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Operations: HSE

Flammable / Combustible Liquids Storage and Handling Safe Work Practice (SWP)

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STOP	This document is governed by GOO Document Lifecycle process. Changes to this document must be approved by the GOO GoM Document Governance Board before they can be implemented. Contact IMDC team for additional guidance.

AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment
06/01/2022	7	KK	Changed 3E to ChemWatch. Added DOT Standard in Section 5.
2/22/17	6	MB	Changed MSDS to SDS. Updated format to current GoM HSE Template.
06/12/12	5	CL	Reformatted document to meet new GoM document control template standardization guidelines.
02/04/12	4	CL	Added language in Section E.1 regarding storage of flammable and corrosive materials and storage of flammable gas and oxidizers.
05/01/09	3	RK	Section F, Key Documents, delete last line, "OSHA Standard 33 CFR 126.106 – Paint Storage Lockers".
06/01/08	2	RK	Formatting and minor edits.
02/28/06	1	KK	Changed CD # from 10011 to UPS-US-SW-GOM-HSE-DOC-00104-2. Changed 3 authorities and 1 custodian.
01/23/02	0	RB	Initial issue as controlled document. Prior revision history located in hard-copy consolidated manual.

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1 Purpose/Scope

This Safe Work Practice (SWP) describes the methods for safe storage and handling of flammable and combustible liquids. Flammable and combustible liquids shall be stored and handled in a manner that minimizes the potential for fire hazards and complies with applicable federal, state, and local regulations.

2 Key Responsibilities

All Users - Before storing and handling Flammable and Combustible liquids:

Review the liquid's Safety Data Sheet (SDS) to identify the liquid's flammability characteristics as well as other hazards.

NOTE: SDSs shall be readily available and/or accessible on the ChemWatch system.

3 Procedures

3.1 Storage Requirements

Flammable or combustible liquids shall be stored in tanks or closed containers that conform to OSHA and/or DOT requirements. Containers shall have a label(s) which identifies their contents, along with the appropriate hazard warning(s). The total quantity of liquids that may be stored outside of a chemical storage room located in a building, or in a chemical storage cabinet located in a building, shall not exceed any one of the following:

- 25 gallons of Class IA liquids
- 120 gallons of Class IB, IC, II, or III liquids
- 660 gallons of Class IB, IC, II, or III liquid in a single portable tank

Except as stated above, all storage shall be within storage cabinets or inside chemical storage rooms. Where large quantities of flammable or combustible liquids are necessary, they shall be stored in approved tanks that comply with OSHA Standard 29 CFR 1910.106. Flammable gasses such as propylene and oxidizers such as oxygen shall not be stored together. Flammable and corrosive chemicals shall not be stored together. Chemical storage rooms shall meet rigorous construction and fire rated design specifications. Refer to NFPA 30 or OSHA Standard 29 CFR 1910 for requirements.

Chemical storage cabinets shall meet the following criteria:

- Shall not contain more than 60 gallons of Class I or II liquids.
- Shall not contain more than 120 gallons of Class III liquids.
- Shall be labeled in conspicuous lettering with "Flammable - Keep Fire Away".
- Shall be vented to a safe outdoor area.
- Shall be separated by a minimum of three feet if they contain flammable or corrosive materials.

3.2 Handling Requirements

- Flammable and combustible liquids shall be stored in closed containers that conform to OSHA and/or DOT requirements when not in use.
- Flammable or combustible liquids shall only be used where there are no open flames or other sources of ignition within the possible path of vapor travel.
- Flammable or combustible liquids shall be drawn from or transferred into vessels, containers, or portable tanks (located within a building) through a closed piping system, from safety cans, by means of a top drawing device/pump, or from a container or portable tank by gravity through a self-closing valve. Transferring Flammable or combustible liquids by means of gas or air pressure in the container or portable tank is prohibited.
- Flammable Liquids shall not be dispensed into containers unless the nozzle and container are electrically interconnected. This requirement shall be considered satisfied when the metallic floor plate on which the container stands while filling is electrically connected to the fill stem or where the fill stem is bonded to the container during filling operations by means of a bond wire.

WARNING: Plastic containers and hoses shall not be used to collect, store, or transfer Flammable Liquids (e.g., catching a sample).

- Only metal containers that are grounded by metal-to-metal contact or ground straps shall be used while drawing hydrocarbon samples from pressurized vessels or lines.
- Containers shall be placed on the deck or ground before filling it with a flammable liquid, such as condensate.

4 Definitions

Definitions

Term	Definition
Boiling Point	The temperature at which a liquid boils at a pressure of 14.7 pounds per square inch absolute (psia).
Bonding	The process of establishing electrical continuity between two or more conductive surfaces.
Closed Container	A container sealed by means of a lid or other device that will not allow liquid or vapor passage at ordinary temperatures.
Combustible Liquids	Liquids that have a flashpoint at or above 100°F. Combustible liquids are subdivided as follows: • Class II liquids have flashpoints at or above 100°F and below 140°F • Class IIIA liquids have flashpoints at or above 140°F and below 200°F • Class IIIB liquids have flashpoints at or above 200°F
Container	Any can, barrel or drum that conforms to OSHA and/or DOT requirements.
Corrosive Materials	A corrosive material is a highly reactive substance that causes damage to human tissue.
Flammable Liquids	Liquids that have a flashpoint below 100°F and have a vapor pressure not exceeding 40 psia at 100°F. Flammable Liquids are known as Class I liquids and are subdivided as follows: • Class IA liquids have a flashpoint below 73°F and a boiling point below 100°F. • Class IB liquids have a flashpoint below 73°F and a boiling point at or above 100°F. • Class IC liquids having a flashpoint at or above 73°F and below 100°F.
Flashpoint	The lowest temperature at which a liquid will give off vapors in a sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

Grounded	Electrically connected to the facility or some conducting body that serves in place of the earth/ground.
Portable Tank	A closed container with a liquid capacity of more than 60 U.S. gallons and not intended for permanent installations
Safety Can	A container of not more than five gallons capacity, having a spring loaded lid and spout cover, and so designed that it will safely relieve internal pressure when subjected to fire exposure.

5 Key Documents/Tools/References

NFPA 30 - Flammable and Combustible Liquids Code
OSHA Standard 29 CFR 1910.106 - Flammable and Combustible Liquids
DOT Standard 49 CFR 171 – General Information, Regulations, and Definitions

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Document Details			
Document Number	UPS-US-SW-GOM-HSE-DOC-00105-2	**Revision**	
Document Title	Flammable/Combustible Liquids Storage and Handling Safe Work Practice (SWP)		
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Document to be Added/Removed - OMS Navigator	☒ Yes ☐ No	**OMS Sub-Element**	3.6
Reason for Issue: (check applicable)	☐ New ☒ Revise ☐ Supersede ☐ Obsolete		

Document Sign Off

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Reviewer(s) (if not applicable, put N/A in front of Name & Title, then sign and date)	Shane Fruge – HSE&C Advisor	DocuSigned by: Shane Fruge FBA41C0D17F248D...	17 August 2022
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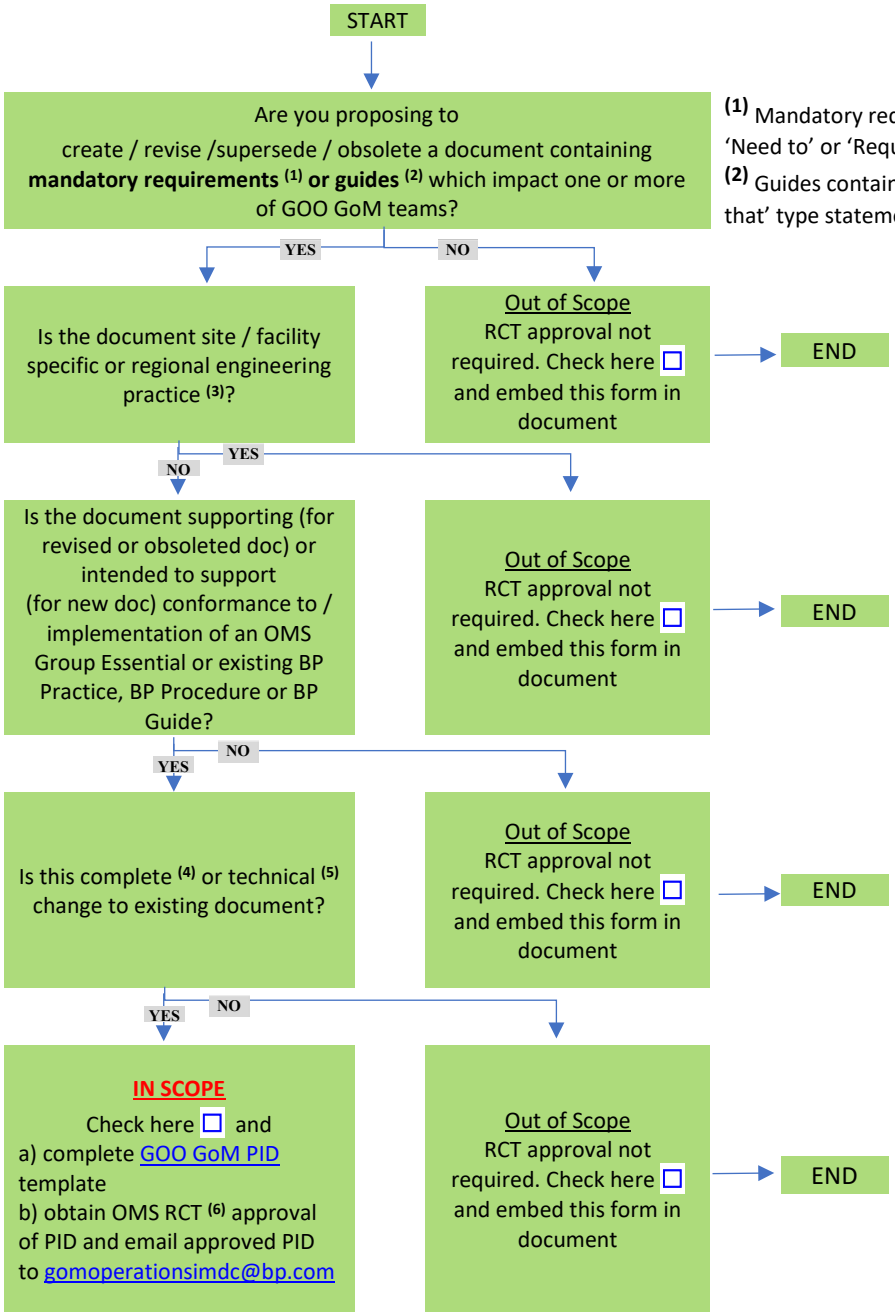

(1) Mandatory requirements are: 'Shall', 'Must', 'Need to' or 'Required to' type statements.
(2) Guides containing 'Should' or 'Recommended that' type statements.

(3) E.g.: Site Operating Procedures (SOPs), Emergency Response Plans (ERPs), REP, Maintenance and Inspection documents.

(4) Complete - New or significant changes to existing document (incl. superseding, obsoleting) (5) Technical - Changes impact the intent of one or more requirements

(6) Identify GoM OMS RCT here. RCT approved PID needs to be emailed no later than two weeks before quarterly DGB Meeting to be considered for review. See DGB meeting schedule here.

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