

HAZARDOUS MATERIALS

- 1.0 **General.** The District recognizes its responsibility to provide an environment which protects students, staff, and visitors from unreasonable exposure to known hazardous materials, including those substances or mixture of substances that pose a fire, explosive, reactive or health hazard.
- 2.0 **Hazardous Materials Program Supervisor.**
 - 2.1 Overall supervision of the operation of all hazardous materials policies and procedures within the District shall be the responsibility of the District Environmental Health and Safety Specialist. The Environmental Health and Safety Specialist shall exercise his/her duties in a manner that complies with all local, state and federal laws and regulations.
 - 2.2 At each location, (a) District employee(s) shall be designated as the local hazardous materials coordinator(s), referred to throughout these procedures as the "coordinator(s)."
 - 2.3 The coordinator(s) shall be responsible for dealing with hazardous materials at the location and shall comply with all District policies and procedures and local, state and federal laws and regulations dealing with hazardous materials. The coordinator(s) also shall be responsible for reporting any violations in the District's hazardous materials policy or procedures as soon as possible to the Environmental Health and Safety Specialist and the building/location administrator and/or their designee(s).
 - 2.4 Each department which uses hazardous materials in any given location will designate a departmental resource person for purposes of implementing these procedures.
- 3.0 **Tracking, Inventory and Material Safety Data Sheets.**
 - 3.1 Each coordinator(s) shall be responsible for logging the receipt of all hazardous materials received at his/her location. The coordinator(s) shall track and keep complete written records of the storage, use and ultimate disposition of the hazardous materials. On or before June 15 of each year, the coordinator(s) shall provide a copy of the current inventory log and record of disposition of all hazardous materials to the Environmental Health and Safety Specialist.
 - 3.2 The Environmental Health and Safety Specialist shall maintain a copy of each location's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire and emergency service authorities.
 - 3.3 The Environmental Health and Safety Specialist shall be responsible for establishing and maintaining the Material Safety Data Sheets (MSDS) system for the District.
 - 3.4 Each department and location shall maintain a set of MSDS in its area for all hazardous materials with which it has contact. A master set of MSDS's for all areas within the facility must be kept at the main office or entrance of the administrative area. These MSDS's shall be available for review and use by every District employee. The MSDS also shall be available for inspection by appropriate police, fire, health and emergency service authorities.
- 4.0 **Purchase of Hazardous Materials.**
 - 4.1 Purchasers must follow the District's purchasing policy for chemicals and chemical props.
 - 4.2 All purchase orders for hazardous materials shall include a requirement that the shipment of any such materials includes Material Safety Data Sheet(s) (MSDS) with any order or portion of the order (unless already on file). Failure to provide MSDS with the shipment may result in the District's refusing to accept the shipment.

5.0 Storage, Recycling or Transfer of Hazardous Materials.

- 5.1 The Environmental Health and Safety Specialist and building administrator, and/or designee(s), shall designate an area or areas for storage of:
- 5.2 Materials which are or might become hazardous materials; and,
- 5.3 Hazardous materials which have been declared waste and are being held for disposal.
- 5.4 When a coordinator has a material which qualifies as hazardous material at his/her location and which may require disposal, the coordinator shall contact the Environmental Health and Safety Specialist to arrange for storage, transfer or disposal as appropriate. Materials no longer needed at one location may be available for transfer within the District to other programs or locations.
- 5.5 When materials are not needed by a District location, operation or program, the Environmental Health and Safety Specialist or departmental resource person may declare the materials to be surplus and order their disposal. The Environmental Health and Safety Specialist shall be authorized to declare a hazardous material as waste.
- 5.6 Storage of hazardous materials shall be in compliance with federal, state and local law. Hazardous materials shall be separated according to chemical properties and stored safely in storage areas deemed appropriate by the Environmental Health and Safety Specialist.
- 5.7 All containers for hazardous materials shall be labeled to show date of receipt by the District, shelf life and expiration date. Where space permits, materials shall be stored so that the oldest materials are used first (first in first out).

6.0 Disposal of Hazardous Materials.

- 6.1 When coordinator(s) or location/building administrator and/or designees) believe that he/she has materials which may qualify as hazardous for which there is no immediate need for program or operation requirements or which may need to be disposed of, he/she shall contact the Environmental Health and Safety Specialist, and the Environmental Health and Safety Specialist shall arrange for disposal.
- 6.2 Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve conditionally exempt small quantity generator status for each location and for any central storage area.
- 6.3 The Environmental Health and Safety Specialist shall maintain written documentation of the disposal of hazardous materials from all locations in the District. This documentation shall be retained in permanent form at one additional location.

7.0 Transportation of Hazardous Materials and Waste.

- 7.1 Transportation of hazardous materials and waste shall be coordinated by the Environmental Health and Safety Specialist using qualified third parties.
- 7.2 Unless specific written approval is received by a District employee from the Environmental Health and Safety Specialist, no District employee or volunteer shall transport hazardous materials or waste owned by or attributed to the District in either a District vehicle or in his/her personal automobile.
- 7.3 No student shall be permitted by any District employee or volunteer to transport hazardous materials owned by or attributed to the District in any vehicle, including District vehicles.

8.0 Emergency Response Plan.

- 8.1 The Environmental Health and Safety Specialist, in conjunction with building coordinator(s), shall develop an emergency response plan that shall enable a District employee aware of an incident involving hazardous material to take appropriate action to protect students, staff, the general public and District property. This plan shall be coordinated with the District and the location evacuation plans.
- 8.2 In addition, a plan to handle spills and leaks shall be developed for each location for hazardous materials at the location. The plan shall address immediate emergency procedures, required notification and clean up procedure.
- 8.3 All information regarding a hazardous materials incident shall be released to the media or the public only by the Superintendent or his designee. No other District employee is authorized to release information regarding any such incident.
- 8.4 The Environmental Health and Safety Specialist shall coordinate with the District's legal counsel and the Superintendent's office any notification or reports to local, state and federal authorities.

9.0 Evacuation Plan.

- 9.1 An evacuation plan shall be developed and implemented for each location.
- 9.2 An evacuation drill shall be held at least once each calendar year at each location. Where possible, this plan shall be coordinated with existing fire drills, bomb threat evacuation plans and tornado drills and may be conducted in conjunction with any of these other drills. Written records of the drill shall be maintained by each location.
- 9.3 Copies of the evacuation plan shall be posted within the buildings where appropriate in that building. Copies of the evacuation plan shall be maintained by the coordinator(s) and the location/building administrator.
- 9.4 Where practical, the evacuation plan shall be coordinated with the fire department, police department and the District's transportation department.

10.0 Training of Staff and Students.

- 10.1 The coordinators, administrators, staff members handling hazardous materials and school nurses/health paraprofessionals shall receive periodic training in responding to hazardous materials emergency incidents.
- 10.2 When hazardous materials are used in the classroom, both staff and students shall be trained in the handling, storage and use techniques appropriate to the materials used as part of the curriculum. The staff also shall be instructed in emergency procedures, including evacuation, appropriate to the materials.

LEGAL REFERENCES:

42 U.S.C. 6901 (1982 & Supp. III 1985)

42 U.S.C. 9601 (1982 & Supp. IV 1986)

49 U.S.C. 1801

C.R.S. 13 21 108.5

C.R.S. 24 10 106.5

C.R.S. 25 15 101 et seq.

C.R.S. 29 22 101 et seq.

C.R.S. 40 2.1 101 et seq.

C.R.S. 42 4 228

C.R.S. 42 4 234 (3)

C.R.S. 43 6 101 et seq.

1 CCR 301 1, Rules 2202 R 3.16 (2)

6 CCR 1007 3, Part 261

8 CCR 1507 1

Adams 12 Five Star Schools

Most Recent Adoption: August 1, 2009