

# Standard Operating Procedure

## Decanting Chemicals

### HAZARDS:

Muscle Strain & Chemical Exposure

### PPE / EQUIPMENT / MATERIALS:

Wear protective clothing, including safety goggles, mask, overalls, boots and chemical resistant disposable gloves

### PROCEDURE:

#### Safety Data Sheets (SDS)

- Check the Chemical Register on site folder to identify the chemicals classified as hazardous
- Check SDS sheet for chemical to be decanted and check for manufacturer's recommendations on handling
- Ensure that all equipment for the task are assembled prior to removing chemical from storage.
- Ensure to read the chemicals labels carefully prior to removing chemical from storage.

#### Steps

- Ensure the area is well ventilated prior commencing the decanting process
- Remove the chemical bottle to be decanted from storage. Use an appropriate cradle / trolley to assist in transporting from one location to another if required
- Select an appropriate sized funnel for the task
- Support the funnel in an appropriate holder, such as a ring stand with clamp or similar device and ensure that the container to be filled is located directly beneath the spout of the funnel.
- Carefully support the original larger container with both hands and controlled so the mouth of the container is near the mouth of the funnel.
- Slowly pour the chemical into the funnel, ensuring the amount of product does not rise to closer than one inch (2.5cm) from the top of the funnel.
- Stop to allow the product to flow through the funnel and fill the second container without overflowing the second container. Cap the second container when filled
- Return original and secondary containers to chemical storage area and secure the cabinet

**Note: If the purpose of the transfer is to create diluted stock solution of corrosive chemical, always start the transfer after having placed about one half of the required water into the receiving container. Top up the remaining water after decanting the chemical.**

**NOTE: Pay attention at all times to complete tasks safely**

If an emergency situation occurs while conducting this task follow emergency procedure  
Report any Hazardous Situation To Your Supervisor

#### ENVIROMENTAL:

- Remove minor chemical spills according to site requirements.
- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- After use ensure you switch of equipment at power point with dry hands.
- Where applicable ensure correct bin liners and bins are used in accordance with site requirements and recycling guidelines.
- Turn off tap after use.
- Once you have carried out your cleaning duties where applicable switch off lights.

**NOTE:** Report any leaking taps, faulty appliances and incorrect disposal of waste materials to your site supervisor or manager.