
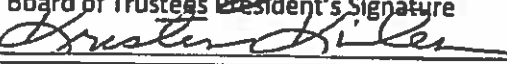

	Title: Hazardous and Toxic Material Policy & Procedure	Policy # POL-804 Revision # 0.0
Prepared By:	Dave Oreiro Vice President for Campus Development and Administrative Services	Date Prepared: 03/24/2014
Approved By:	College President's Signature 	Date Approved: 05/05/2014
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**804.1 POLICY STATEMENT**

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. 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.

**804.2 PURPOSE**

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 proper management and handling of hazardous and toxic materials in labs, work spaces, facilities, and other properties of the NWIC.

**804.3 SCOPE**

Not applicable

**804.4 BACKGROUND**

Not applicable

**804.5 RESPONSIBILITY**

Not applicable

**804.6 DEFINITIONS**

**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, or consistent with Federal definitions and/or classifications within Environmental Protection

Agency (EPA) 40 CFR SS 261, and Occupational Health and Safety (OSHA) 29 CFR, or Department of Transportation (DOT) 49 CFR. Lummi Codes that are applicable to hazardous and toxic materials are Title 16 – Sewer and Water District Code – 16.04.010; Title 17 – Water Resources Protection Code – 17.09.010; Title 18 – Solid Waste Control and Disposal Code – 18.02.020, and related regulations developed under Title 17 including Lummi Nation Surface Water Quality Standards (17 LAR 07) and Lummi Administrative Regulation and Storm Water Regulations (17 LAR 05).

#### **804.7 PROCEDURE**

##### **1. Procurement of Hazardous & Toxic Materials**

- a. Only authorized faculty and staff may order/purchase hazardous & toxic materials. Authorization may only be given by the Science Director or Maintenance supervisor respective of their departments and staff who will be using these materials.
- b. Before ordering hazardous & toxic materials, ensure that suitable materials are not available by checking inventories with applicable departments and faculty.
- c. Purchase hazardous & toxic materials in quantities that do not create excess or extended storage needs.
- d. 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.
- e. Telephone orders using PO shall identify originator and faculty/staff person to whom the order is to be shipped.
- f. 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.
- g. 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.
- h. NWIC Chemical Inventory System to contain following information:
  - a. Name of item received
  - b. Originator of request/shipped to name
  - c. Delivery date
  - d. Department/individual name that the material delivered to
  - e. Chemical Inventory System to be kept in each chemistry lab and the research center and listing each material located and stored in that respective identified area and include expiration date of the material, if applicable.
- i. Once received and delivered the material shall be stored, if not used immediately, in accordance with the manufacturer's Material Safety Data Sheet (MSDS) or label instructions or warnings.
- j. Master MSDS files shall be kept in the respective chemistry labs and research center or in areas that Hazardous & Toxic materials are stored and utilized.

## **2. Handling and Use of Hazardous Material**

### **a. Storage**

- 1. 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.**
- 2. Containers of hazardous materials should not be left on lab tables when not in actual use.**
- 3. Material Safety Data Sheets (MSDS) for all chemicals are stored in a binder in each applicable chemistry lab or applicable office as needed.**
- 4. Petroleum based products must be stored in locked areas and stored in appropriate containers designed for that product.**
- 5. MSDS records will be regularly updated and any new hazardous or toxic products ordered and delivered must include immediate written notification to the Science Director and Maintenance Director so that adequate training and safety handling procedures are implemented for these new products. Notification must include appropriate MSDS reporting data for each new product.**

### **b. Material Usage**

- 1. Anyone handling or using hazardous material must be trained, understands, read or inquire of the dangers associated with hazardous or toxic material before its use.**
- 2. Anyone handling or using hazardous or toxic material must use personal protective equipment, gloves, masks and/or fume hoods as needed or specified for that material.**

### **c. Disposal of Hazardous Material**

- 1. 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.**
- 2. Empty containers shall be 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.**
- 3. 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. Chemical Inventory System shall be kept up to date when materials are depleted or disposed of by faculty, staff or students and reported to the Science Department Office designated staff person.**
- 4. 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.**

### **3. Training Responsibility**

- a. 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. Training must be before any of these faculty, students or other persons are allowed to use, handle, or be in an area that contains hazardous or toxic materials.
- b. 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.
- c. The Human Resources Office will keep records of faculty and staff that are qualified or completed training in the safe handling and use of hazardous and toxic materials as part of his/her regular job duties or assignments.

### **4. Emergencies**

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

- a. 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.
- b. 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.
- c. Accidents or spills that result in bodily injury must be reported on the Institutional Incident Report Form (form available from HR Office) and delivered to the appropriate Department head, Human Resources Office or VP for Administration.
- d. In dealing with any chemical spills the magnitude of spilled material and the associated level of hazard must be assessed. No one should attempt to deal with a spill until properly equipped with adequate personal protective equipment and spill treatment materials, and has adequate training or instruction before attempting clean-up.
- e. Risk assessment can be successful only if personnel are familiar with the hazardous properties of the material they are handling and have developed methods to follow in event of a spill. Information of this type is available from the Material Safety Data Sheets (MSDS).
- f. The Maintenance Department will assist in the response to chemical spills and to oversee cleanup activities. This Department will ensure appropriate cleanup steps and care is taken in accordance with applicable environmental standards.

### **5. Safety Precautions**

- a. 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.
- b. First aid kits will be strategically placed for visibility and access in each lab or applicable building and kept fully stocked at all times.
- c. Training on hazardous & toxic material handling is required by all faculty and students working with such materials.

- d. 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.
- e. Emergency contact information will be posted in all buildings and labs where hazardous and toxic materials are stored and utilized.
- f. If buildings or labs where hazardous and toxic materials are to be used by faculty, staff, or other persons after regular hours or weekends the Science Director and/or Maintenance Director must approve of this activity and assign proper supervision on the premises in case of emergencies or accidents.

## 6. Special Reports

Two special reports were completed for the existing and new science labs (Environmental Science and the Salish Sea Research Buildings) on the NWIC campus. The reports reflect the complete listing of the chemicals to be stored in each facility. The list includes the chemical name, amount to be stored and the appropriate hazard classification associated with that chemical. The reports list the HMEEx Chemical Classifications sheets associated with each of the chemicals and indicate the proper physical and health hazards associated with the chemicals. These hazard classifications are regulated by the International Fire Code. Current fire code classifications for the buildings are "B" Occupancy Classification based on the current hazard classifications and the maximum amount allowed to be stored in the facility. Any increased amounts or addition of new chemicals will need to be assessed by an independent consultant to assess if the building classification or compliance will remain or change based on these changes.

The two reports and where they are located are as follows:

1. Chemical Hygiene Plan and Chemical Inventory; in Chemistry Lab, Building 16
2. Chemical Classification Technical Report; in Chemistry Lab, Building 22

## 7. Emergency Contacts

- a. 911 – All emergent situations – health & safety
- b. Poison Control Center (800) 732-6985
- c. St. Joseph Hospital (360) 734-5400
- d. Crisis Management Team
  - 1. Vice President for Admin. Services (360) 393-7546 cell, 392-4249 office
  - 2. Maintenance Director (360) 815-4781 cell, 392-4292 office
  - 3. Human Resource Director (360) 220-0585 cell, 392-4268 office
  - 4. Security Department (360) 303-6670 cell, 392-4429 office
- e. Science Dept.
  - a. Science Administrative Assistant (360) 392-4231 office
  - b. NICMERE Director (360) 392-4082 office, 206-403-8566 cell
- f. President's Office (360) 392-4280 office

**804.8 RELATED INFORMATION**

Not applicable.

**804.9 REVIEW DATE**

This policy will be reviewed bi-annually by the Science Director and Maintenance Director and revised as necessary to meet health and safety concerns. If emergent concerns are apparent the policy will be amended as necessary to meet the necessary health and safety concerns to protect the health and safety of those potentially affected by these changes or amendments and added to this policy.