

Hazardous Materials

1. Hazardous materials program supervisor

Overall supervision of the operation of all hazardous materials policies and procedures within the district will be the responsibility of the deputy superintendent who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the "supervisor."

At each location, the safety office will work with a district employee designated as the local hazardous materials coordinator, referred to throughout these procedures as the "coordinator." At each location, there also will be an alternate district employee designated as a backup to the coordinator.

The coordinator will be responsible for all aspects of dealing with hazardous materials at the location and will comply with all district policies and procedures and local, state and federal laws and regulations dealing with hazardous materials. The coordinator also will be responsible for reporting any violations in the district's hazardous materials policy or procedures simultaneously to the supervisor and the building/location administrator.

2. Initial inventory and material identification

The supervisor and the department of instruction will cause an initial inventory of all hazardous materials to be completed throughout the district to identify potentially hazardous substances. The coordinators or their designees will complete and deliver copies of these inventories to the department of instruction and the safety office.

Training in the proper process of identifying hazardous materials to at least one designated district employee at each location will be provided by the department of instruction and/or the safety office.

At the direction of the coordinator, these trained employees will conduct all future inventories.

The coordinator will arrange for the identification of any unknown suspected hazardous substance through the safety office.

3. Chemical inventory lists and Safety Data Sheets (SDS)

Annual updates of chemical inventory lists are required. Inventory lists shall include such items as room number, cabinet or shelf location, date of receipt, manufacturer's name and quantity. Building principals or their designees will complete and mail the chemical inventory lists to the safety office no later than October 1 of each year. Chemical inventory lists must be verified for completeness by the coordinator. Each chemical inventory list is subject to audit by the safety office. The safety office will provide copies of the inventory lists to the local fire, health, and emergency service authorities.

A master chemical inventory list shall be maintained by the safety office in a manner that will

allow a listing of hazardous substances by manufacturer, department, building, room, quantity and cabinet and shelf location.

Each building in the district shall have a chemical inventory list. The chemical inventory list shall include a listing of all hazardous substances present. The safety office will develop an overall building chemical inventory list by combining the individual lists supplied by each classroom or department/area in the building.

Each time a school receives a new hazardous substance, the substance shall be added to the departmental chemical inventory list within 30 days. A copy of the chemical inventory list, along with the original copy of the SDS for the new substance, must be sent to the safety office.

SDSs provide detailed information on a hazardous substance. The sheets include information such as product name (hazardous substance), chemical abstract service number(s), ingredients, physical data, fire and explosion hazard data, environmental and disposal information, health hazard data, first-aid instructions and handling precautions.

Coordinators must ensure that SDSs for all hazardous substances in their building or work areas are obtained. A copy of the SDSs must be kept in the classroom or work area and be readily accessible to students and employees who work with the hazardous substances. The original copies of SDSs must be sent to the safety office to be placed in the master file. Current copies of the SDSs should be placed in a filing cabinet, notebook, etc. When a product is no longer used, the SDSs should be removed.

Purchase orders for any hazardous substance, regardless of the quantity ordered, shall require that a SDS be obtained. It is the responsibility of the purchasing department to make every effort to obtain a SDS from the manufacturer. If difficulties are encountered, the safety office can assist.

The warehouse will maintain a set of SDSs for all hazardous materials which they have handled.

4. Purchase of hazardous materials

The safety office, the department of instruction, the purchasing department and the warehouse will maintain a list of prohibited and restricted hazardous materials which will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than a purchase order through the purchasing department unless the following conditions are fulfilled:

- a. The requester secures the prior written approval of the department of instruction, the safety office, and the supervisor.
- b. The requester provides written notice of the purchase along with copies of all supporting documents including SDSs and the reason for the purchase to the supervisor, the department of instruction, the location/building administrator the supervisor of purchasing and the safety office.

All purchase orders for hazardous materials will include a requirement that the shipment of any such materials includes SDSs with any order or portion of the order. Purchase orders also will note that failure to provide SDSs with the shipment may result in either the district's refusing to

accept the shipment or the district's conditionally accepting the shipment and refusing to pay for it until the SDSs are provided.

Any unapproved purchase of hazardous materials is beyond the course and scope of the district employee's authority and is forbidden. Such a purchase may be grounds for termination.

The above procedures also will apply to the acceptance of donated hazardous materials.

All hazardous materials will be delivered to the Pueblo District 60 warehouse unless otherwise specifically stated on the purchase order to assure the acquisition of SDSs.

5. Signs and labels

All existing labels on containers of hazardous substances must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a Hazardous Identification Information System (HMIS) label or National Fire Protection Association (NFPA) label will be affixed to those containers holding the hazardous substance.

It is the responsibility of the coordinators to ensure that each container of a hazardous substance in the workplace is marked, labeled or tagged with the following:

- a. Common/trade name of the substance.
- b. Appropriate hazard warnings: health, flammability, reactivity, and personal protective equipment.

HMIS labels and NFPA labels are stored in the warehouse for this purpose.

Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- a. The material is not used within the work shift of the employee making the transfer.
- b. The employee that made the transfer leaves the work area.
- c. The container is moved to another work area and is no longer in possession of the employee who filled the container.

Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift.

Storage tanks shall be labeled with the identity of the substances they contain. The label must show the health, flammability, reactivity, and physical hazards associated with the substance. The NFPA rating system must be used to show these ratings.

Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance on Pueblo District 60's property.

Employees that work in the warehouse, where sealed containers of hazardous substances are received for distribution to other departments, shall assure that the manufacturer's labels are

not defaced or removed. If the labels are removed or defaced, follow the procedure outlined above for replacement of the labels. In addition, if a spill or leak occurs in a container of hazardous substance, the employees shall leave the area, go to a place of safety, and call the safety office for assistance. SDSs for all hazardous substances in the warehouse must be obtained and be readily accessible to employees.

6. Storage, recycling or transfer of hazardous materials

The Haz Mat building located at the maintenance center has been designated as an area or areas for storage of:

- a. Materials which might become or are hazardous materials.
- b. Hazardous materials which have been declared waste and are being held for disposal.

When a coordinator has a material which qualifies as hazardous material at that location and which may require disposal, the coordinator will contact the appropriate environmental health and safety technician at the safety office 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. Transfer of hazardous materials within the district will be accomplished in compliance with section 8 of these procedures.

When materials are not needed by a district location, operation or program, the materials may be declared as waste. Only the safety office, in coordination with the department of instruction, will be authorized to declare a hazardous material as waste.

Storage of hazardous materials will be in compliance with federal, state and local law. All hazardous materials will be separated according to physical properties and stored safely in storage areas appropriate to the risk posed by the materials. For example, volatile substances such as petroleum distillates will be stored in approved safety cabinets. Storage rooms and cabinets are to be locked and only teachers or authorized staff personnel are to have access.

All containers for hazardous materials will be labeled to show date of receipt by the district, shelf life and expiration date. Where space permits, materials will be stored so that the oldest materials are used first (first in-first out).

7. Disposal of hazardous materials

When a coordinator or a location/building administrator believes that the location 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, the coordinator will contact the safety office. Only the safety office, in coordination with the department of instruction, will be authorized to declare materials to be waste, excess or surplus and to order their disposal.

When materials are determined to be ready for disposal, the safety office will arrange for disposal in a manner that complies with all local, state and federal laws and regulations.

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 small quantity generator status for each location and for any central storage areas.

The safety office will maintain written documentation of the disposal of hazardous materials from all locations in the district. This documentation will be retained in permanent form at one additional location.

8. Transportation of hazardous materials

Transportation of hazardous materials will meet all local, state and federal requirements and will be coordinated by the safety office.

Federal regulation of the transportation of hazardous materials is extensive, complex, requires significant insurance protection, and involves specialized training of staff and special equipment. Because the district cannot meet these requirements economically with current staff, equipment and training, the district will arrange for qualified third parties to transport any hazardous waste or hazardous materials outside the state.

Once a hazardous material is under district control, each location controlling the material will be responsible for the material until it is passed to the control of another district location. The safety office will verify that the transportation used meets all district, local, state and federal transportation, financial responsibility and insurance requirements.

Unless specific written approval is received by a district employee from the supervisor, no district employee or volunteer will transport hazardous materials owned by or attributed to the district in a personal automobile.

Subject to the same requirement, no student will 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.

Any unauthorized transportation of hazardous materials is beyond the course and scope of the district employee's or volunteer's authority and is forbidden.

9. Emergency response plan

The supervisor, the department of instruction and the safety office will develop an emergency response plan that will enable any district employee aware of any incident involving hazardous material to take appropriate action to protect students, staff, the general public and district property.

This plan will comply with all applicable laws and regulations and will be coordinated with the district and the location evacuation plans.

In addition, a plan to handle spills and leaks will be developed for each location for all hazardous materials at the location. The plan will address immediate emergency procedures, required notification and clean-up procedure and will comply with all applicable laws and regulations.

Only the district's communication officer and superintendent or their designees will release any information regarding a hazardous materials incident to the media or the public. No other district employee is authorized to release information regarding any such incident.

The supervisor will coordinate with the district's legal counsel and the superintendent's office any notification or reports to local, state and federal authorities as well as the district's appropriate insurance/risk management representative.

10. Evacuation plan

An evacuation plan will be developed and implemented for each location. In developing the evacuation plan, consideration will be given to the location and the types of hazardous materials present at the location.

An evacuation drill will be held at least once each calendar year at each location. Where possible, this plan will 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 will be maintained by each location.

As appropriate for the location, copies of the evacuation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the safety office coordinator, the location/building administrator, the supervisor and any other designated person approved by any of the above- named persons.

Where practical, the evacuation plan will be coordinated with the fire department, police department and the district's transportation department.

11. Training of staff and students

The coordinators, administrators, staff members handling hazardous materials and school nurses/health paraprofessionals will receive training in responding to hazardous materials emergency incidents. The department of instruction and the safety office will establish the training.

When hazardous materials are used in the classroom, both staff and students will be trained in the handling, storage and use techniques appropriate to the materials used as part of the curriculum. The staff also will be instructed in emergency procedures, including evacuation, appropriate to the materials.

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Pueblo School District No. 60, Pueblo, Colorado