**NORTHWEST INDIAN COLLEGE**

**HAZARDOUS & TOXIC MATERIAL POLICY**

* Purpose
* Definitions
* Procurement of Hazardous & Toxic Material
* Handling and Use of Hazardous & Toxic Material
* Training
* Safety
* Special Reports
* Emergency Contacts

**Purpose**

NWIC is committed to provide a safe environment for faculty, staff, students, outside contractors and visitors of the College who work with or around hazardous or toxic materials and to those areas which may be affected by the presence of such materials. The management of hazardous materials through their acquisition, utilization, and storage is very crucial for the safety of everyone. This policy is written to provide the requirements for the management of hazardous and toxic materials in labs, work spaces, facilities, and other properties of the NWIC.

**Definition**

**Hazardous & Toxic Materials:** A product, waste or combination of substances which because of its quantity, concentration, physical, chemical, toxic, radioactive, or infectious characteristics may reasonably pose a significant, actual, or potential hazard to human health, safety, welfare, or the environment when improperly treated, stored, transported, used, disposed of, or otherwise managed. Hazardous and toxic materials include synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances that are defined as “toxic” or “hazardous” materials.

**Procurement of Hazardous & Toxic Materials**

1. Only authorized faculty and staff may order/purchase hazardous & toxic materials.
2. Before ordering hazardous & toxic materials, ensure that suitable materials are not available by checking inventories with applicable departments and faculty.
3. Procure hazardous & toxic materials in quantities that do not create excess or extended storage needs.
4. Purchase order (PO) may be used for ordering hazardous & toxic materials, using common names for the product, and the originator’s name on the form, and to whom the material is to be shipped or department.
5. Telephone orders using PO shall identify originator and faculty/staff person to whom the order is to be shipped.
6. Credit card orders must be properly documented with written notification & documentation from applicable department head approval and identify intended faculty/staff member to receive the hazardous & toxic material.
7. The NWIC Inventory/Receiving Department shall notify the Science Department of Chemical supplies when received and deliver the items to the Science Department. Science Department staff will enter the pertinent information into the NWIC Chemical Inventory System (CIS) for that hazardous or toxic material when it is received.
8. NWIC Chemical Inventory System to contain following information:
	1. Name of item received
	2. Originator of request/shipped to name
	3. Delivery date
	4. Department/individual name that the material delivered to
9. Once received and delivered the material shall be stored, if not used immediately, in accordance with the manufacturer’s Material Safety Data Sheets (MSDS) or label instructions or warnings.

**Handling and Use of Hazardous Material**

1. **Storage**

All hazardous materials must be in locked storage rooms and stored in appropriate containers, OSHA approved cabinets, flammable material storage cabinets until used and returned for safekeeping after use. Containers of hazardous materials should not be left on lab tables when not in actual use. Material Safety Data Sheets (MSDS) for all chemicals are stored in a binder in each applicable chemistry lab or applicable office as needed. Petroleum based products must be stored in locked areas and stored in appropriate containers designed for that product.

1. **Material Usage**
2. Anyone handling or using hazardous material must be trained, understand, read or inquire of the dangers associated with hazardous or toxic material before its use.
3. Anyone handling or using hazardous or toxic material must use personal protective equipment and/or fume hoods as needed or specified for that material.
4. **Disposal of Hazardous Material**
5. If the contents of a hazardous or toxic material container are consumed, the empty container will be reported to the Science Department and noted on the Chemical Inventory System.
6. Empty containers maybe discarded into “Glass Only” box or a wastebasket as appropriate. A container is considered empty or discardable if the contents have been removed by normal procedural use or the expiration date has been exceeded.
7. Any hazardous or toxic material deemed unacceptable for future use or is identified as excess material without future use, shall be disposed of properly and removed from the Chemical Inventory System.
8. Disposal material will be placed in proper containers and delivered to a local facility in Bellingham designated to accept and properly dispose of hazardous & toxic waste, if applicable. Disposal will be handled and transported by the department generating the waste, if regular disposal methods utilized by the college are not appropriate.

**Training**

1. **Responsibility**
2. It is the responsibility of the Science Director, or his/her designee, or Maintenance Supervisor to schedule and provide applicable training in their departments for all faculty, students, or other persons on campus who require hazardous & toxic material and safety training as a part of their normal job functions.
3. Any person who has a need to handle or use hazardous or toxic materials and has not had the required training can notify the Science Director, faculty member or Maintenance Supervisor, as applicable for this training.
4. A safety instruction computer program is available for faculty and students as a training tool.

**Emergencies**

Hazardous Material accidents or spills can inadvertently occur in the lab or work environment.

1. To help prevent or prepare for these occurrences anyone working with hazardous toxic materials should be aware of the dangers involved, should prepare steps in case of spills or accidents, and know who to call for assistance, if needed.
2. 911 is always the first response call to make if bodily injury has occurred and subsequent calls to the Campus Crisis Management Team and applicable department heads, if time and applicability exists. Additional Emergency numbers are listed in the Emergency Contacts List.
3. Accidents or spills that result in bodily injury must be reported on the Institutional Incident Report Form and delivered to the appropriate Department head, Human Resources Office or VP for Administration as applicable.

**Safety**

1. All chemical labs have spill kits, first aid kits, fume hoods, special eye wash sinks and/or showers in case of emergency; everyone should know of the location and proper use of such equipment.
2. First aid kits will be strategically placed for visibility and access in each lab or applicable building and kept fully stocked at all times.
3. Training on hazardous & toxic material handling is required by all faculty and students working with such materials.
4. Safety training records will be maintained for each person trained by the applicable department; the record will include the type of training, date attended, and the trainer’s name; records should be kept for four years.

**Special Reports**

1. Chemical Hygiene Plan and Chemical Inventory; available in Chemistry Lab
2. Chemical Classification Technical Report; available in Chemistry Lab

**Emergency Contacts**

1. 911 – All emergent situations
2. Poison Control Center (800) 732-6985
3. St. Joseph Hospital (360) 734-5400
4. Crisis Management Team
	1. Dave Oreiro 393-7546 cell, 392-4249 office
	2. Jon Davis 815-4781 cell, 392-4292 office
	3. Linda Schnell 392-4268 office
	4. Kevin Conzo 303-6670 cell, 392-4429 office
5. Science Dept.
	1. Megg Pedlow 392-4231 office
	2. Marco Hatch 392-4082 office, 206-403-8566 cell
6. President’s Office 392-4280 office