

## Best Practices for Chemical Storage

<b>Always...</b>
...store chemicals in containers made from compatible materials.
...store chemicals in cool, well-ventilated rooms.
...store chemicals based on well-chosen, prioritized hazard categories.
...store chemicals with secondary containment to protect containers and shelving.
...return chemicals to storage after use.
...prepare appropriate labels for secondary containers which adequately describe the contents and hazards.
...place chemical containers at least 4" from the edge of the shelving which is not fitted with lips or doors.
<b>Never...</b>
...store flammable solvents in a domestic refrigerator.
...store chemicals in direct sunlight.
...store food in a refrigerator where laboratory chemicals are stored.
...store chemicals above eye level (typically not above 5).
...stack one bottle on the top of a second bottle.
...store chemicals in a hood where experiments take place.
...store chemical containers on the floor.
...arrange chemicals on shelves in alphabetical order.
...arrange chemicals on shelves in random order.
<b>On a regular basis...</b>
...check all containers for evidence of spills, cracks, or deterioration (quarterly).
...check container lids for cracking (quarterly).
...check labels for deterioration or peeling (quarterly).
...reconcile inventory and SDSs (semiannually).
...cull outdated or unused chemicals (semiannually).
...check shelving for evidence of damage (stains, spills, rust, discoloration, etc.) (annually).
<b>Before adding chemicals, check shelving...</b>
...to ensure that it is strong enough to support the chemical load.
...to make sure that it is constructed of an inappropriate material for the chemicals it will hold (i.e., metal for corrosive chemicals; wood for oxidizing chemicals).
...to make sure that the shelves are fitted with raised lip, tilted slightly backward, or have closing doors.
...to make sure the shelving is securely fastened to a permanent structure, such as wall, floor, or benchtop.
... to ensure that there is an inadequate amount of shelving to avoid overcrowding or an inability to physically separate incompatible chemicals.