Flammable and Combustible Liquids Program

1.0 Purpose – The purpose of this Flammable & Combustible Liquids Compliance Program is to assist in the protection of (COMPANY) employees who handle, store, use and/or work around flammable and combustible liquids. The purpose of this program is also to ensure that (COMPANY) complies with applicable laws, standards and codes that govern the use of flammable and combustible liquids in industry. This guideline is to be used to facilitate the proper design, installation, storage, usage, and handling measures necessary to prevent fires and explosions.

2.0 Applicability and Scope

This program applies to all (COMPANY) employees who work around or directly with, flammable or combustible liquids.

3.0 Requirements

3.1 Definitions

3.1.1 Combustible Liquid–any liquid having a flashpoint at or above 100 degrees F

3.1.2 Flammable Liquid–any liquid having a flashpoint below 100 degrees F, except any mixture having components with flashpoints of 100 degrees F or higher, the total of which make up 99 percent or more of the total volume of the liquid

3.1.3 Flashpoint—the minimum temperature at which a liquid gives off vapor in a test vessel in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

3.2 Protective Equipment

3.2.1 The Environmental, Health and Safety Department will assist in ensuring that the proper protective equipment, including personal protective equipment (PPE), used at (COMPANY) will be provided without cost to employees. Protective equipment will be chosen based on anticipated hazards and will be provided to employees in the following manner:

3.2.1.1 Department managers will purchase and distribute the correct PPE to their employees. Some common items are kept in inventory and are available from the (COMPANY) (Location) Warehouse. In (Location), the PPE is available from the department managers.

3.2.2 The protective equipment required by (COMPANY) when using and handling flammable or combustible liquid may include but is not limited to: safety glasses, face shields, goggles, Tyvek suits, aprons, sleeves, respirators and various types of gloves are available for use, depending on the application. Refer to the (COMPANY) written Personal Protective Equipment Program for more information.
3.3 Emergency Situations

3.3.1 If and when an emergency arises, the (COMPANY) emergency incident/accident response procedures can be found on the “S” drive/(COMPANY) Info/EHS Safety Manual/Safety Manual Programs - Word and are also located in the EHS Department files. The procedures are outlined in the following:

3.3.1.1 (STATE) Contingency Plan,
3.3.1.2 (STATE) Contingency and Business Plan,
3.3.1.3 Spill Prevention, Control and Countermeasures Plan,
3.3.1.4 Storm-water Pollution Prevention Plan,

3.3.2 Phone numbers of primary emergency responders include:

(Location)

<table>
<thead>
<tr>
<th>Responder</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State Police
(Location) Fire Dept
(Location) Police Dept
(Location) Board of Health
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An approved means for prompt notification (fire alarms) of fire to those within our manufacturing plant and to our public fire department are provided, and we have connected the plant system to the public fire alarm system.

### 3.5 Inspections

<table>
<thead>
<tr>
<th>Inspection / Review</th>
<th>Description</th>
<th>Frequency</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire extinguishers</td>
<td>All fire extinguishers</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Sprinklers</td>
<td>All risers, valves, gages, pumps, inspector’s test, water gong, etc.</td>
<td>Semi-Annually</td>
<td>Outside Vendor (COMPANY) Facilities</td>
</tr>
<tr>
<td>Fire Alarm Detection Systems</td>
<td>Smoke detectors, fire detectors, fire alarms, fire alarm panels</td>
<td>Annually</td>
<td>Outside Vendor</td>
</tr>
<tr>
<td>CO₂ Flooding System</td>
<td>(Location) - Coaters (Location) - Room 459, RO/NF room</td>
<td>Semi-Annually</td>
<td>Outside Vendor</td>
</tr>
<tr>
<td>Emergency Lighting</td>
<td>All emergency light fixtures</td>
<td>Annually</td>
<td>(COMPANY) Facilities</td>
</tr>
<tr>
<td>Fire Hydrants</td>
<td>Inspected and flushed, all units that serve (COMPANY)</td>
<td>Annually</td>
<td>Town of (Location), City of (Location)</td>
</tr>
<tr>
<td>Fire Suppression System - Cafeteria</td>
<td>(Location) only, inspection and test</td>
<td>Annually</td>
<td>Outside Vendor</td>
</tr>
<tr>
<td>Halon Fire Suppression System</td>
<td>(Location)</td>
<td>Annually</td>
<td>Outside Vendor</td>
</tr>
</tbody>
</table>

### 4.0 Responsibility

#### 4.1 Environmental, Health & Safety (EH&S) Dept

The (COMPANY) Environmental, Health and Safety Manager will serve as the (COMPANY) Flammable & Combustible Liquids Compliance Program Administrator. He is responsible for developing and maintaining the written Flammable and Combustible Liquids Compliance Program. This person is also responsible for the coordination of all...
facets of the program and has the authority to make necessary decisions to ensure the program’s compliance.

The program is kept in the files of the Environmental, Health and Safety Department and on the (COMPANY) “S” drive/(COMPANY) Info/EHS Safety Manual/Safety Manual Programs(Word), for easy access by the user groups.

4.1.1 (Dept) Manager – Training and proper storage and handling of flammable and combustible liquids

4.1.2 (Dept) Manager - Training, proper storage and handling of flammable and combustible liquids

4.1.3 (Dept) Supervisor - Training, proper storage and handling of flammable and combustible liquids

4.1.4 (Dept) Supervisor - Training, proper storage and handling of flammable and combustible liquids

4.1.5 R&D Managers/Supervisors - Training, proper storage and handling of flammable and combustible liquids

4.1.6 Warehouse Manager - Training, proper storage and handling of flammable and combustible liquids

4.2 Employees

Employees who work around or with, flammable or combustible liquids are responsible for knowing how to locate chemical information such as MSDS’s, the hazards associated with the chemical, the appropriate handling procedures, and what personal protective equipment is required when handling the chemical.

5.0 Standards / Regulations

5.1 United States, Occupational Safety and Health Act, 29 CFR Part 1910 Subpart H. 106

5.2 State of (STATE), (state OSHA agency)

5.3 (STATE), Department of Labor, Occupational Safety and Health standards

5.4 Town of (Location), (State) Fire Safety Codes

5.5 City of (Location), (State) Fire Safety Codes

6.0 Training

6.1 Prior to an employee using, handling, or storing flammable or combustible liquids, he/she must successfully completed the (COMPANY) Flammable & Combustible Liquids Compliance Training Program. This includes all new employees regardless of
previous experience with past employers. Individuals in the following departments that must receive training include:

6.1.1 List, e.g.:
   6.1.2 System Fabrication,
   6.1.3 Technical Product Development Group / R&D

6.2 The Flammable & Combustible Liquids Compliance Program Administrator will identify new trainees and those existing employees who require training/retraining. The EHS/Facilities Managers or their designee is responsible for conducting training.

7.0 Documentation

7.1 The written program shall be filed in the EHS department
7.2 The employee training sign off sheet shall be filed in the employee’s training file in the Human Resources department
7.3 The employee training attendance sheet shall be filed in the EHS department

8.0 Program Review

This program will be reviewed for applicability, legal compliance and effectiveness once every three years. The review will be conducted by the EHS Department.

Appendix 1

(Location) Operations & Locations Involving Flammable or Combustible Liquids