



Verification	Originator	Approved	Issued
Initials	CMB	ST	ST
Date	7/27/2015	Pending	Pending

TITLE: COFL-FF-EP-4.4.6-2 SOP14 Storage of Paint

System: Storage of Paint	Procedure No. : SOP 14
Subsystem: Training	Page No. : Page 1 of 3
Person Responsible: Program Manager	Revision No. :
	Revision Date :

1. Purpose:

- a. This SOP has been developed to promote safe work and responsible environmental practices related to the storage of paint and to provide for the proper management, including compliance with regulations and reducing the potential for negative environmental impacts.

2. Scope:

- a. This procedure applies to employees and contractors responsible for storage of paint within the Fleet Fenceline.

3. Responsibility:

- a. The **Area Supervisors** shall ensure that employees and contractors responsible for the storage of paint are properly trained.
- b. Adherence to these written procedures will be the responsibility of City employees and contractors, responsible for the storage of paint.

4. Procedure/process:

- a. Never put liquid paint into the trash or pour it down the drain.
- b. Store new and used paint containers in cool, well-ventilated areas.
- c. Store paint containers away from sources of spark or flame.
- d. Tightly seal paint containers.
- e. Never store paint containers outdoors.



- f. Store paint containers in an area which is covered and well
- g. An SDS book must be present near the area used to store paint.
- c. Flammable products shall be stored separately from non-flammable products, preferably in a fire-proof cabinet.
- d. Never leave unlabeled or unstable paint containers in uncontrolled locations.
- e. Order paint products for delivery as close to time of use as possible to reduce the amount of paint stored at the facility.
- f. Order only the amount of materials needed in order to minimize excess or obsolete materials, which require storage and disposal.
- g. Regularly inspect storage area for leaks and spills.
- h. Storage area should be equipped with easily accessible spill cleanup materials.
- i. Emergency eyewash stations should be located near the paint storage area.
- j. Dispose of excess or obsolete paint and associated waste materials in accordance with the manufacturer's specifications and applicable regulations.

5. Training/Education

- a. Employees and contractors responsible for storage of paint must review and fully understand this SOP.
- b. This SOP is reviewed with employees and contractors responsible for storage of paint, and documented in the employee training log.

6. Consequences

Failure to comply with this SOP may:

- Result in fines for non-compliance to environmental laws and regulation relative to the discharge of hazardous waste.
- Violate COFL policy.

RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time



REVISION LOG

Revision No.	Revision Date	Description of Change(s)

AUTHORIZATION

Name	Title	Date