



# **PROCEDURE**

## **Hazardous Material Management**

**Hazardous Material  
Management**

**Prepared By :**  
HSE Department

**Issued By:**  
HSE Department

**QATAR STEEL COMPANY  
(QPSC)**

Procedure	2.32.4.1.15.01
Established	10.04. 2019
Effective Date	10.04. 2019
Revision	00

**REVISION HISTORY**

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00	10.04.2019	Newly Established	10.04.2019	

<h2>Hazardous Material Management</h2>	<b>Prepared By :</b> HSE Department
<p>Page 2 of 17</p>	<b>Issued By:</b> HSE Department

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## TABLE OF CONTENTS

### REVISION HISTORY

### TABLE OF CONTENTS

1. <b>INTERNAL CONTROLS</b> .....	:	4
1.1. VALIDATION .....	:	4
1.2. EMPLOYEE RESPONSIBILITIES .....	:	4
1.3. APPROVAL .....	:	4
2. <b>PURPOSE</b> .....	:	5
3. <b>SCOPE</b> .....	:	5
4.0 <b>PROCEDURE</b> .....	:	5
4.1 Definition of Terms .....	:	5
4.2 Responsibilities .....	:	9
4.3 Hazard Determination .....	:	10
4.4 Process & Equipment Hazard .....	:	10
4.5 Procurement .....	:	11
4.6 Storage .....	:	11
4.7 Handling .....	:	11
4.8 Housekeeping .....	:	12
4.9 Container Labeling .....	:	13
4.10 MSDS .....	:	13
4.11 MSDS Control .....	:	14
4.12 Safety Shower /Eye wash .....	:	14
4.13 Employee's Awareness & Training .....	:	15
5.0 General Information .....	:	15
5.1 Spill and Releases .....	:	15
5.2 Emergency Plan .....	:	16
6.0 References .....	:	16
7.0 Appendices .....	:	17

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## 1. INTERNAL CONTROLS

### 1.1 REVIEW of PROCEDURES

To assure Managements, Shareholders and External agencies confidence in the company's policies & practices, QATAR STEEL Internal Audit may verify compliance with this procedure. [Department Owner] shall review this procedure every three years to ensure that it continues to serve the purpose intended.

### 1.2. EMPLOYEE RESPONSIBILITIES

All employees of the company are required to observe and abide with this procedure.

### 1.3. APPROVAL

This procedure and any amendments made thereto; require the following approvals.

#### AUTHORITY

#### DATE

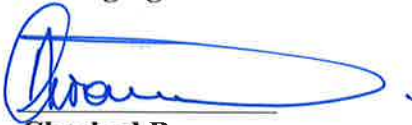


16/4/2019

Approved By:

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14.04.2019

Checked By:

Alexander Stramrood

Manager – HSE Department



10.4.19

Drafted By:

Yousef Rashid Essa Al-Suwaidi

Head of Section – Environment

This document has been reviewed by Document Controller. It complies with the requirements of policy 1.12.0.1.01.01 and it is considered ready for issue.

Signed by



Date

10.04.2019

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## 2. PURPOSE

Hazardous substances and wastes have a wide range of properties and hazards, which must be identified and understood if the conditions of safe handling are to be achieved.

## 3. SCOPE

This procedure applies during purchasing, use, handling, storage, transportation and identification of hazardous substances and dangerous goods. Applicable to all personnel (Company, Contract, Sub-Contract and Visitors) working on company premises.

This requires the appropriate identification, labeling and documentation accompanied by hazardous materials generated within Qatar Steel facilities, moved onto or within Company premises.

## 4. Procedure

This procedure contains the guidelines, instructions and information required to minimize the potential hazards associated with the identification and handling of hazardous substances, the risk to employees, the surrounding population, the environment, property and business operations as well as addressing health effects, environmental pollution, fire and explosion.

### 4.1 Definitions of Terms

#### **Acute toxicity**

A toxic effect, which occurs immediately or shortly after a single exposure.

#### **Boiling point**

The temperature at which the vapor pressure of a substance equals the atmospheric or other designated pressure.

#### **Cancer**

A malignant tumor, which can spread to other organs of the body.

#### **Carcinogen**

An agent, which is responsible for the formation of a cancer.

#### **Chemical Abstracts Service Registry Number (CAS Number or CAS No.)**

A unique number assigned by the Chemical Abstracts Service, Columbus, Ohio, USA.

#### **Chronic toxicity**

A toxic effect, which occurs after repeated or prolonged exposure. Chronic effects may occur sometime after exposure has ceased.

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## **Combustible**

A substance is capable of burning.

## **Container**

Anything in or by which may hold or cover material. Tanks and bulk storage containers, as defined by the ADG Code 1, are not included in the definition of 'container'.

## **Corrosive**

A material that has a pH of less than or equal to 2 or greater than or equal to 12.5 (Method 9040).

## **Flashpoint**

The lowest temperature at which a liquid will produce enough vapor to ignite, if the vapor is flammable.

## **Ignitable**

Material that has a flash point of less than 60°C (140°F).

## **Industrial waste**

Wastes generated from industrial process having hazardous characteristics (ignitable, toxic, carcinogenic, mutagenic, corrosive or reactive).

## **Inflammation**

A condition of a part of the body, which involves heat, swelling, redness & usually pain.

## **Ingredient**

Any component of a substance (including impurities), in a mixture or combination.

## **Irritant**

A substance that will produce local irritation or inflammation on contact with tissues and membranes, such as skin or eyes, or that will, after inhalation, produce local irritation or inflammation of nasal or lung tissue.

## **Label**

A set of information on a container, which identifies the substance in the container, identifies whether the substance is hazardous and provides basic information about the safe use and handling of the substance.

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## **Material Safety Data Sheet (MSDS)**

A document that describes the properties and uses of a substance, that is, identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

## **Mixture**

A physical combination of chemicals resulting from the deliberate mixing of those chemicals or from a chemical reaction.

## **Oral**

Ingested or administered via the mouth.

## **Oxidizing material**

Any substance, which may start a fire in other materials or stimulate the combustion of other materials and, therefore, increase the violence of a fire.

## **Product name**

The brand name, trade name or code name or code number specified by the supplier.

## **Reactivity**

The ability to readily undergo chemical change.

## **Respiratory system**

The system of the body used for breathing.

## **Risk**

The likelihood that a substance will cause harm in the circumstances of its use.

## **Shall**

A mandatory requirement.

## **Should**

A recommendation.

## **Substance**

Any natural or artificial entity, composite material, mixture or formulation other than an article.

## **Supplier**

An importer, manufacturer, wholesaler or distributor of work place substances, but excludes a retailer.

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## **Toxic effect**

The property of an agent producing damage to an organism.

## **Trade name**

A company product name, which may or may not be registered.

## **United Nations Number (UN Number)**

A system of four digit numbers assigned by the United Nations Committee of Experts on the Transport of Dangerous Goods. UN Numbers are assigned to one substance or to a group of substances with similar characteristics. They are not necessarily unique to one chemical, and may cover a group of chemicals with similar hazardous properties.

## **Vapor density**

The ratio of the density of the vapor compared to the density of air.

## **Vapor pressure**

The pressure created when a substance evaporates.

## **Volatile**

Able to pass readily into the vapor state.

## **Globally Harmonized System of Classification and Labeling of Chemicals (GHS)**

Internationally agreed-upon standard managed by the United Nations that was set up to replace the assortment of hazardous material classification and labeling schemes previously used around the world. Core elements of the GHS include standardized hazard testing criteria, universal warning pictograms, and harmonized safety data sheets which provide users of dangerous goods with a host of information.

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## 4.2 Responsibilities

### ➤ HSE Department

- Develop, update and audit effectiveness of the Hazardous Material Management Procedure.
- Assist Departments with program requirements including labeling, providing employee information, awareness, and recordkeeping.

### ➤ Department Manager / Supervisor

- Maintain a binder of MSDS(s) for hazardous substances used in the work area which will include a Work Area Hazardous Materials List
- Ensure conditions for storage, handling, disposal and use of the hazardous material are in accordance with the MSDS
- Assure that all hazardous material containers are properly labeled.
- Ensure that each employee has received both general and specific Hazard Communication training before working with potentially hazardous substances.
- Provide MSDS upon request.

### ➤ Departmental Safety Coordinator

- Inform contractors of the hazardous substances that are present in the work area and the location of the MSDS for that unit or shop area.
- Ensure that contractors have readily available MSDS(s) for hazardous substances brought into the Plant or onto company premises.

### ➤ Procurement and Warehouse Department

- Forward all MSDS(s) from vendors to HSE Department using the cover sheet in Appendix 2.
- Requiring supplier/s to use the checklist during pre-procurement of hazardous materials and after the P&W Dept. received the copy, furnished a copy to HSE Department.

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➤ **Contractors**

- Required to provide their chemical hazard information to the HSE Department and Area Department Manager/Supervisor prior to commencement of work.
- Comply with all hazard material procedures set forth in this standard.
- Provide and maintain all MSDS(s) for hazardous material used.
- Inform their employees of workplace and chemical hazards and where to obtain hazard information.

➤ **Employees**

- Complete training goals as outlined in the training section of this document.
- Comply with all hazard material procedures set forth in this standard.

### 4.3 Hazard Determination:

Hazardous substances will be identified from:

- Material Safety Data Sheets provided to Qatar Steel by manufacturers, importers and distributors.
- Manufacturer material labels.
- Information provided by process and utility engineers, and other personnel in field locations.
- Hazard Analysis
- Information provided by Procurement and Warehouse Department and HSE Department.

The HSE Department should be contacted for assistance with hazardous substance determination.

### 4.4 Process and Equipment Hazards:

Operations, technical, maintenance, contractors and other functions shall coordinate with Health Safety and Environment Department to control hazardous substances and to develop controls for process changes.

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## 4.5 Procurement

During the procurement stages all suppliers are required to fill up the attached checklist along with the MSDS of the chemicals to be review and approve by the Procurement Department.

## 4.6 Storage

Segregation shall be provided for hazardous materials to prevent dangerous reaction of stored materials. The table in Annex 1 may be used for segregation of substances in use, holding and storage areas.

Care shall be taken to physically segregate incompatible materials. Distance and physical barriers such as containment pallets, berms, curbs or walls shall segregate incompatible materials that are stored within the same general containment area. Information on chemical incompatibility can be found on chemical labels.

## 4.7 Handling

The hierarchy of protection from exposure to hazardous substances shall be used to minimize potential hazards of materials.

Material substitution – Selection and use of a material with less harmful chemical Properties

- **Engineering Controls** – Use of fans, ventilation or other mechanical means to reduce exposure to dangerous substances.
- **Administrative Controls** – Minimize exposure through procedural planning of work activities, limit time of exposure or time to perform work.
- **Personal Protective Equipment (PPE)** – Shall only be used when none of the other controls can be used to control exposure to dangerous substances. Proper PPE shall be selected based on the nature of the hazard. Consult the material MSDS, chemical label, Personal Protective Equipment Selection Criteria, Use and Standards, your supervisor, Operations Safety or Environment Health and Safety Department for assistance with selection of PPE.

Care shall be taken in handling hazardous materials and hazardous substances. Avoid handling hazardous material containers in a manner that may damage the container. Corroded or damaged containers shall be removed from service immediately. Consult your supervisor, the HSE Department or operations for proper handling, material transfer or disposal of material in damaged containers.

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HSE Department or operations for proper handling, material transfer or disposal of material in damaged containers.

- Adequate precaution shall be taken to prevent leaks or spills, which may create a fire, explosion that become dangerous to human life or harm the environment.
- All leaks shall be immediately reported to the Supervisor so immediate action can be taken to correct the cause of the leak and clean up the material.
- Respiratory equipment shall be worn whenever working in or around hazardous concentrations of gases, vapors, or toxic chemicals. This equipment shall be put on before entering the contaminated area.
- Because there is a possibility of a hazardous interaction between two or more chemicals, chemicals shall not be mixed or decanted. If it is necessary to do these activities an appropriate location shall be established and safe work procedures shall be written to guide these specific activities. Chemical shall be mixed only under controlled conditions and when the results are known. Chemicals shall be mixed with water, other chemicals or fluids only as directed by the manufacturer's instructions.
- Do not mix chemicals when disposing of them.
- All chemical burns shall be washed with cool fresh water, and then treated as you would any other burn. Whenever handling strong hazardous substances, an adequate supply of fresh water shall be available.
- Rapid evaporation of highly volatile products on skin can cause severe skin burns. If such products come in contact with the skin, wash at once with clean water.
- All chemical containers shall be kept well sealed and shall be plainly marked. Empty containers shall be disposed of in a manner that shall not create a hazard and in accordance with Company waste management procedures.
- Review periodically the Material Safety Data Sheets (MSDS) for the hazardous substances you are using. Know the dangers of the hazardous substances you are working with. Take all safety precautions outlined in the MSDS.

## 4.8 Housekeeping

A commitment to maintain good housekeeping will limit the chance or severity of accidental spills, releases or fires. Good housekeeping will also increase employee efficiency and safety.

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## 4.9 Container Labeling

All containers greater than one liter and less than or equal to 200-liter capacity shall be labeled with the following information:

- Chemical name – Trade name or proper chemical name of substance.
- Manufacturer – Manufacturer or distributor and contact information.
- Segregation – Segregation and incompatibility information for this material. Reactivity and chemical decomposition information.
- Material Fire or Spill – Information on how to properly control and mitigate a fire or spill of the material.
- Health Hazards – Information on the specific health hazards associated with the material.
- Personal Protective Equipment (PPE) – Protective clothing and equipment required to safely handle material and protect from personal injury or exposure.

This information is available on the MSDS for the material. Labels shall be at least 120mm x 180mm in size.

### Small Container Labeling

Containers of less than one liter shall be labeled with the following information:

- Chemical name – Trade name or proper chemical name of substance.
- Health Hazards – Information on the specific health hazards associated with the material.

## 4.10 MSDS

The HSE Department will review MSDS for:

1. Completeness of information
2. Adequacy of information
3. Hazards associated with chemical components
4. Required/recommended methods of control

Each Department will compile all MSDS and create Hazardous Material Masters list for new hazardous substances.

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The standards indicate the MSDS must be in English and contain a minimum of the following information:

1. Name of the manufacturer or distributor and their emergency telephone number.
2. The trade name and/or identity of the hazardous materials and corresponding CAS (Chemical Abstract Service) number(s).
3. Physical and chemical characteristics.
4. Physical and chemical hazards.
5. Primary route(s) of entry, signs and symptoms of exposure, medical conditions aggravated by exposure.
6. Exposure limits (PEL, TLV, etc.)
7. Precautions for safe handling and spill cleanup.
8. Methods/controls to limit exposure.
9. Emergency first aids procedures.
10. Date of MSDS preparation or revision.

Purchasing or any department ordering hazardous substances shall request a MSDS for all hazardous substances prior to ordering the material along the pre-procurement checklist. MSDS for each material shall be copied to the Environment Health and Safety Department and the Department receiving the material for use.

#### 4.11 MSDS Control

The Procurement and Warehouse is the central repository for all Material Safety Data Sheets utilized in Qatar Steel operations. The MSDS information will be maintained and compiled in one folder and filed. Each Department shall maintain a copy of MSDS for materials used within their area or process. The on- site MSDS shall be maintained in a central location that is accessible to employees working in that area.

#### 4.12 Safety Shower/Eyewash

Safety showers and eyewash stations shall be situated within 23 meters (75 feet) of any location where employees may come into contact with hazardous substances. Shower and eyewash stations shall be readily accessible and provide a continuous flow 19 – 30 liters per minute (5 – 8 gpm) of fresh water for at least 15 minutes. Scald protection will be necessary if there is any exposed pipe in the water supply line due to the high ambient temperatures.

Shower and eyewash stations shall not be located where the runoff water will make contact with stored hazardous substances. Extreme care shall be taken when placing a shower and eyewash near water reactive substances.

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## 4.13 Employee's Awareness and Training

Personnel shall be trained in the proper use, emergency response, labeling and handling of hazardous substances. The training shall include instruction on:

- General Chemical Hazards
- Recognition, evaluation and control of chemical hazards
- Material Safety Data Sheets
- Hazard Communication (identification of hazards, labeling and placarding requirements for hazardous materials)
- Safe work practices for handling and working around hazardous substances
- Selection and use of personal protective equipment
- Hazardous substance storage requirements
- Spill control, clean-up and emergency response procedures
- Fire protection and control (incipient stage firefighting)
- Proper material handling

This training shall be conducted in accordance with the Qatar Steel HSE Training Standard.

## 5.0 General Information

### 5.1 Spills/Releases

Care shall be taken in handling hazardous substances and dangerous good to prevent spills or release of hazardous substances. Shall a chemical be spilled or released; the employee shall notify their supervisor immediately.

Spill containment and clean-up can be very dangerous and expose employees to harmful substances. Personnel safety shall be the primary focus of those containing and cleaning up spilled materials.

Information regarding the spill clean-up procedure and precautions can be found on the MSDS. Contact the Qatar Steel HSE/Fire Department for assistance.

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Spill containment and clean-up materials shall be provided in the receiving area and chemical storage locations. Materials shall include at a minimum:

- Absorbent pads and boom
- Loose absorbent material
- Chemical protective suits, gloves, goggles and boots
- Non-sparking tools and shovels
- Over pack drums
- Neutralization chemicals for acid and caustic spills (bicarbonate and citric acid)

## 5.2 Emergency Plan

Wherever hazardous substances, materials, dangerous goods, liquefied or compressed gases are produced, handled, stored or used an emergency response plan shall be prepared and updated.

The following information shall be included in the emergency plan

1. The type of emergency equipment available and its location.
2. Location of posted emergency response procedures.
3. MSDS shall be available at the store entrance in the store.
4. Emergency response personnel and emergency telephone numbers listed.

## 6.0 References

- Environment Protection Law of 2002
- By-Law No.4 of 2005 Environment Protection Law
- By-Law Annexes 2005 of Environment Protection Law
- Mesaeid Industrial City Environmental Guidelines and Protection Standard rev.02 June 2011
- ANSI Z400-1993 Hazardous Industrial Chemicals - Material Safety Data Sheets
- ISO 11014-1994 Safety Data Sheets for Chemical Products
- 29 CFR 1910.1200 Specifies guidelines for what MSDS must contain

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## 7.0 Appendices:

- 1.COR/HSE/SE/F118-00 – New Chemical Report Form
- 2.COR/HSE/SE/F119-00 – Pre-Procurement Checklist for Hazardous Material

## Annex 1 Hazardous Material Compatibility Chart

DANGEROUS GOODS & COMBUSTIBLE LIQUIDS STORAGE COMPATIBILITY CHART													
Class or Subclass Risk													
FLAMMABLE GASES	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
NON TOXIC NON FLAMMABLE GASES	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
TOXIC GAS	SEGREGATE At least 30'	OK TO STORE TOGETHER	MAY NOT BE COMPATIBLE - CHECK MSDS AND NOTES	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
OXIDIZING GAS	SEGREGATE At least 30'	OK TO STORE TOGETHER	SEGREGATE At least 30'	OK TO STORE TOGETHER	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
FLAMMABLE LIQUIDS - CONDUCTIBLE LIQUIDS	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	OK TO STORE TOGETHER	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
FLAMMABLE SOLID	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	OK TO STORE TOGETHER	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	MAY NOT BE COMPATIBLE - CHECK MSDS AND NOTES
SPONTANEOUSLY COMBUSTIBLE	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	OK TO STORE TOGETHER	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
DANGEROUS WHEN WET	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	OK TO STORE TOGETHER	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
OXIDIZING AGENT	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	NEED ASSESS	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	MAY NOT BE COMPATIBLE - CHECK MSDS AND NOTES	ISOLATE	SEGREGATE At least 30'	SEGREGATE At least 30'
ORGANIC PEROXIDE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	OK TO STORE TOGETHER	ISOLATE	SEGREGATE At least 30'
TOXIC SUBSTANCES	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	ISOLATE	OK TO STORE TOGETHER	SEGREGATE At least 30'
EXPLOSIVE	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	MAY NOT BE COMPATIBLE - CHECK MSDS AND NOTES	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	SEGREGATE At least 30'	MAY NOT BE COMPATIBLE - CHECK MSDS AND NOTES

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