Storage of Flammable Substances

601.1 PURPOSE AND SCOPE

This procedure provides direction on the proper storage of flammable substances. This procedure is the result of consultation with San Mateo Consolidated Fire Department. Employees are encouraged to consult with their supervisor if they have any questions about proper procedure in such cases

This SOP does not pertain to the storage procedures for explosives. For information related to that, consult SMPD Policy 804.

601.2 STORAGE PROCEDURE

For the storage of flammable and combustible substances, the following is the proper storage procedure:

- A small sample of the substance will be transferred into one of the designated clear glass receptacles and placed into the designated metal cylindrical canister of proper size.
- If an item of clothing or object was burned or has combustible substances on it, you must place that item in the metal cylindrical canister and ensure the top is completely sealed. If you want this item to be tested at the lab, the item should be completely sealed in a metal cylindrical canister. An additional empty/sealed metal cylindrical canister must be added as a property item. The lab requires this extra metal cylindrical canister to test/compare the chemicals from the item to the substances that might be in the metal cylindrical canister. You shall contact the property unit about these items being taken to the lab as soon as possible. Arson cases are time-sensitive and need to be transported promptly to analyze.
- All the required packaging supplies will be stocked inside the HAZMAT Storage room, located on the west side of the police building, and inside the evidence prep section outside the Property.
- Any remaining substance not needed for evidentiary purposes shall be disposed of only after consulting with the arson investigator attached to the case, if applicable, or at the discretion of the on-duty SMCFD Battalion Chief.
- All properly packaged substances will be stored in the HAZMAT Storage room, accessible by sergeants and Property unit staff.
- All required evidence forms shall be completed and turned into the Property unit per standard protocol.
- **Under no circumstances shall combustibles or other flammable substances be processed or stored inside the police building.**

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