

# Spray Booth Procedures

Spray booths are an essential safety measure in handling and using aerosol paints, adhesives, coatings, and other volatile organic compound (VOC)-containing products. Proper procedures must be followed to:

- minimize the risks of chemical exposure and fire/explosion
- compliantly track VOC emissions generated during use, and
- ensure that the booth is being used safely and effectively.

## Spray Booth User Step-by-Step Instructions:

**Note 1: Do not use the spray booth if it is not working properly** (e.g., work surface is cracked or broken, ventilation fan is not working properly or not turning on, etc.). **Immediately report any spray booth issues/malfunxions to the faculty member, technician, or monitor on duty. The faculty member, technician, or monitor on duty will place the booth out of service until it can be assessed and safely brought back online.**

**Note 2: Only trained users may use the spray booths. See training requirements section below.**

**Note 3: Only approved aerosol products may be used in the spray booths.**

- Select the product(s) you will be using from the product storage flammable cabinet adjacent the spray booth
- Record the following information on the Spray Booth Use Tracking Sheet: the date of use, the quantity used, the product manufacturer, name, and code, and the name of the user
- Check that there are no open flame or heat/electrical sources near the spray booth or your aerosols/materials
- Turn on the spray booth exhaust fan
- Wear appropriate personal protective equipment (PPE): safety glasses and disposable nitrile gloves
- Place your work piece into the spray booth
  - Check that the spray booth is large enough to accommodate the size and weight of the parts being loaded and unloaded
  - When possible, place the work piece toward the back of the booth so spray is effectively captured
  - Use two-person lift for heavy (50+ pounds) or large/awkward work pieces
    - Alert others in the area to stay clear before moving large/awkward work pieces
- Check the label of the aerosol can for any specific instructions or precautions, and visually check that the aerosol can is in good condition prior to use (original label is intact and legible, and can shows no detectable leaks, bulges, dents, etc.). Never use an unlabeled or damaged aerosol can.

- Shake the can thoroughly before use, and hold it at the recommended distance from the surface being sprayed.
- Spray the aerosol in short bursts, rather than continuously, to avoid overspray and minimize the risk of fire.
- Place the aerosol back into the product storage flammable cabinet if you will use the aerosol again, or, remove the plastic nozzle cap (leave stem intact) and place the used aerosol can into the aerosol can waste collection drum adjacent the spray booth.
- Remove the work piece from the spray booth when it is dry (following safe lifting procedure listed above)
- Place used gloves into the used glove step can
- Turn off the ventilation fan
- Check that your aerosol use is properly recorded on the Spray Booth Use Tracking Sheet

## Spray Booth Emergency Procedures

- If the spray booth ventilation fan suddenly stops working:
  - Immediately stop applying the aerosol can product and notify the faculty member, technician, or monitor on duty.
  - The booth is now considered placed out of service.
  - Do not resume booth use until the booth has been put back into service.
- If a spray booth user shows signs of chemical exposure or other injury/illness:
 

*Note: check product's Safety Data Sheet for possible symptoms; general VOC respiratory exposure symptoms may include dizziness, headache, faint/lightheaded feeling, confusion, slurred speech, etc.*

  - Stop aerosol can use and immediately notify the faculty member, technician, or monitor on duty, who will call RWU Public Safety at **401-254-3333**.
  - Provide a copy of the product SDS to RWU Public Safety and/or other responding emergency personnel
- If an aerosol can or paint product ignites and begins to smoke or catch fire:
  - Immediately stop applying the aerosol can product and notify the faculty member, technician, or monitor on duty
  - Evacuate the building following emergency evacuation procedures
  - From a safe place, call RWU Public Safety at **401-254-3333**.

## Spray Booth Training Requirements

All spray booth users must complete the following safety training requirements:

- Have a current Shop and Studio Safety Agreement on file
- Have current completions for all relevant general safety training for the work area, as listed on the [RWU Laboratory, Shop, and Studio Safety Training Requirements Links](#) for the current academic year
- Have current completion for the Spray Booth Training on the [RWU Laboratory, Shop, and Studio Safety Training Requirements Links](#) for the current academic year
- Have completed a documented hands-on spray booth training session with an approved faculty member, technician, or monitor for the current academic year
- Reviewed Safety Data Sheet(s) (SDS) for all products they will be using

## Spray Booth Recordkeeping Requirements

- The shop/studio safety technician (RWU employee – not a student monitor) is responsible for maintaining the following records and providing a second set of copies to EHS on a monthly basis:
  - Spray Booth Use Tracking Sheet for the previous month
  - Any new student and staff training records
  - Any new maintenance records, including any filter replacements

## Spray Booth Installation Requirements:

- EHS must be notified at least three months in advance of any spray booth purchases.
  - Spray booths must be registered with Rhode Island Department of Environmental Management.
- Spray booths must have the following equipment located adjacent the booth (purchasing department is responsible for buying):
  - Product storage: an OSHA and NFPA-compliant flammable storage cabinet with the aerosol can-specific shelf insert (EHS can advise)
  - Waste disposal: a 16- or 30-gallon poly drum for waste aerosol cans (drum must include properly fitting lid and lid closure device, satellite accumulation area signage, and a label stating: “Hazardous Waste: Petroleum Distillate Based Aerosol Cans.”)
  - Glove disposal: a metal step-can (foot pedal-operated lid) for used gloves with a label stating: “Used Gloves for Disposal.”)
  - Single-use saline eyewash bottles/cartridges OR a plumbed eyewash
  - A portable ABC fire extinguisher
  - A clipboard with a Spray Booth Use Tracking Sheet

## Spray Booth Maintenance Requirements

- The shop/studio safety technician (RWU employee – not a student monitor) is responsible for visually inspecting the spray booth on a routine basis and scheduling maintenance and repairs, including routine filter replacement
- Ensure power is disconnected before performing any maintenance on the spray booth or equipment (follow RWU Lockout Tagout Procedures)
- Use only qualified personnel to perform maintenance on the spray booth or equipment (either RWU Facilities Management or an outside vendor)
- Follow manufacturer's instructions for maintenance and repair
- Submit a “Health/Safety” work order on the RWU Facilities Work Order System when waste containers are ~70% full, so they will be included in the next waste pickup date

# RWU Spray Booth Use Tracking Sheet

Spray Booth:		Month/Year:	
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Date	User Name (e.g., "Jane Smith")	Prod. Manuf. (e.g., "Krylon")	Prod. Name (e.g., "Red Pepper Fusion All-In-One Gloss")	Amount Used (approx.) (eg., 4 oz.)

Please scan copies to [safety@rwu.edu](mailto:safety@rwu.edu) at the end of each month, no later than the 5<sup>th</sup> of the following month