	Revision : 00 Date : 01/04/2010
	Author: Stacy Lindsey		Safety /Job Specific

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, Acid Storage Tanks, and Transport cans must be labeled by the Hazardous Material Code Identification.
- 2) Labeling of containers will be the responsibility of Plant Manager or properly trained designate.
- 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)

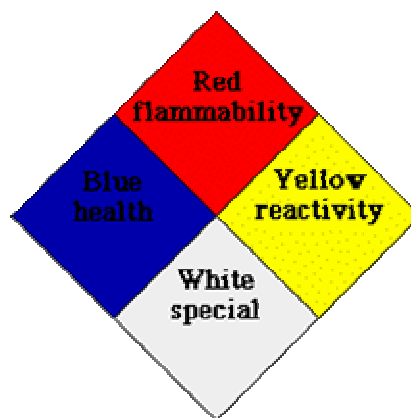
Numbers: 0-4 represents different criteria depending on Color. (See Section A.)


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

	GILES CHEMICAL-GREENDALE		
	COMPANY PROCEDURE		
	Labeling of Containers	Page : 2 of 5	Revision : 00 Date : 01/04/2010
	Author: Stacy Lindsey		Safety /Job Specific

- 4) When a container is received employee must notify Plant Manager or properly trained designate, so container may be labeled appropriately.
- 5) Plant Manager or properly trained designate 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 office of the Plant Manager. (If an MSDS sheet is not provided with the shipment or the MSDS Master Copy in the office of the Plant Manager does not contain the chemical immediately notify the Safety Department. Safety Department must have MSDS for all chemicals on site.)
- 6) After MSDS sheet is obtained employee must get labeling sticker from the Safety/Quality Department.
- 7) Plant Manager or properly trained designate 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.



	GILES CHEMICAL-GREENDALE		
	COMPANY PROCEDURE		
	Labeling of Containers	Page : 3 of 5	Revision : 00 Date : 01/04/2010
	Author: Stacy Lindsey		Safety /Job Specific

Rating Summary

Health (Blue)

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

Flammability (Red)

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

Reactivity (Yellow)

4	Danger	Explosive material at room temperature
3	Danger	May be explosive if shocked, heated under confinement or mixed with water
2	Warning	Unstable or may react violently if mixed with water
1	Caution	May react if heated or mixed with water but not violently
0	Stable	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-GREENDALE

COMPANY PROCEDURE

Labeling of Containers

Page : 4 of 5

Revision : 00
Date : 01/04/2010

Author: Stacy Lindsey

Safety /Job Specific

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

GILES CHEMICAL-GREENDALE COMPANY PROCEDURE

Labeling of Containers

Page : 5 of 5

Revision	:	00
Date	:	01/04/2010

Author:	Stacy Lindsey
---------	---------------

	Safety /Job Specific
--	----------------------

[illegible]