

Product Inventory and Clean Out Procedures

**WPS School Nutrition Department
Environmental Health and Safety Program**

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Agenda

- **Project Goals**
- **Hazards of Food Service Products**
- **Chemical Storage Locations**
 - **Where to find hazardous products in your building**
 - **How to set up a proper hazardous product storage area**
- **Emergency Preparedness and unsafe conditions**
- **School Nutrition Inventory Procedure**
- **Hazardous Waste Storage Requirements**

Goals For Today's Training

- **Prepare you to safely inventory and remove your old cleaning products.**
- **Prepare you to identify and respond to dangerous situations.**
- **Help you establish a chemical storage system**
- **Inform you on Hazardous waste requirements**

Categories of Hazardous Materials in Food Service

Acids - e.g., descaler

Bases - e.g., dishwasher detergent, drain cleaner, oven cleaner

Oxidizers/Reactives - e.g., bleach, peroxides

Flammables - e.g., alcohol based products

Poisons - e.g., stainless steel cleaner



Where to Look for Hazardous Products

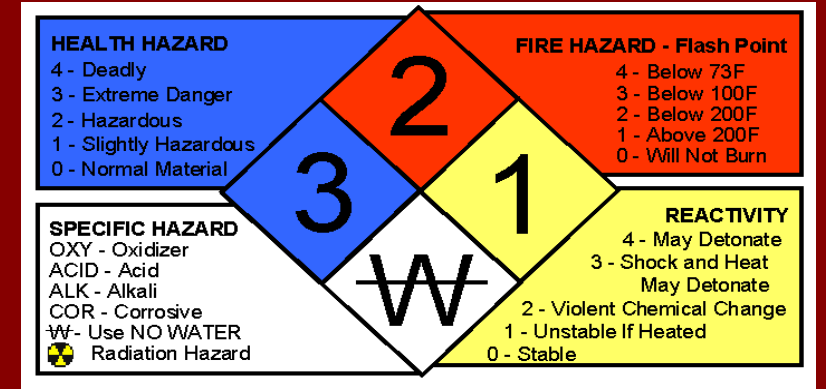
- Product Use and Storage Areas
- Closets and Storage Cabinets
- Under Sinks and Kitchen Equipment



Establish a Hazardous Products Storage System

Steps:

1. Select a Storage Location
2. Design and Establish Storage Areas
3. Maintain Products and Storage Facilities



1. Selecting or Evaluating Storage Location

- *Size*
 - Base storage size on product amounts, and related cabinets and shelving
 - Provide enough room to work
- *Environmental Controls*
 - Ensure no major ignition sources if storing flammables
 - Provide continuous ventilation to the outside
 - Temperature controlled

1. Selecting or Evaluating Storage Location

- ***Conditions***

- **Securable**
- **Non-occupied space**
- **Preferably with no drains around area**



- ***Emergency Response***

- **Near phone**
- **Near emergency wash station if applicable**
- **Has a fire alarm system**



2. Design: Life Safety

Ensure:

- Access for authorized personnel only
- Adequate exits
- Adequate lighting
- Signage






2. Design: Fire Safety

Fire Extinguishers

- Ensure fire extinguishers are available and are the right kind for materials stored. (ABC, Class K, Wet Chemical, etc..)
- Ensure they are inspected, recharged and tagged annually.
- Ensure staff know when and how to use them.

Be Aware of:

- Nearest Fire Extinguishers
- Nearest Pull Station
- Two Evacuation Routes

Know your Fire Extinguisher					
					
<i>Symbols found on fire extinguishers and what they mean</i>	WATER	FOAM SPRAY	ABC POWDER	CARBON DIOXIDE	WET CHEMICAL
Wood, paper & textiles 	✓	✓	✓	✗	✓
Flammable Liquids 	✗	✓	✓	✓	✗
Flammable Gases 	✗	✗	✓	✗	✗
Electrical Contact 	✗	✗	✓	✓	✗
Cooking oils & fats 	✗	✗	✗	✗	✓

3. Maintenance: Handling and Storage

Best Management Practices

- Labeling Shelves with hazard categories
- Storing products off of floor & at or below eye level
- Maintaining uncrowded shelves
- Face labels outward
- Remove slip, trip fall hazards
- Properly dispose of products no longer used or compromised
- Chemicals must never be stored in food containers



3. Maintenance: Staff Time

Requires:

- Housekeeping
- Ventilation maintenance
- Inspection - internal and external
- Inventory tracking – receipt, removal from storage, use and re-shelving



What Dangers should you be prepared for??

- **Incompatible groupings of chemicals or other inappropriate storage conditions**
- **Unstable and compromised materials**
- **Unsafe chemical container conditions**
- **Sources of Ignition - water and heat poses a dangerous situation in the storeroom**

Unsafe Container Conditions

Dangerous container conditions

- leaking
- Incompatible containers
- Over Pressurized Containers



Unsafe Container Conditions

Dangerous container conditions

- *Broken containers*
- *Stored above eye Level*
- *Illegible or Unlabeled Containers*



Other Unsafe Conditions

- **Condition of cabinets and shelving**
 - Corrosion of shelving or cabinets
 - Unstable shelving
- Evidence of leaks or chemical odors
- Open Containers – broken caps
- Currently reacting (smoking, bubbling, hot to the touch)



Chemical Emergency Response

If Unsafe Conditions Are Identified During Inventory Process:

- **Remove people from the area**
- **Contact your supervisor immediately**
- **Secure area if necessary**
 - **Close doors**
 - **Prohibit people from entering area**
- **Contact Facilities to coordinate clean up**

Prepare: Spill Management Supplies

Know where spill supplies are located or bring to the area:

- First Aid Kits
- Personal Protective Equipment
- Secondary Containers



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Know where:

- Fire extinguishers are located
- Know where emergency exits are located
- Closest pull stations are located

Inventory Preparation

Determine when to conduct the inventories:

- When School is not in session
- When administrative or custodial staff present in building

Identify:

- Areas to be inventoried
- What PPE and safety equipment should be available (Nitrile Gloves, Chemical Splash Goggles, Chemical Resistant Apron)
- What to do with items to be disposed of
- What to do with compromised containers and labels

Safety:

- Clear debris out of storage rooms
- Create a work space to avoid tripping and knocking over products
- Check if safety equipment is working, current and not blocked! (Emergency eyewash, safety showers)



Conducting the Chemical Inventory

Only After any dangerous conditions have been addressed!
Complete Nutrition Chemical Inventory Sheet

School Nutrition Chemical List				
Name of Building: <u>Durkin Administration Building</u>				
Kitchen Manager Name <u>Jon Snow</u>				
Date of Inventory <u>10/06/17</u>				
Chemical Name	Company	Number of Containers	Total Volume	Comments / Notes (example: damaged, leaking)
Chemicals that should be used up				
BAC 10 Sanitizer 5 gal	Wel-Serve	12	60 gal	Torn labels, replaced
GC-2010 Sanitizer 5 gal	Syntec			
Chemicals that should not be used , apply tape and write "Do not use"				
Sparkle Glass Multi-Surface Cleaner 32oz	Wel-Serve	5	160 oz	broken cap
Dish Detergent Extra 4 #9	Wel-Serve			
Frank's Amazing Detergent 1 gal	Noname Chemical Co	2	2 Gal	Good Condition

Fill out Building Name,
Kitchen Manager Name,
Date of Inventory

Fill out number of
containers, total volume of
product and any comments

Add any chemicals not
on list to blank Rows at
bottom of sheet

*** Send completed inventory to Brian Corbley by 10/13/17**

Conducting the Chemical Inventory

Products with missing or damaged labels

- If certain what the product is, create a new label with the following information:
 - Name of product
 - Signal Words – warning, caution
 - Concentration of Chemical(s)
 - Hazards – physical & health (with target organ)
 - Expiration dates if applicable



Products on the list that the department is not using anymore should:

- Label “Do Not Use” using masking tape
- Set aside and segregate by hazard class
- Store as hazardous waste



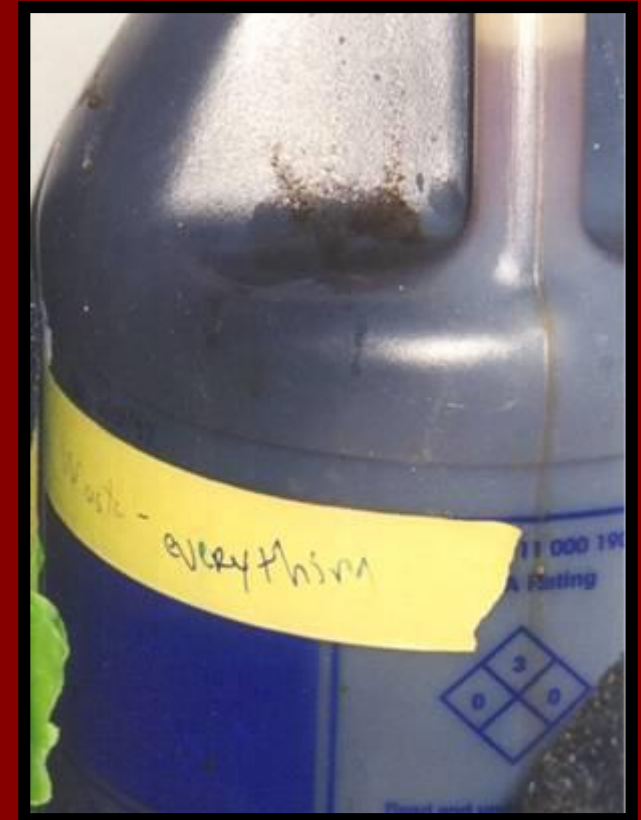
When does a Hazardous Product become a Hazardous Waste?.....

Examples of when products become waste:

- No longer being used
- Are left over from a process or project
- Expire
- Become contaminated
- Have deteriorated from original formulation

Notes:

- Overstock and products no longer needed are deemed waste when you designate it so.
- Disposal costs can be expensive, keep this in mind when reordering products.



Once a product is deemed waste

Additional regulations apply that govern:

- How waste must be stored
- The amount of waste that can be stored
- The length of time that it can be stored
- Record Keeping



Design and Maintain Hazardous Waste Storage Accumulation Areas

**HAZARDOUS
WASTE
STORAGE
AREA**

Area that is separate from other areas:

- Posted with signage with the words “HAZARDOUS WASTE” in capital letters at least 1 inch high
- Secured area
- Telephone or two way radio nearby
- Impervious floor, no floor drains or in secondary containment (spill trays or spill pallets)

Design and Maintain Hazardous Waste Storage Accumulation Areas







- Clearly delineate the waste area if open room – e.g. string, tape
- Located at the point of waste generation
- Store in compatible containers with closed lids
- Segregated by hazard class/category

Design and Maintain Hazardous Waste Storage Accumulation Areas

Label all waste containers with:

- “Hazardous Waste”
- Name of waste/product (e.g. waste solvents)
- Key chemical(s) that make waste hazardous
- Dilution percentage if available
- Hazard category (e.g. Flammable, corrosive)

HAZARDOUS WASTE	
Name of Waste spelled out in full: <i>Oven Cleaner</i>	Check off Hazard Category(s):
Key Chemical(s) that make waste hazardous: <i>Potassium Hydroxide</i>	<input type="checkbox"/> Ignitable 
Dilution: <i>20%</i>	<input checked="" type="checkbox"/> Corrosive: <u>Acid</u> <input checked="" type="checkbox"/> <u>Alkaline</u> 
	<input type="checkbox"/> Toxic 
	<input type="checkbox"/> Reactive 

Design and Maintain Hazardous Waste Storage Accumulation Areas

- **Have Safety equipment available in the event of a spill or emergency**
 - **Fire Extinguisher compatible for the waste materials**
 - **Post emergency phone numbers**

