

 CITY OF TUCSON	City of Tucson Central Safety Services Number: S-029 Subject:	Page 1 of 4
	Flammable and Combustible Liquids	Effective Date: March 26, 2010
		Reviewed/ Revised: January 1, 2013

1.0 PURPOSE

This procedure has been established to provide employees with a uniform directive for the safe use and storage of flammable and combustible liquids. It is written in compliance with the Occupational Safety and Health Act Part 29CFR 1910.106: Flammable and Combustible Liquids.

2.0 SCOPE

This procedure will apply to all employees within the City of Tucson who are required to use Flammable and Combustible liquids and to safely store and transport Flammable and Combustible liquids.

The policies and procedures contained in this section are intended to assist in identifying and complying with OSHA Safety Standards. In all cases where there is a difference between specific OSHA standards and the Personal Protective Equipment policies set forth in this chapter, the stricter of the two shall apply.

3.0 DEFINITIONS

Combustible Liquid: (Class II and Class III) is any liquid that has a flashpoint equal to or greater than 100°F but less than 200°F.

Flammable Liquid: (Class I) is any liquid that has a flashpoint less than 100°F.

4.0 RESPONSIBILITIES

A. Department/Division Managers

1. The user Department or Division will assess the workplace to determine the use and storage applications for Flammable and Combustible Liquids.
2. Where required, Departments shall secure, install and maintain a Flammable Materials Cabinet.

B. Supervisor

1. Supervisors shall ensure that employees dispense and store Flammable or Combustible liquids in a safe manner in accordance with applicable OSHA Regulation and/or Tucson Fire Code.

C. Employees

1. Employees shall follow the policy outlined in this procedure for the safe use and storage of Flammable and Combustible Materials.

Subject: Flammable and Combustible Liquids	Number: S-029	Rev. January 1, 2013	Effective Date: March 26, 2010	Page 2 of 4
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D. Central Safety Services

1. The Central Safety Services Section in the use of Flammable and Combustible liquids and in conjunction with the Tucson Fire Department shall provide training in the storage requirements for Flammable and Combustible liquids.

5.0 EDUCATION AND TRAINING

- A. All departments/divisions will provide training to each employee who is required by this procedure to utilize Flammable and Combustible liquids.
- B. Supervisors are responsible for validating that an employee has demonstrated an understanding of the training specified above and the ability to use and store Flammable and Combustible liquids.
- C. When the supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required the employer shall retrain these employees.
- D. Departments/divisions will verify that each affected employee has received and understands the required training through a written certification that contains the name of each employee trained, the date(s) of training, and the subject of certification.

6.0 GENERAL

A. Labeling

All secondary containers shall be properly labeled with the Flammable or Combustible liquid.

B. Safety Can – Reference OSHM SD-005

1. Flammable and Combustible liquids shall be stored, transported and dispensed from a Safety Can. A "Safety Can" means an approved, closed container, of not more than five (5) gallon capacity, having a flash-arresting screen (Class I Flammables), spring-closing lid and a spout cover and so designed that it will safely relieve internal pressure when subjected to excessive heat and fire exposure.
2. Plastic-type dispensing containers for Flammable and Combustible liquids are prohibited for use in City facilities, unless the plastic-type container meets the above safety criteria.

C. Ignition Source

1. Sources of ignition (smoking and open flame) are prohibited when dispensing Flammable or Combustible liquids and within twenty-five feet (25') where Flammable or Combustible liquids are stored. Ignition sources include welding, brazing, torch cutting, friction, radiant heat, static electricity and other mechanical sparks.

Subject: Flammable and Combustible Liquids	Number: S-029	Rev. January 1, 2013	Effective Date: March 26, 2010	Page 3 of 4
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D. Storage

1. Containers, tanks and Flammable/Combustible Materials Cabinets utilized for storage shall conform to OSHA Standards and shall not limit, impede or obstruct building exits, stairways or other egress to safe exit and shall have a method of secondary containment.
2. No more than sixty (60) gallons of Class I, or Class II liquids, or more than one hundred and twenty (120) gallons of a Class III liquid may be stored in a Flammable and Combustible Storage Cabinet.
3. No more than ten (10) gallons of a Flammable and/or Combustible liquid may be stored outside of a Flammable and Combustible Storage Cabinet.
4. All Flammable and Combustible Storage Cabinets shall be labeled: "Flammable – Keep Fire Away"
5. Flammable and Combustible Storage Cabinets shall have a self-closing and mechanical latching mechanism.
6. Indoor Flammable and Combustible Materials Cabinets may require ventilation as specified by the Tucson Fire Department.
7. Storage of Flammable or Combustible liquids is prohibited in office space.
8. Storage or transport of Flammable or Combustible liquids in glass containers is prohibited.
9. Leaking containers shall be placed in secondary containment and the contents shall be immediately transferred to an alternate container of identical or similar material.

E. Storage Areas

1. The area of approach to an indoor Flammable and Combustible Materials Cabinet must have a minimum of three foot (3') aisle or clearance from the front of the cabinet.
2. A type ABC Fire Extinguisher shall be mounted within ten feet (10') of a Flammable or Combustible Materials Storage Cabinet.
3. Combustible materials (wood, paper, etc) shall not be stored in immediate proximity of a Flammable and Combustible Material Storage Cabinet.
4. Outside storage of Flammable and Combustible liquids may not be located within ten feet (10') of buildings, streets, alleys, or public areas and shall be greater than twenty feet (20') from the property line and shall have a twelve foot (12') wide path leading to the area for Emergency Vehicle access.

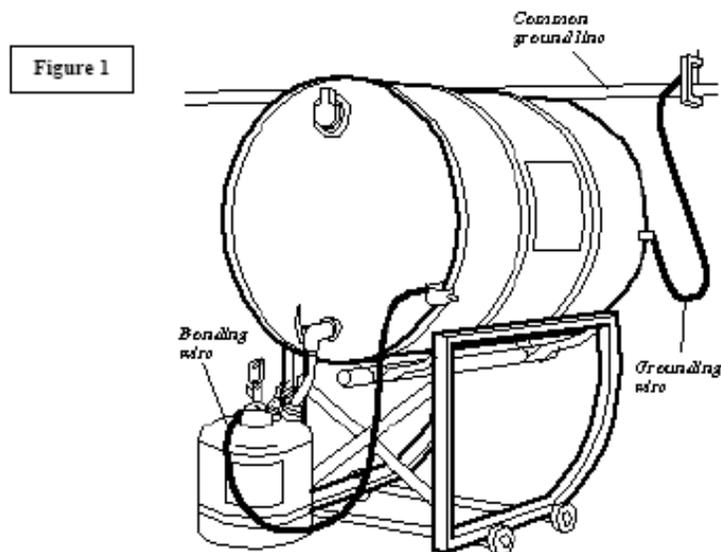
F. Flammable Liquid Transfer

1. Gasoline shall be transferred from the dispensing pump to the Safety Can with the Safety Can placed on the ground. Transfer of gasoline from a fuel dispensing pump to a Safety Can while placed in truck bed or similar, is prohibited.
2. Flammable liquid transfer from one container (drum) to another container (Safety Can) requires bonding and grounding of the containers.

Subject: Flammable and Combustible Liquids	Number: S-029	Rev. January 1, 2013	Effective Date: March 26, 2010	Page 4 of 4
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G. Grounding and Bonding

1. Any time a flammable material is transferred from one container to another, each container must be bonded to the other and one container grounded using the following procedure (see Figure 1 below):
 - a. Before opening each container, attach the containers to one another using a conductive material such as a wire with alligator clips;
 - b. Attach the container that is resting closest to the ground to a conductive metal object that is firmly in contact or implanted into the ground soil;
 - c. Once the transfer is complete, reseal the containers and remove the bonding and grounding devices.



7.0 ADVICE AND COUNSEL

- A. OSHA 29CFR 1910.106 Flammable and Combustible Liquids