

Board Policy Document

BUILDINGS AND SITES

Series 900

Policy Title: Hazardous Chemical Program

Code Number: 903.10

The Board of Education is committed to ensuring that the Sioux City Community School District complies with requirements of the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the Iowa Occupational Safety and Health Administration (IOSHA), the Iowa Department of Natural Resources (IDNR), as well as the Public Owned Treatment Works (POTW) regulations as they relate to the purchase, storage, handling, and disposal of chemicals in the workplace. These regulations include but are not limited to 29 CFR 1910.1200 (Hazard Communication Standard) known as the OSHA HAZCOM standard; 29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response) known as the OSHA HAZWOPER standard; 29 CFR 1910 Subpart Z (Toxic and Hazardous Substances); 40 CFR Parts 240-299 (Resource Conservation and Recovery Act of 1986) known as the EPA RCRA standard; and 40 CFR Parts 350 through 372 (Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986) EPA EPCRA law also known as SARA TITLE III.

Hazard Communication

The district is required to develop and have on hand a written Hazardous Communication Plan. This plan shall also be available at each worksite. At each work site a designated person (i.e. in the Maintenance Division the Building Engineer and/or Principal; and within the Instructional Division the Head Teacher or a supervisor) will be responsible for maintaining a list of the chemicals present, maintaining the chemical inventory, and providing the training for the chemicals handled at that location. These appropriate persons will also be responsible for ensuring that a Material Safety Data Sheet is present for each chemical at that

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location (with the exception of those exempted under 29CFR 1910.1200), that all chemical containers are properly labeled, and that a copy of the district's written Hazard Communication Plan is maintained at the site. Each school district employee shall review pertinent information about hazardous substances and the HAZCOM Plan at least on an annual basis or if they change to a new job in the district. It is recognized that certain district employees work at more than one location and must be aware that the pertinent information is available at each site. Special rules pertain to those individuals, which will be addressed in AR 903.10.

Superintendent's Designee for Compliance

The Director of Operation and Maintenance shall maintain general oversight of the HAZCOM Program, RCRA Waste Disposal Program, HAZWOPER Program as it relates to accidental releases, and EPCRA portion of the SARA Title III Program as it relates to storage of materials and any required filing of government forms. If the Director delegates this function within the department, this shall be in writing and shall be made known to the Board of Education, the Superintendent, the Director of Purchasing, the Head Science Teacher, all Principals, and all Head Custodians, Supervisors, and Building Engineers. The Director or his/her designee will work closely with the Principals, Supervisors, Head Teachers, Department Heads, and Building Engineers to ensure compliance with these regulations.

All files that are a part of the HAZCOM plan (inclusive of training, a master MSDS file, MSDS archive file, locations at each work site for the written program and MSDS files, locations in the workplace of known hazardous chemicals that are associated with cleaning agents, external de-icers and other materials typically handled by Operation and Maintenance personnel) will be maintained at the O&M offices. When the electronic MSDS system is installed for the district, the master file will be located at the O&M offices. In addition, the O&M Director or his/her designee will work with the Head Science Teacher to maintain the required information for the chemical labs in the district in the Head Science Teacher's office as well as in the classrooms. A master list of these materials will also be maintained at O&M.

The Director of O&M will also be responsible for maintaining the files for hazardous waste disposal and conducting required training in accordance to the requirements of RCRA. The Head Science Teacher will work with the Director of

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O&M to remove chemicals from the district labs that are no longer used or have reached the end of their shelf life. The O&M Department will be responsible for ensuring the proper packaging and disposal of hazardous materials (i.e. lab packs sent to a hazardous waste disposal unit or material transferred to another location where it can be used via the Iowa Waste Reduction Center). Science teachers will be responsible for ensuring students do not improperly dispose of waste (i.e. do not pour it down the sink unless properly neutralized and not a hazardous material).

The Head Science Teacher shall maintain oversight and responsibility in the school labs for the HAZCOM program and disposal of hazardous materials related to instruction. Other head teachers (Art, for example), as may be appropriate, can be enlisted by the Head Science Teacher in support of their respective instructional areas, with final accountability accruing to the Head Science Teacher for hazardous materials directly related to instruction.

Accidental Releases / Spills

The Director of O&M will be responsible for handling responses to accidental releases of hazardous or potentially hazardous materials at the worksite. Any O&M employees responding to a release will have been trained to technician level in accordance to the requirements of the HAZWOPER standard. If needed, the Director may call upon and/or contract for outside services for assistance. Any release in excess of the listed reportable quantity of one of the approximately 800 CERCLA or 360 EPCRA listed materials requires that the Director of O&M report this incident to the National Response Center (NRC) within the allotted time period.

Submissions / Reports

The Director of O&M will be responsible for filing all government paperwork related to EPCRA. In the event the Sioux City Community School District meets the threshold planning quantity on any of the 600 + listed material, O&M will be responsible for completing all required yearly submissions for SARA Title III as well as designating a contact person.

It shall be the responsibility of the Superintendent to develop administrative rules and processes to implement and monitor this program.

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