



SOP 32-22CW June 21, 2022  
Revised August 31, 2022

## Chemical Handling Procedures

**Purpose:** To ensure proper protocol is followed & required personal protective equipment is used when handling chemicals to protect all employees. This SOP is added to the Quarterly training and will be conducted on a quarterly basis. Always adhere to Health & Safety Manual Rev. Sep. 20, 2021.

### Personal Protective Equipment (PPE) Required:

1. Safety glasses
2. Chemical apron
3. Nitrile gloves
4. Face-shield
5. Ear protection
6. Shirt/Long Trousers
7. Windbreaker
8. Slip-Resistant shoes

### Tools Required:

- Drum dolly
- Drum cap wrench
- Blue shop towels

### Rules to Follow:

1. Never handle or move full or empty chemical drums without caps secured.
2. Always have at least 2 employees moving chemical drums together. At least 1 certified employee and one helper to assist while using all required PPE.
3. Ensure required Personal Protective Equipment is worn when handling chemical drums.
4. Chemical drums get changed when chemical level is at 3 inches from the bottom of the barrel.

### Replacing Empty Drum:

1. Carefully slide empty chemical drum off to the side leaving room for new full chemical drum to be placed.
2. If you need to move chemical drums in use due to them being in the way, the “push/pull” method must be used with at least 1 certified employee and one helper to assist while using all required PPE. Be sure to securely cover the end cap with the chemical tubing in it with blue shop towels while moving chemical drum to the side ensuring no backsplash.

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3. Use the chemical drum dolly to move the new full chemical drum into designated spot. Using “push/pull” method safely with at least 1 certified employee and one helper to assist while using all required PPE to move in proper place.
4. Once full chemical drum is in place, remove one cap of chemical drum to prepare for chemical tubing installation.
5. Carefully remove the chemical tubing from the empty chemical drum using disposable blue shop towels to wipe off excess chemicals and install in the fresh chemical drum.
6. Replace and tighten caps on the empty drum.
7. Place empty chemical drum to the side for transfer of chemical.
8. Clean up chemical spills that may have occurred during replacement process.
9. Top of all drums will be free and cleaned of chemical, dirt, debris, tools, etc.

**Chemical Handling Certification Program:**

1. Only employees who have received their Chemical Handling Training Certificate of Completion is authorized to handle chemicals.
2. The Chemical Handling Training program is completed with proper training, testing, practical, and demonstration.
3. Training program is completed in the following order:
  - i. Review of the Chemical Handling Procedure SOP 03-22CW.
  - ii. At least a 90% passing score on the chemical handling examination (20 questions).
    - i. If employee does not pass, they will be given time to study and is eligible to retest after one business day.
  - iii. A chemical handling practical completed with the Operations Manager.
    - i. Employee in training will physically assist the Operations Manager with replacing/changing/moving full and empty chemical drum. Then the Operations Manager will be the employee assisting while the employee in training takes lead on the procedure of replacing/changing/moving full and empty chemical drum.
  - iv. Two consecutive passing demonstrations completed by the employee in training with Operations Manager approval.
    - i. If employee does not pass the demonstration, they will review the Demonstration checklist with Operations Manager and discuss actions that need to be corrected or taken. Employee is eligible to retake demonstration after that review. If employee receives two consecutive not passed demonstrations, then the employee will restart training program from the very beginning.
  - v. Once all is completed the employee will be issued a Certificate of Completion for the Chemical Handling Training program, which is valid for 1 year. Retraining and recertification will be required.

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