HAZMAT Handling, Storage, Inventory, Issue & Use

Cycle diagram with the following stages:
- Policy, Procedures, Legislation (Policy / Legislation)
- Handling
- Storage
- Issue
  - Products intact
  - Properly labeled – TDG/WHMIS
  - Contingency measures in place
  - SDS available
  - Placards
- Use
- Inventory

Storage Examples

Policy

Applicable Publications / Reference Material

- A-GG-040-004/AG-001 Hazardous Material Safety and Management Manual
- Products List

Legislation

Applicable Legislation

- Canada Labour Code, Part II
- Hazardous Products Act
- National Fire Code of Canada
- TDGA and TDGRs

Handling

Pre-Use

Before handling HAZMAT in the workplace:
- SDS available
- Personnel familiar with SDS
- Labelling
- Emergency procedures
- Personnel trained – emergency procedures

Shipping

Shipping

Shipment preparation:
- Packaging/container
- Labelling
- Documentation (manifest)
- Compatibility
- Placarding

Storage

General Requirements

- Store separately from other material
- Proper storage facility
- Separate incompatibles
- Segregate by hazard class
- Ventilation – passive vs. mechanical
- Protection from the elements
- Secondary containment
- Separate HAZMAT and hazardous waste
- Container condition
- Separate New Product and In-Use Product
- Keep containers sealed
- Follow HAZMAT storage requirements
- Appropriate PPE
- Spill response capability close by
- Maintain an HAZMAT inventory
- Housekeeping

Compatibility Chart

General Requirements

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Compatibility Chart

RTMD / TDGR	2.1	2.2	2.2 (5.1)	2.3	3	4.1	4.2	4.3	5.1	5.2	6	8 acid(e)	8 base
2.1	=												
2.2	C	=											
2.2 (5.1)	X	C	=										
2.3	X	C	1m	=									
3	C	C	X	X	=								
4.1	C	C	X	1m	C	=							
4.2	1m	C	X	1m	1m	1m	=						
4.3	FDS SDS	C	X	FDS SDS	1m	FDS SDS	FDS SDS	=					
5.1	X	C	C	1m	X	X	X	X	=				
5.2	X	C	X	X	X	X	X	X	X	=			
6	X	C	1m	FDS SDS	FDS SDS	FDS SDS	FDS SDS	FDS SDS	1m	X	=		
8 acid(e)	X	C	X	1m	1m	1m	1m	X	X	X	1m	=	
8 base	X	C	1m	1m	1m	1m	1m	X	1m	1m	1m	1m	=

Legend

| C	=	**Compatible** - may store together
SDS/FDS	=	**Safety Data Sheet** - refer to Safety Data Sheet
1m	=	**Incompatible** - separate by minimum 1 m horizontal distance (Article 3.2.7.6.)
X	=	**Incompatible** - do not store together in same fire compartment. Separate by minimum of 3 m when in an outdoor storage area. (Article 3.3.4.3.)

Légende

| C	=	**Compatibles** - peuvent être entreposés ensemble
SDS/FDS	=	**Fiche de données de sécurité** - voir la fiche de données de sécurité
1m	=	**Incompatibles** - séparer par un minimum d'un mètre de distance horizontale (Article 3.2.7.6.)
X	=	**Incompatibles** - ne pas entreposer ensemble dans le même compartiment à l'épreuve du feu. Séparer par une distance minimum de 3 m lorsqu'entreposé à l'extérieur (Article 3.3.4.3.)

Storage Examples
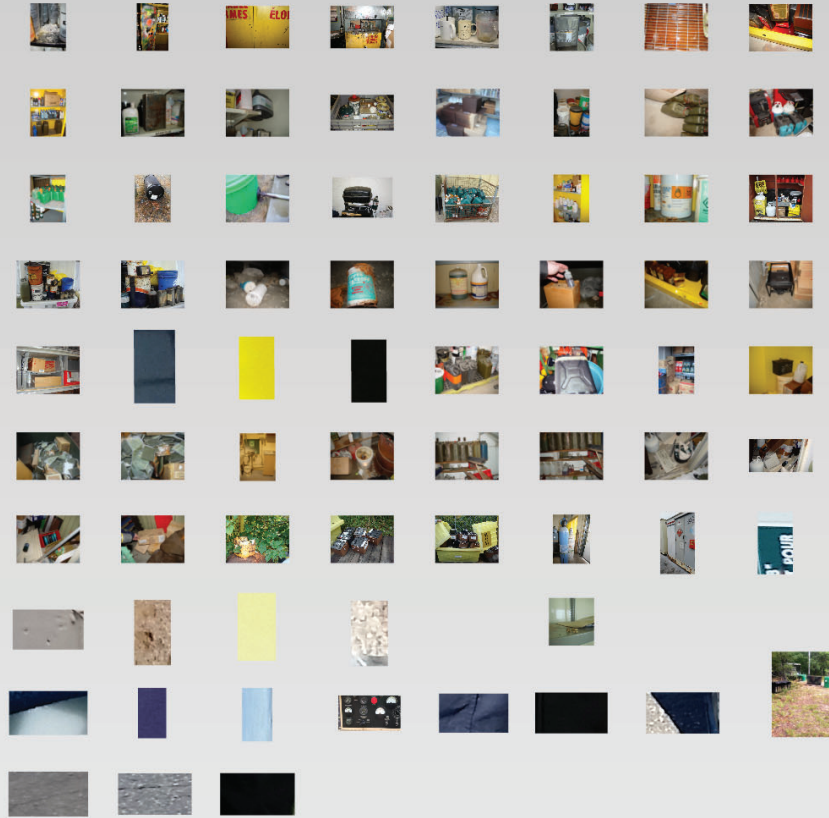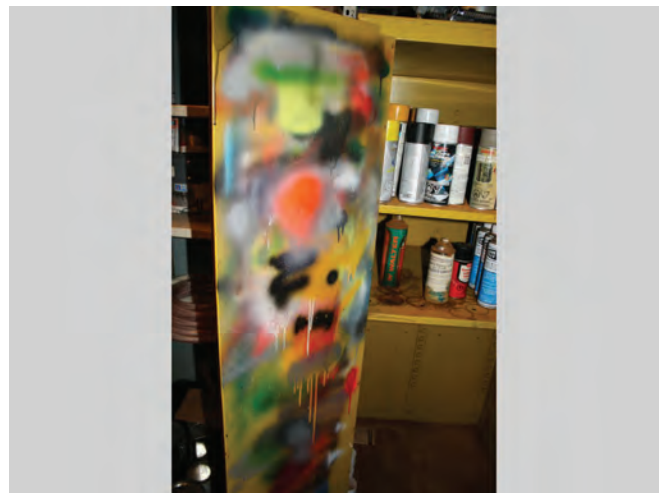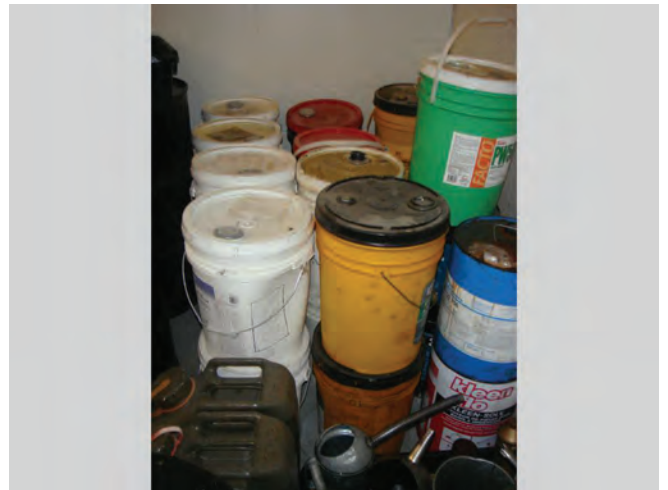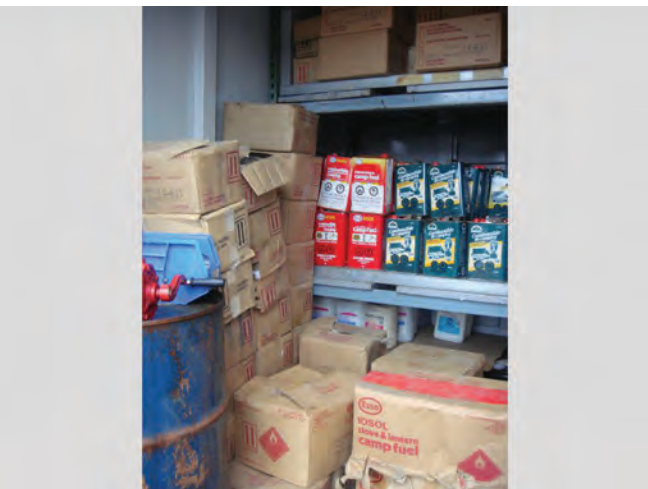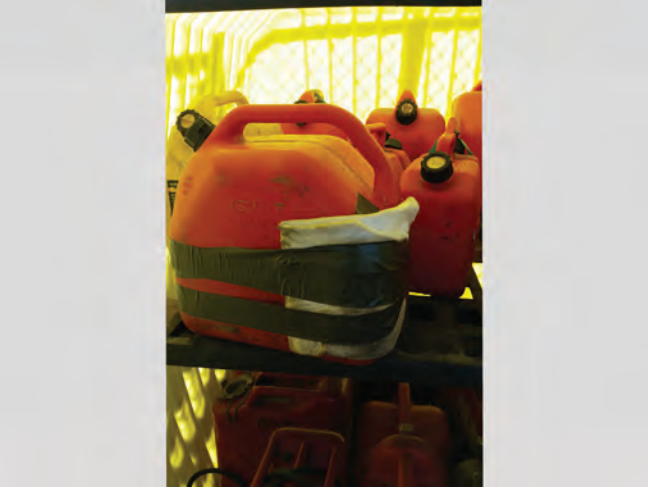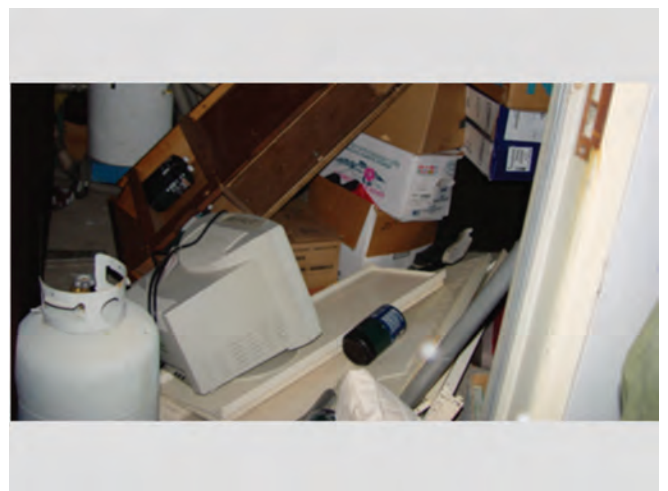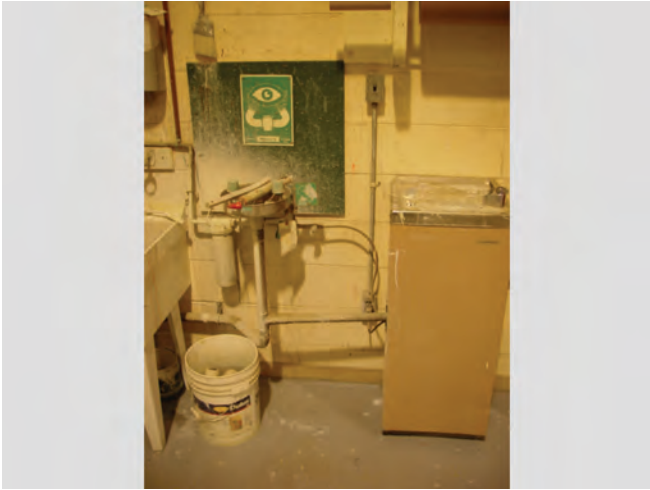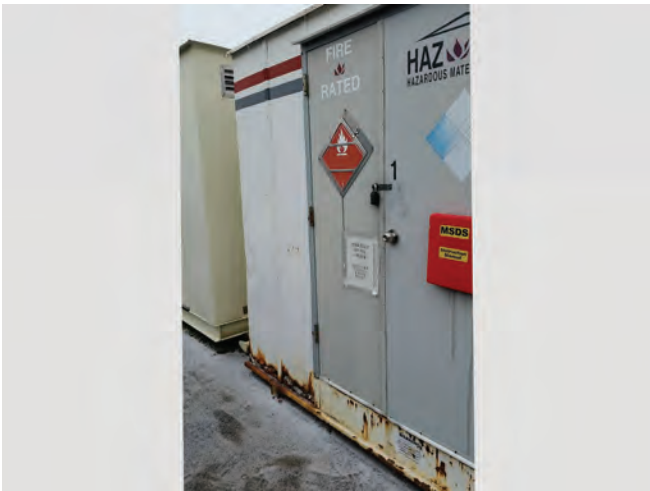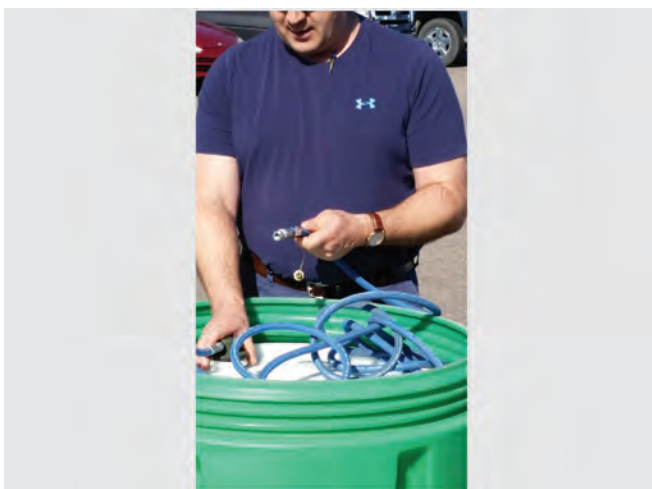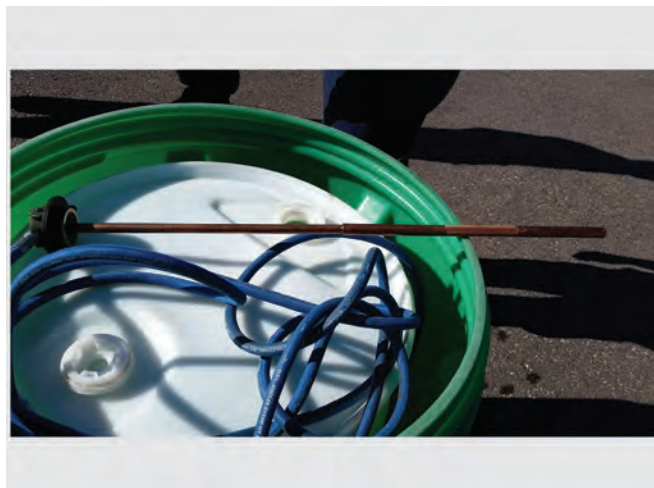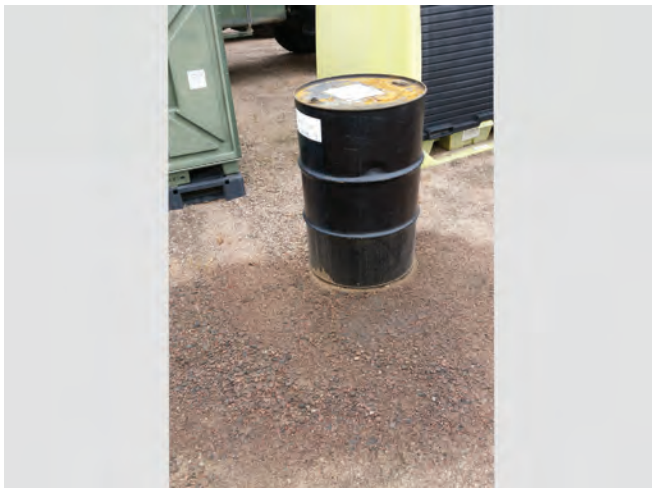
Issue

- Products intact
- Properly labeled – TDG/WHMIS
- Contingency measures in place
- SDS available
- Placards

Use

To use HAZMAT, personnel must:
- be trained to use the product;
- use PPE; and
- know and understand workplace emergency procedures.

Inventory

HMRA Online

http://admmat.mil.ca/dgmssc/dsco/en/tools_resources_hmra_e.asp

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HMRA HOLDINGS IDENTIFICATION FORM

Section Identification	
Base*	
Unit*	
Section*	
Contact Name*	
Date*	

Location	
Building Name	
Building Number*	
Room Name*	
Room Number	

	Product Identifier Data				Holdings Data					
Storage Location*	Supplier Name*	Brand Name*	Reference Numbers	Stock Code (NSN)	Count Actual	Max Quantity*	Container size*	Container UoM*	Container Type*	HMRA ID

* = Mandatory Input

Section Identification

- Holdings information will be identified to the Section level.
- If you know the UIC for the Base and Unit, this may also be entered.
- If you know the Supply Account Code for the Section, this may be entered.
- The business rules treat entities such as Base Supply and Base CE Section as **Units** even though they do not have a distinct UIC from their Base.

Contact Name - consists of Rank, First, Last, Phone (Other contact information will be captured in HMRA, such as e-mail, full address).

Date - Date Holdings for storage area was completed. This is used to determine when products were entered into use in a Storage Location.

Location Data

Building Name - Enter if there is an official or Common Name for building. Do not use Unit name for identification.

Building Number - A building must have either a locally assigned Building Number and/or a Building Name which is recorded in CE facilities information. Street address will be included in final functionality.

Room Name - This refers to the room function such as Workshop, Laboratory, Carpenter Shop, Engine Bay. Avoid using a Section designation for naming a Room.

Room Number - Enter Room Number if it exists.

Product Identifier Data

Storage Location - Enter Storage Location Name and Number, if exists. Examples: "Locker 2", "POL Shed", "Cleaning Stores", "Paint Stores", "HAZMAT".

Supplier - Enter Supplier Name.

Brand Name - Enter Brand Name. If product known to be in several forms add this to description. Example: WD-40 Aerosol, WD-40 Liquid. If the Product is a kit, a separate entry should be made for each part of the kit. Example "Epoxy Glue - Resin" & "Epoxy Glue - Hardener".

Reference Numbers - Add any part numbers found on container separated by a semi-colan (;).

Stock Code - Enter NSN(s) if known.

Holdings Data

Count Actual - Add actual quantity of material on hand.

Max Quantity - Enter Maximum quantity of largest container of product that can be held in Storage Location.

Container Size - Numeric - Add container size of largest container of product held in Storage locaton.

Container UoM - Enter Container Unit of Measure, preferrable kg (kilogram) for Gases, Solids and Articles; L (litre) for Liquids and Pastes. Other metric and Imperial Measures can be added here, but will be converted when rolled into HMRA Holdings.

Container Type - Enter the container type "Bottle", "Drum", "Can", "Aerosol", "Box", "Kit".

HMRA ID - Enter if known.