

Hazardous Material Program

Responsibilities. Overall supervision for the hazardous materials policy and procedures within the school system is assigned to the designated person, referred to in this procedure as manager.

Each location/building administrator is responsible for complying with local, state, and federal policies and regulations dealing with hazardous materials. Day-to-day management of hazardous materials may be delegated to a specific designee.

The manager is responsible for providing assistance in identifying hazardous waste/substance and review of procedure.

Definitions. Hazardous materials are defined to be those items listed in state laws and regulations regarding the transportation of hazardous materials. Examples include, but are not limited to:

Non-building related asbestos material;

Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes);

Compressed gases (natural gas), and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);

Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);

Liquids, compounds, solids, or other hazardous chemicals which might be toxic, poisonous, or cause serious bodily injury;

Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algaecides, rodenticide, bactericides);

Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

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Tracking, Inventory, and Material Safety Data Sheets

Each location/building administrator is responsible for ensuring receipt, proper labeling and storage of hazardous materials received at the administrator's location. Copies of the current inventory will be provided to the manager no later than May 1 of each year. Inventory lists will be maintained and may be made available to appropriate police, fire, and emergency service districts by risk management.

The manager will be responsible for maintaining a set of material safety data sheets (MSDS) for the school system.

Each operation (educational program coordinator, etc.) and location/building administrator will maintain a set of MSDS for hazardous materials utilized at the assigned location. These MSDS sheets will be made available for review by school system employees, citizens, and appropriate police, fire, health, and emergency service authorities.

Purchase of Hazardous Materials

Each location/building administrator will maintain a list of acceptable hazardous materials for use at/within the administrator's areas. The manager will be responsible for providing an acceptable list to school locations. This list will be updated annually and a copy furnished to the director of purchasing and the manager of compliance.

Purchase orders for hazardous materials will include a requirement that the shipment of any such materials include MSDS with any order or portion of the order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the school system refusing to accept the shipment or the school system conditionally accepting the shipment and refusing to pay for it until the MSDS are provided. These procedures also will apply to the acceptance of donated hazardous materials.

Hazardous Materials Which Have Been Declared Waste and Are Being Held for Disposal

The location/building administrator shall designate an appropriate storage area at each location.

When a site/location has a substance which qualifies as hazardous material and which may require disposal, the manager will be contacted 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.

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Storage of hazardous materials will be in compliance with local, state and federal law. Hazardous materials will be separated and labeled according to hazardous characteristics and stored safely in storage areas appropriate to the risk posed by the materials. Where appropriate, storage cabinets may be locked and access to students or non-authorized staff limited.

Containers for hazardous material will be labeled to show date of receipt by the school system, shelf life, and expiration date. Where space permits, materials will be stored so that the oldest materials are used first (first in/first out).

Transfer of hazardous materials within the school system will be accomplished in compliance with the transportation of hazardous materials section of these procedures (see below).

Disposal of Hazardous Materials

When location/building administrators believe that they have materials which may qualify as hazardous and there is no immediate need, they will contact the manager for disposal. Only the manager 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 manager will arrange for disposal in a manner that complies with the applicable local, state and federal laws and regulations.

Transportation of Hazardous Materials

Transportation of hazardous materials will meet applicable local, state and federal requirements and will be coordinated by the manager. Once a hazardous material is under school system control, each location controlling the material will be responsible for the material until it is passed to the control of personnel responsible for removal. The manager will verify that the transportation used meets local, state and federal transportation requirements.

Students will not be permitted to transport, for any reason, hazardous material owned by or attributed to the school system.

Emergency Response Plan

The manager will develop and emergency response plan that will enable school system employees to take appropriate action to protect students, staff, the general public, and school system property, when there is an incident involving hazardous material. This plan will comply with applicable laws and regulations and will be coordinated with the school system evacuation plans.

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In addition, the location/building administrator shall develop a plan to handle spills and leaks of hazardous materials. The plan will address immediate emergency procedures, required notification, and clean-up procedure and will comply with applicable laws and regulations. Information regarding a hazardous material incident will be released only by the Superintendent or designee.

Evacuation Plan

An evacuation plan will be developed by the location/building administrator 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 that 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 drill, bomb threat evacuation plans and tornado drills, and may be conducted in conjunction with any of these 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 location/building administrator. Where practical, the evacuation plan will be coordinated with the fire department, police department, and the school system transportation department.

Training of Staff and Students

Staff members handling hazardous materials 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 will also be instructed in emergency procedures, including evacuation, appropriate to the materials.

Legal Ref.: O.C.G.A., 12-8-62 et seq.; 12-14-1 et seq.; P.L. 96-510; P.L. 98-616; 40 CFR Parts 180, 216, 302.4