

**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 Supervisor of Operations who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the "supervisor."

At each location, the head custodian will be designated as the local hazardous materials coordinator, referred to throughout these procedures as the "coordinator." At each location, there also will be at least one alternate district employee (e.g., science department chair) 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.

**Initial inventory and material identification**

The supervisor will cause an initial inventory of all hazardous materials to be completed throughout the district to identify potentially hazardous substances. The supervisor will contract for a qualified hazardous materials person/firm to conduct the inventory of hazardous materials at each location with the assistance of the supervisor and the location/building administrator or a designee. This person/firm also will coordinate the identification of any unknown materials.

The party conducting the inventory will work with and provide training in the proper process of identifying hazardous materials to at least one designated district employee at each location (either the coordinator or an individual directly in charge of any of the hazardous materials storage/use areas). At the direction of the coordinator, these trained employees will conduct all future inventories.

The head custodian will arrange for the identification of any unknown suspected hazardous substance through the supervisor.

**Tracking, inventory and material safety data sheets**

Each head custodian will be responsible for logging in the receipt of all hazardous materials received at that location. The head custodian will track and keep complete written records of the storage, use and ultimate disposition of the hazardous materials. On or before June 30th of each year, the coordinator will provide a copy of the current inventory log and record of disposition of all hazardous materials to the supervisor.

The supervisor will 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. The supervisor will be responsible for establishing and maintaining the material safety data sheets (MSDS) system for the district.

Each operation and location will maintain a set of MSDS in its area for all hazardous materials with which it has contact. These MSDS will be available for review and use by every district employee. The MSDS also will be available for inspection by appropriate police, fire, health and emergency service authorities.

The operations department and the warehouse each will maintain a set of MSDS for all hazardous materials with which they have had contact.

**Purchasing of Hazardous Materials**

In addition to following the district's regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the coordinator or supervisor for use at a specific location. The Director or Principal will not process any purchase order that does not include appropriate approval.

The supervisor of the department making the purchase and the warehouse will maintain a list of prohibited hazardous materials that will be updated at least once a year.

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 disciplinary action. Up to and including dismissal. The above procedures also apply to the acceptance of donated hazardous materials.

**Storage, recycling or transfer of hazardous materials**

The supervisor will designate an area or areas for storage of:

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

The supervisor may designate storage areas at each location if appropriate as well as a central district storage site.

When a coordinator has a material that qualifies as hazardous material at that location and which may require disposal, the coordinator will contact the supervisor 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.

When materials are not needed by a district location, operation or program, the materials may be declared as waste. Only the supervisor 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. Where appropriate, storage cabinets should be locked and access to students or non-authorized staff prohibited.

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).

**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 supervisor will be contacted. Only the supervisor 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 supervisor 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 area.

The supervisor 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.

**Transportation of hazardous materials**

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

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 the set 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 supervisor will verify that the transportation used meets all district, local, state and federal transportation, financial responsibility and insurance requirements.

Unless specific 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.

**Emergency plan**

Each Allegany County School/office site will follow an approved emergency 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.

All information regarding a hazardous materials incident will be released to the media or the public only by the superintendent or his/her designee. 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.

**Evacuation plan**

An evacuation plan will be incorporated in the emergency plan at 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 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.

**Training of staff and students**

The coordinators, administrators, staff members handling hazardous materials and school nurses will receive training in responding to hazardous materials emergency incidents.

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.

<b>Board Reviewed</b> 02/14/2006	<b>Superintendent Approved</b> 02/14/2006
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