



PHARMA DEVILS

ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Handling and Storage of Organic Volatile Solvents

SOP No.:		Department:	EHS	
		Effective Date:		
Revision No.:		Revision Date:		
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1.0 OBJECTIVE:

To lay down a Procedure for Handling and Storage of Organic Volatile Solvents.

2.0 SCOPE:

This SOP is applicable for safety of the user during Storage and Issuance and Handling of organic volatile Solvents in Warehouse and Manufacturing area.

3.0 RESPONSIBILITY:

Executive /Officer –EHS department
Executive /Officer –concerned department

4.0 ACCOUNTABILITY:

Head-Concerned Department
Head-Plant
Head-Quality assurance

5.0 ABBREVIATIONS:

SOP Standard Operating Procedure
D & C Act Drugs & Cosmetic Act
EHS Environment, Health & Safety

6.0 PROCEDURE:

6.1 Organic Solvent shall be handled only in the supervision of authorized personnel only.

6.2 To avoid any kind of incident during use of Organic solvent, no eatable/ drinks are allowed in the working area.

6.3 Any solvent shall not be Inhale/ Drink or Taste even if the label of such product states “To Be Safe for Human Consumption”.

6.4 To follow the material safety data sheet for handling, storage and issuance.

6.4.1 STORAGE:

6.4.1.1 Time sensitive solvents or any hazardous chemicals that develops additional hazards upon prolonged storage like organic halides viz Methlene Chloride, etc, others solvents like Isopropyl Alcohol which comes under flammable liquids category which may be prone to for explosive shall be stored, issued and handled under authorized and trained personnel only.

6.4.1.2 Solvents shall be protected from physical damage and must be kept separated from incompatible substances.

6.4.1.3 All organic volatile solvents shall be stored in a cool, dry, well-ventilated area, and away from any ignition source.



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6.4.1.4 All organic volatile solvents containers shall be stored and protected from direct sunlight.

6.4.1.5 Solvents shall be kept tightly closed, keep away from heat, sparks and open flame.

6.4.1.6 Organic solvents required in bulk shall be stored in separate store away from working area.

6.4.1.7 High Speed Diesel (Over 1000 liters) shall be stored in an underground tank under strictly prohibited area.

6.4.2 ISSUANCE & HANDLING:

6.4.2.1 All organic solvents shall be Issued and handled only in the supervision of authorized personnel only.

6.4.2.2 Handling of material shall be specifically monitored and ensure the Exposure controls, personal protection and material safety.

6.4.2.3 Wear appropriate clothing's/gowning which resist the chemical exposure.

6.4.2.4 Face mask, Safety eye goggles and chemical resistant hand gloves shall be used during issuance and Handling of organic solvent.

6.4.2.5 Store and manufacturing area shall be provided with extinguishing media like water, dry chemical powder or foam type extinguishers.

6.4.2.6 No solvent shall be discharged from the plant without neutralization.

6.4.2.7 Specific attention shall be given to inhalation of solvent during handling:

6.4.2.7.1 For personal protection use self-contained breathing apparatus or filter cartridge mask to avoid direct inhalation of organic solvents and prolonged or repeated exposure of solvent

6.4.2.7.2 Use Safety eye splash goggles to protect the eyes.

6.4.3 EXPOSURE CONTROLS:

6.4.3.1 Remove and wash contaminated clothing promptly.

6.4.3.2 Wash affected area thoroughly after contact.

6.4.3.3 In case of skin contact, immediately flush with plenty of water.



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6.4.3.4 In case of inhalation, remove the individual to fresh air, provide medical help if breathing is difficult.

7.0 ANNEXURES:

Not Applicable

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Environment, Health & Safety
- Controlled Copy No. 03 Production
- Controlled Copy No. 06 Quality Control
- Controlled Copy No. 07 Warehouse
- Master Copy Quality Assurance

9.0 REFERENCES:

Drugs & Cosmetic Act.

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By