

HAZARDOUS MATERIALS

1. Hazardous Materials Program Administration

- a. Overall supervision of all hazardous material(s) policies, procedures and operations within Colorado Springs School District 11 (the District) shall be the responsibility of the Facilities Department's Assistant Director of Facilities, referred to throughout this document as the "supervisor."
- b. Daily oversight and management for the hazardous materials regulation will be the responsibility of the Facility Department's Environmental/Life Safety Office, referred to throughout this document as ELSO.
- c. At each site location, the principal/location supervisor will designate a local hazardous materials coordinator, referred to throughout this document as the "coordinator."

At each site location, there also will be an alternate District employee designated as a backup to the coordinator.

- d. The coordinator will be responsible for all aspects of dealing with hazardous materials at their site location and will comply with all District policies/regulations and procedures including local, state and federal laws/regulations.

The coordinator will be responsible for reporting any violations of the District's hazardous materials policy/standard or procedures to the ELSO and the building/location administrator simultaneously.

- e. At all District locations, each department will be responsible for monitoring and maintaining an updated inventory of all hazardous materials residing at their respective site. Departments shall report directly to the site coordinator.
- f. It is the responsibility of the site coordinator(s) to provide to all users, including any and all requests, with information pertaining to all hazardous materials present and maintained at their site. Refer to Section 7 of this document for further clarification.

2. Chemical Inventory and Safety Data Sheets (SDS)

- a. Annually, or as directed by the supervisor through the ELSO, the site coordinator(s) shall maintain an updated chemical inventory, including all data sheets and quantities. The site coordinator(s) shall also be responsible for maintaining an updated electronic inventory database for their respective sites. The coordinator shall facilitate and monitor the placement of any chemical container(s) with a damaged or missing label. The ELSO office will provide all replacement labels.
- b. Each coordinator will be responsible for tracking, maintaining and submitting an electronic inventory of all hazardous materials at their respective sites. This requirement shall be

completed in its entirety on or before September 15th of each year. The coordinator shall provide an updated inventory of all hazardous materials to the electronic database.

- c. The supervisor will maintain oversight of the electronic database through the ELSO. This information may be released to police, fire and emergency service authorities as required.
- d. Each site shall maintain a “master set” of current SDS and inventory sheets. The “master set” of all hazardous materials present on the site will be located in the main office in paper format. Support buildings shall have a “master set” located nearest the main point-of-entry to that building. These SDS and inventory list(s) shall be available for review as required.

3. Purchase of Hazardous Materials

a. Approved Hazardous Materials:

- i. An employee that purchases hazardous materials must have the approval of the coordinator(s) or department chair.
- ii. The coordinator(s) will review the current inventory and assure that the requested chemical is not already located at the site in sufficient quantities.
- iii. All containers for hazardous materials will be labeled to show:
 - 1. Date of receipt by the District (if known)
 - 2. Shelf life
 - 3. Expiration date

Generic labels will be furnished by the ELSO.

ALL materials shall be stored so that the oldest materials are used first (first in-first out).

- iv. An approved in-District chemical products list will be located on the ELSO intranet web page (<http://intranet.d11.org/Facilities/Environmental/Pages/default.aspx>).
- v. A current list of prohibited and restricted chemicals as set forth by the Colorado Department of Public Health and Environment 6 CCR 1010-6, shall be maintained on the ELSO intranet web page: (<http://intranet.d11.org/Facilities/Environmental/Pages/default.aspx>). This information will be updated annually or as new/changed requirements become known.

b. New Hazardous Materials:

- i. Any NEW chemical requested to be added to the District inventory must be

submitted and reviewed by the Hazardous Materials Committee, through the ELSO. Only after this review can the chemical be purchased for use in District buildings/sites.

The Hazardous Materials Committee shall be operated by the Supervisor. The purpose of this committee is to develop safety and practice standards for use of hazardous materials in schools/ support buildings and grounds. The membership of the committee shall consist of at least four representatives from Facilities, Operations and Transportation, at least one representative from the Food Services Department, at least two representatives from Risk Related Activities and at least three representatives from the Instruction, Curriculum and Student Services Department.

- ii. The ELSO must also review the SDS and approve use of demonstration materials being considered for permanent use in the District.
 1. The requestor will complete the Hazardous Materials Request Form (See Exhibit EBAB-E-1) and secure the prior written approval of the coordinator and the ELSO.

Unapproved purchases of hazardous materials are forbidden. Disciplinary actions shall be initiated.

2. Donated hazardous materials are forbidden.

4. Storage or Transfer of Hazardous Materials

a. Storage:

- i. The supervisor through the ELSO will designate an area or areas at all sites for storage of:
 1. Materials which are identified as, or may become hazardous materials.
 2. Hazardous materials which have been declared waste and are being held for disposal.
- ii. The coordinator will notify the ELSO to arrange for new storage, transfer or disposal of hazardous materials as required. 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 Sections 5 and 6 of these procedures.
- iii. Storage of hazardous materials will be in compliance with local, state and federal laws and regulations. All hazardous materials will be separated according to physical and chemical 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 will be locked and access to students or non-authorized staff shall be restricted.

- iv. All containers for hazardous materials shall comply with Section 3(a)(iii) of this regulation in its entirety.

b. Transfer:

- i. When materials are not required by a District site location, operation or program, the materials may be declared as waste.

Only the supervisor, through the ELSO, will be authorized to declare a hazardous material as waste.

- ii. All containers for hazardous materials shall comply with Section 3(a)(iii) of this regulation in its entirety.
- iii. Transfer of hazardous materials within the District shall be accomplished in compliance with Section 5 and Section 6 of this regulation in its entirety.

5. Disposal of Hazardous Materials

- a. When site coordinators identify any hazardous materials for disposal, they will contact the ELSO. The ELSO will make recommendations for disposal or transfer.

Only the supervisor, through the ELSO, will be authorized to identify materials as waste or surplus, and to order their disposal as required.

- b. When materials are ready for disposal or transfer, the ELSO will arrange for disposal/transfer in a manner that complies with all local, state and federal laws and regulations.

Prior to disposal/transfer a "chain of custody" document will be filled out describing the material, quantity of, and any special considerations. (See Exhibit EBAB-E-2). This "chain of custody" must be signed by the site coordinator(s) and the ELSO prior to removal from the building/site. This documentation will be retained in accordance with the District Records Retention requirements.

6. Transportation of Hazardous Materials

- a. Transportation of hazardous materials shall meet all local, state and federal laws and regulations. All transportation shall be facilitated by the supervisor through the ELSO.
- b. The ELSO shall coordinate all disposals through an approved licensed hazardous waste/materials disposal contractor.

- c. Once a hazardous material is under District control, each location controlling the material will be responsible for the material until it is used or passed to the control of another District location. The supervisor, through the ELSO, will verify that the transportation used meets all District, local, state and federal laws and regulations regarding transportation of materials to include financial responsibility and insurance requirements.
- d. Under no circumstances shall a District employee or volunteer transport hazardous materials owned by or attributed to the District in their personal automobile.

Exceptions:

Fuel used for grounds, custodial, food service, facilities, warehouse and transportation maintenance. This is limited:

- i. Gasoline – 10 gallons maximum
 - ii. Diesel – 15 gallons maximum
 - iii. Liquid Petroleum Gas (Propane) – Two (2) 30 pound tanks
- e. Under no circumstances shall a student be permitted by any District employee or volunteer to transport hazardous materials:
 - i. In any vehicle, including District vehicles.
 - ii. Between classrooms or building levels.
 - f. All containers shall be approved and compliant with the latest Department of Transportation standards.
 - g. District employees violating these provisions will be subject to disciplinary actions.

7. Hazardous Materials Emergency Response Plan

- a. The supervisor shall oversee the development of a hazardous materials emergency response plan template that will enable any District employee to follow safety protocol's for any incident involving hazardous material, to take appropriate action to protect students, staff, general public and District property. The plan shall comply with all applicable laws and regulations and shall be coordinated with the District and the location evacuation plans.
 - i. In addition, a site specific hazardous materials emergency response plan addressing spills and leaks shall be developed for each site location by the coordinator. The plan shall address immediate emergency procedures, required notification(s) and clean-up procedures that shall comply with all local, state and federal laws and regulations in their entirety.

- ii. A hazardous materials emergency evacuation plan will be developed and implemented for each location by the coordinator with support from the ELSO. In developing the evacuation plan, consideration must be given to the location and the types of hazardous materials present.
- b. All information regarding a hazardous materials incident will be released to the media or the public only by the District's Public Communications Officer, the Superintendent, or designee. No other District employee is authorized to release information.
- c. The supervisor will coordinate, as required, with the District's legal counsel and the Superintendent's office regarding any notification or reports to local, state and federal authorities as well as the District's appropriate insurance/risk management.
- d. A Documented evacuation drill will be held at least once each calendar year at each location. This drill may be accomplished in conjunction with one of the monthly emergency evacuation exercises.
- e. As appropriate for the location, the evacuation plan will be posted and maintained by the coordinator.
- f. The evacuation plan will be coordinated with all emergency response agencies, District Security and the District's Transportation Department.

8. Training of Staff and Students

- a. Principals shall require all staff members who are responsible for handling and utilizing hazardous materials in any manner to receive training for hazardous materials emergencies specific to each site.
- b. Where hazardous materials are used in the classroom, both staff and students shall receive the appropriate training in:
 - i. The classroom: classroom safety and emergency procedures.
 - ii. The District: for handling and storage of materials. The staff will be instructed in emergency procedures.

Approved December 1989
Revised June 10, 2015

LEGAL REFS.: C.R.S. 22-32-109.1
C.R.S. 22-32-110
C.R.S. 24-10-106.5
C.R.S. 25-15-101
6 CCR 1010-6

CROSS REFS.: ADD, Safe and Secure Schools

EB, Safety Program
EB-R, Safety Regulations
EBAB, Hazardous Materials
EBAB-E-1, Hazardous Materials/Chemical Request Form, Exhibit to
Policy EBAB, Hazardous Materials
EBAB-E-2, Chain of Custody Form, Exhibit to Policy EBAB,
Hazardous Materials
EBCA, Disaster Plans
KDDA, Media Relations, Press Releases, Conferences and Interviews
KDE, Crisis Management
KDE-E-2, Emergency Response Plan