

Board Policy Document

BUILDINGS AND SITES

Series 900

Policy Title: Hazardous Chemical Program

Code Number: AR903.10

SET OF ADMINISTRATIVE REGULATIONS

This AR will contain multiple sections relating to the various federal, state, and local regulations concerning hazardous chemicals. The AR will address the hazardous chemical program relating to Subpart Z of the Occupational Safety and Health Act as administered by the Occupational Safety and Health Administration (OSHA) and the Iowa Occupational Safety and Health Administration (IOSHA); disposal of hazardous chemicals related to the Resource Conservation and Recovery Act (RCRA) as administered by the Environmental Protection Agency (EPA) and the Iowa Department of Natural Resources (IDNR), along with the local ordinances relating to the Public Owned Treatment Works (POTW) and solid waste disposal as administered by the City of Sioux City; regulations pertinent to storing and handling of certain chemicals listed under the Superfund Amendment and Reauthorization Act of 1986 (SARA Title III) along with the handling of accidental spills or releases under the Resource Conservation and Recovery Act (RCRA) and the Hazardous Waste Operations and Emergency Response (HAZWOPER) regulations as administered by the EPA and IDNR.

PREFACE

Quick Overview for Buildings

Instructionally-Related Hazardous Materials

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1. Each school shall have a separate folder that contains a list of all materials and products which are used for instruction, or in support of instruction, and which may be found in the classroom. This inventory report of Targeted Hazardous Chemicals, must be on file in the principal's office, and available for inspection at all times. It must be updated not less than semi-annually (under the joint supervision of the principal and all head teachers). If new materials are obtained, they should be handwritten onto the "old" inventory list until the update can be completed.
2. All containers that have, or which potential have targeted Hazardous Chemicals should be identified as to their contents. Chemicals are not to be mixed in the same container. There will not be any unlabeled containers of chemicals in the workplace.
3. Labels, which identify contents, should be duplicated in the inventory report on file in the principal's office.
4. A chemical inventory database of Targeted Hazardous Chemicals should be on file.
5. A "commonly asked questions" sheet to provide additional information should be on file.
6. Antidotes and information about the safe use and application of Targeted Hazardous Chemicals should be on file.
7. Any memoranda from the principals and/or head science teacher to teachers with regard to limited use of Targeted Hazardous Chemicals should be on file. All memoranda should be dated.
8. All containers shall be labeled in a building as to the identity of the material inside the container (i.e. there will not be unlabeled containers in the building)

Principals should distribute copies of the folders to responsible parties at the schools with instructions to review the materials. Those parties should also remove, as applicable; the labels stapled to the analytical report and apply them to the unmarked containers of chemicals.

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Hazardous Materials Used For Cleaning and Support Functions

1. Each school shall have a separate folder that contains a list of all materials and products which are use for instruction, or in support of instruction, and which may be found in the classroom. This inventory report of Targeted Hazardous Chemicals, must be on file in the principal's office, and available for inspection at all times. It must be updated not less than semi-annually (under the joint supervision of the Director of Operation & Maintenance or his designee).If new materials are obtained, they should be handwritten onto the "old" inventory list until the update can be completed.
2. All containers that have, or which potentially have Targeted Hazardous Chemicals should be identified as to their contents. Chemicals are not to be mixed in the same container. There will not be any unlabeled containers of chemicals in the workplace.
3. Labels, which identify contents, should be duplicated in the inventory report on file in the principal's office.
4. A chemical inventory database of Targeted Hazardous Chemicals should be on file.
5. A "commonly asked questions" sheet to provide additional information should be on file.
6. Antidotes and information about the safe use and application of Targeted Hazardous Chemicals should be on file.
7. Any memoranda from the principals and/or Director of Operation & Maintenance to staff with regard to limited use of Targeted Hazardous Chemicals should be on file. All memoranda should be dated.
8. All containers shall be labeled in a building as to the identity of the material inside the container (i.e. there will not be unlabeled containers in the building)

Principals should distribute copies of the folders to responsible parties at the schools with instructions to review the materials. Those parties should also

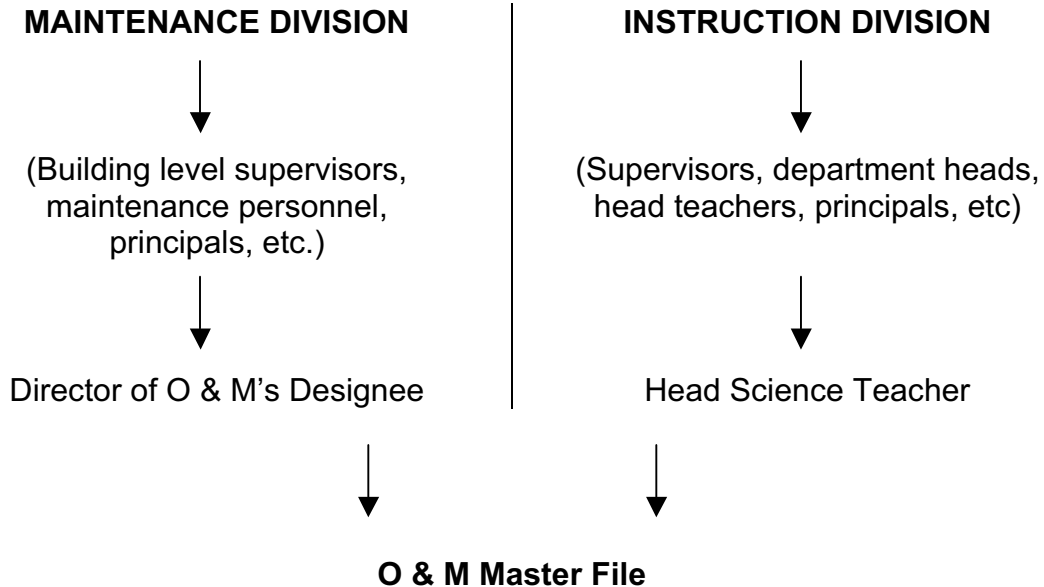
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remove, as applicable; the labels stapled to the analytical report and apply them to the unmarked containers of chemicals.



REGULATIONS IN DETAIL

Subpart Z of OSH Act 29CFR 1910.1000 thru 1910.1450

The Sioux City Community School District is committed to compliance with the OSH Act. Not all parts of Subpart Z are applicable to the District.

29 CFR 1910.1000 Air Contaminants

This section deals with employee exposure to substances listed in tables Z-1, Z-2, and Z-3 (downloaded from OSHA web site www.osha.gov) of this standard. It is recognized that the majority of district employees affected by this standard will be located in the Operations and Maintenance (O&M) department.

However, science teachers, certain other teachers, and their Head Teachers should also be aware of the materials used in laboratory experiments and instruction in order to prevent overexposure to themselves.

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If any employee believes he/she is being exposed to one of the listed chemicals, they are directed to contact their supervisor and request an exposure evaluation. The Director of O&M will be responsible for providing a requested evaluation. For the determination of the presence of a chemical, a colorimetric method may be used (i.e. Drager Tubes). To determine an exposure level, air samples should be collected on an appropriate sample medium and submitted to a qualified laboratory (i.e. Midwest Labs) for analysis. In certain instances, it may be appropriate for the district to employ the services of an Industrial Hygienist or other qualified individual to collect the samples. If the results of a sample indicate that an employee is being exposed to a chemical at or above the allowable limits, appropriate measures will have to be instituted to reduce the exposure.

29 CFR 1910.1001 Asbestos Exposure

The District has chosen to contract outside services for asbestos removal. These contract persons are covered under asbestos standards for construction workers 29 CFR 1926.1101. However, if a District employee works in proximity to asbestos-containing material (1% or more asbestos), then the full requirements of this section are applicable. The District has designated the Director of O&M to be responsible for the management of asbestos removal and/or monitoring of asbestos in the District. In order to ensure compliance with asbestos regulations, the Director of O&M will maintain at least one employee that is certified in the management of asbestos. If a District employee believes they have found asbestos or been exposed to asbestos, the employee is directed to contact the Director of O&M and request an evaluation. The Director of O&M will be responsible for compliance with the requirements of this section.

29 CFR 1910.1002 Through 1910.1018 Various Chemicals

This section contains a series of regulations for chemicals that are not expected to be found in the District. This list includes: Coal tar pitch volatiles (1002); 13 Carcinogens (4-Nitrobiphenyl; alpha-Naphthylamine (also 1004); methyl chloromethyl ether (also 1006); 3,3'-Dichlorobenzidine and its salts (also 1007); bis-Chloromethyl ether (also 1008); beta-Naphthylamine (also 1009); Benzidine (also 1010); 4-Aminodiphenyl (also 1011); Ethyleneimine (also 1012); beta-Propiolactone (also 1013); 2-Acetylaminofluorene (also 1014); 4-Dimethylaminoazo-benzene (also 1015); N-Nitrosodimethylamine (also 1016)); Vinyl chloride or polyvinyl chloride (1017) [NOTE: This section does not apply to the handling and use of fabricated products made of polyvinyl chloride (PVC).]; Inorganic arsenic [NOTE: Agricultural use, pesticide application, and wood

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treatment with a preservative derived from arsenic are exempted in this section.] (1018). If a District employee believes they are being exposed to one or more of these materials, the employee is directed to contact their supervisor or the Director of O&M and request an evaluation. The Director of O&M will be responsible for compliance with the requirements of this section.

29 CFR 1910.1020 Access to employee exposure and medical records

An employee or his/her designated representative has a right to access relevant exposure and medical records. The District is responsible for assuring compliance with this section, but a physician or other qualified health care professional can perform the activities involved in complying with this section on behalf of the District. Except as expressly provided, nothing in Section 1910.1020 is intended to affect existing legal and ethical obligations concerning the maintenance and confidentiality of employee medical information, the duty to disclose that information to an employee or any other aspect of the medical-care relationship. This section applies to all employee exposure and medical records and analysis thereof regardless of why the records are required (i.e. exposure monitoring, MSDSs, workman's compensation, etc.) or how they are maintained (in-house or contracted). The District will assure the preservation and access requirements regardless of the manner in which the records are made or maintained. Unless a specific occupational safety and health standard provides a different period of time, the District will preserve medical records as follows:

1. Health insurance claims records maintained separately from the District medical program do not have to be maintained for any specified period of time.
2. First aid records if they are maintained separately from the District's medical program and its records do not have to be maintained for any specified period of time.
3. The medical records of employees who have worked for less than one year for the District do not have to be maintained for any specified time if they are provided to the employee at the time of termination.
4. Exposure records will be maintained for 30 years past the last date of service of an employee.

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5. Material Safety Data Sheets are no longer required to be maintained for 30 years if there is a record maintained of the identity of the chemical, where it was used, and when it was used. In the absence of such a record, the MSDS and associated chemical inventory list should be maintained [(d) (ii) (B)].
6. Biological monitoring results shall be preserved and maintained as required by specific standards.
7. In the event the District ceases to exist, the successor shall be provided with the records. If there is no successor, the records will be transferred to the Director of the National Institute for Occupational Safety and Health (NIOSH).

With the exception of x-ray films that must be preserved in their original form, the method of record preservation is left to the discretion of the District as long as the information is preserved and retrievable.

Whenever an employee or his/her designated representative requests access to a record, the District will assure that access is provided in a reasonable time, place, and manner. If the District cannot provide the record within fifteen (15) working days, the District will apprise the employee or their designated representative the reason for the delay and the earliest date when the record will be made available.

Upon an employee's first entering into employment, and at least annually thereafter, the District will inform current employees covered by this section of the following:

1. The existence, location, and availability of any records covered by this section.
2. The person responsible for maintaining and providing access to the records.
3. The employee's rights of access to these records.

The District will maintain a copy of Section 1910.1020 and its appendices. Upon request, the District will provide a copy to the employee. If OSHA provides

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additional information to the District concerning this section, the District will provide a copy of that information to each current employee.

The Director of O&M, the Human Resources Manager, and the Head Science Teacher or their designees will be responsible for compliance with this section.

29 CFR 1910.125 Through 1910.1029 Various Chemicals

This section contains a series of regulations for chemicals that are not expected to be found in the District by virtue of their known danger and use. This list includes: Lead (1025); Cadmium (1027); Benzene (1028); Coke oven emissions (1029). If a District employee believes they are being exposed to one or more of these materials, they are directed to contact their supervisor or the Director of O&M and request an evaluation. The Director of O&M will be responsible for compliance with the requirements of this section.

29 CFR 1910.1030 Blood borne Pathogens

This section pertains to the occupational exposure to blood or other potentially infectious materials (i.e. human body fluids, unfixed tissue or organ from a human, HIV-containing material, etc.). The District has determined that certain employees have the potential of coming into contact with blood or potentially infectious materials. The District has established a written Exposure Control Plan that is designed to eliminate or minimize employee exposure. The Exposure Control Plan contains as a minimum the following elements:

1. The Exposure Determination required by the standard [1910.1030 (c) (2)].
2. Methods of Compliance
3. Hepatitis B Vaccination
4. Post-Exposure Evaluation and Follow-up
5. Communication of Hazards to Employees
6. Record keeping required by the standard
7. Procedure for evaluation of circumstances surrounding exposure incidents as required by the standard.

The District will ensure that a copy of the Exposure Control Plan is accessible to employees. The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

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The Director of Human Resources or his/her designee will be responsible for compliance with the requirements of this section.

29 CFR 1910.1043 Through 1910.1047 Various Chemicals

This section contains a series of regulations for chemicals that are not expected to be found in the District. This list includes: Cotton dust (1043); 1,2-dibromo-3-chloropropane (1044); Acrylonitrile (1045); Ethylene Oxide (1047). If a District employee believes they are being exposed to one or more of these materials, they should contact their supervisor or the Director of O&M and request an evaluation. The Director of O&M will be responsible for compliance with the requirements of this section.

29 CFR 1910.1048 Formaldehyde (which also includes Formalin)

It is not expected that District employees would routinely be exposed to formaldehyde. The most likely exposure would be for teachers handling preserved specimens (those preserved in formalin, which is a 37% formaldehyde solution). Most specimens can be requested in an alternative preservative. The Head Science Teacher and those responsible for purchasing preserved specimens for the District should endeavor to purchase specimens preserved in alternate materials (something other than formalin).

In the event that a specimen arrives (and is opened) that is preserved in formalin/formaldehyde, then the provisions of this section would be invoked. Due care should be taken to inspect specimens upon arrival and return those preserved in formalin/formaldehyde (unless there is not an alternative and the specimen is essential to the education of the student).

Students are not allowed to handle or work with specimens preserved in formalin / formaldehyde.

Since Biology teachers are the most likely recipients of such material, the Head Science Teacher will be responsible for compliance with the requirements of this section. Principals are responsible for ensuring that students are not exposed to this material.

29 CFR 1910.1050 Through 1910.1096 Various Chemicals

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This section contains a series of regulations for chemicals that are not expected to be found in the District. This list includes: Methylenedianiline (1050); 1,3-Butadiene (1051); Methylene Chloride (1052); Ionizing Radiation [includes alpha rays, beta rays, gamma rays, X-rays, neutrons, high-speed electrons, high-speed protons, and other atomic particles] (1096). If a District employee believes they are being exposed to one or more of these materials, they should contact their supervisor or the Director of O&M and request an evaluation. The Director of O&M will be responsible for compliance with the requirements of this section except for Ionizing Radiation.

The Head Science Teacher will be responsible for compliance with part 1096 of this section.

29 CFR 1910.1200 Hazard Communication Standard

The Hazard Communication Standard was written to ensure that the hazards of all chemicals are evaluated and that information concerning those hazards is transmitted to employees. An employee in this state has the right to be informed about the identity of hazardous chemicals at their worksite/workplace, the hazards of those chemicals, and the proper storage and handling techniques for those chemicals. The Sioux City Community School District's Hazardous Communications Program will provide district employees with information through a program provided by their Building Engineer, Principal, Supervisor, or Department Head about the chemical products to which they are exposed. A comprehensive hazard communication program accomplishes the transmittal of this information. The hazardous chemical program will be readily accessible during each work shift to employees while they are in the workplace.

The comprehensive program contains the following:

1. *Written Hazard Communication Program*

The District will develop, implement, and maintain at each work site, a written hazard communication program (HCP). The Superintendent or his/her designee will be responsible for the development of the written program. The Director of O&M will have the responsibility of implementation of the program. Upon request, the program will be made available to employees or their designated representatives. The program must contain specified criteria for subparts (f), (g), and (h) of the standard.

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- A. How labeling and other forms of warning will be handled.
- B. Material safety data sheets (MSDS).
- C. How employee information and training will be met.
- D. This will include:
 - 1) A list of hazardous chemicals known to be present in the workplace using the name found on the MSDS.
 - 2) The methods the District will use to inform the employees of the hazards of non-routine tasks and the hazards of the chemicals in any unlabeled pipes in their work area.
- E. How contractor or District employees who might work at more than one work site or workplace will be warned of the hazards of chemicals in the workplace.
 - 1) Methods the District will use to provide these employees on-site access to MSDSs for chemicals they will be exposed to while working.
 - 2) Methods the District will use to inform these employees of any precautionary measures that need to be taken to protect themselves during normal operations and foreseeable emergencies.
 - 3) Methods the District will use to inform these employees of the labeling system used in the workplace.
- F. Where employees must travel between work sites or workplaces during a work shift, the written HCP may be kept at the primary work site for that employee.

2. *Labels and Other Forms of Warning*

The manufacturer, importer or distributor of that material should label each container of a hazardous chemical before it enters the work site. No label should ever be removed from a material when it arrives at the workplace unless another label is immediately put on the material. If a container arrives without a label, the responsible person at that location must provide one. As a minimum a label must have:

- A. Identity of the hazardous material which must match the name on the MSDS.
- B. Appropriate Hazard Warnings (i.e. routes of entry, first aid measures, protective measures, physical and health hazards, etc.) This may be in the form of pictures, words, symbols, or a

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combination, which provide the information. These warnings will allow any employee to immediately: (a) assess the properties of the chemical, (b) assess the health hazards of the material, (c) be informed of the necessary storage and handling precautions, and be provided information on how to handle spills of the material

- C. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

For solid metal (i.e. beams or castings), solid wood, or plastic items that are not exempted as articles, the required label may be transmitted with the initial shipment or with the MSDS and need not be included with future shipments unless the information on the label changes.

If OSHA specifically regulates a hazardous chemical in a substance-specific standard (i.e. asbestos, formaldehyde, etc.), the label required by that standard must be attached to the chemical. While it is required of the manufacturer or importer to ensure this label is present, the District is required to also be sure the label is present.

Except for specific exemptions in section (b)(5) [pesticides covered under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA); chemical substances covered under the Toxic Substance and Control Act (TSCA) requiring a TSCA label as administered by the Environmental Protection Agency (EPA); materials covered under the Federal Food, Drug, and Cosmetic Act (FFDCA) administered by the Food and Drug Administration (FDA); materials covered under the Virus-Serum Toxin Act administered by the Department of Agriculture; distilled spirits covered under the Federal Alcohol Administration and regulated by the Bureau of Alcohol, Tobacco, and Firearms (BATF); treated seeds covered by the Department of Agriculture; hazardous waste covered under the Resource Conservation and Recovery Act (RCRA) as administered by the EPA; hazardous substances as defined by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) administered by the EPA; tobacco and tobacco products; wood or wood products where the only hazard is burning, the wood has not been treated, and the wood will not be sawed or cut generating a dust; articles as defined by paragraph (c) of the standard; food or alcoholic beverages sold, used, or prepared by a retail establishment and intended for personal consumption by employees while in the workplace; any drug (i.e. tablets, pills, over-the counter medicines, first aid supplies) defined by the FFDCA which is in retail packaging intended for the personal use of an

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employee while in the workplace; nuisance particles that pose no physical or health hazard; ionizing and nonionizing radiation; and biological hazards] and (f)(7) [portable containers intended for the immediate use by the employee which is obtaining the material] all hazardous chemicals must be labeled.

At each work site, the Building Engineer, Principal, Supervisor, or Department Head is responsible for ensuring that each hazardous chemical is labeled.

3. *Material Safety Data Sheets and Chemical Inventory*

A Material Safety Data Sheet (MSDS) is to be obtained for every hazardous chemical that is brought onto a District work site. It is the responsibility of the person initiating the purchase of a material to ensure that the MSDS is acquired. Any material ordered by the purchasing department or otherwise procured should be accompanied, when applicable, by a request for the MSDS. Only those materials exempted from the requirements of the standard do not require an MSDS. At your work location your Building Engineer, Principal, Supervisor, or Department Head will be responsible for maintaining the inventory and will also be responsible for ensuring that a Material Safety Data Sheet is present for each chemical present at the workplace (with the exception of those exempted under 29CFR 1910.1200) and that the MSDS is readily accessible during each work shift to the employees when they are in their work areas. When the electronic MSDS storage and retrieval system becomes operational, the O&M Department will be responsible for adding and deleting sheets from the system.

A Material Safety Data Sheet should have the following items to meet the requirements of the standard:

- A. Must be in English (although copies in other languages can be obtained).
- B. Must have the identity of the material that matches what is on the label (or the label has to match what is on the MSDS). For a single substance this would be the chemical or common name. For a mixture that has been tested to determine its hazards, this would be the chemical or common name of the ingredients that contribute to the known hazards. For a mixture that has not been tested to determine the hazards, this would be a list of all the chemicals in the mixture that make up at least 1% of the mixture or any

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- carcinogen present at the 0.1% level. The chemical or common name of all the chemicals in the mixture that have been determined to present a physical hazard when present.
- C. The physical and chemical characteristics of the hazardous material (i.e. flash point, vapor pressure, specific gravity, etc).
 - D. The physical hazards of the hazardous chemical including the potential for fire, explosion, and reactivity.
 - E. The health hazards of the hazardous chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical.
 - F. The primary routes of entry (inhalation, ingestion, absorption (skin), eyes).
 - G. The OSHA permissible exposure limit (PEL), ACGIH Threshold Limit Value (TLV), and any other exposure limit used or recommended by the person (company) preparing the MSDS.
 - H. Whether NTP, IARC, or OSHA lists the chemical as a known carcinogen.
 - I. Any general applicable precautions for safe handling and use which are known to the manufacturer, importer or distributor of the chemical. This includes appropriate hygienic practices; protective measures during use of the material, and procedures for cleaning up spills and leaks.
 - J. Any generally applicable control measures, which can be used to reduce the exposure of an employee to the material. This includes engineering controls, work practices, and personal protective equipment (PPE).
 - K. Emergency and first aid procedures.
 - L. The date of preparation of the MSDS or the date of the latest revision.
 - M. The name, address, and telephone number of chemical manufacturer, importer, distributor or other responsible party who can provide additional information on the hazardous chemical and appropriate emergency procedures in the event of an emergency.

If a chemical manufacturer withholds specific chemical information as a trade secret, a health professional can obtain the missing information during a medical emergency by contacting the manufacturer and providing them with a valid request for the information.

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MSDSs may be kept in a number of forms including paper copies or electronic media. The form in which the sheet is stored does not matter as long as the sheet is readily available. If an employee is traveling between multiple work sites during a shift, the MSDSs may be maintained at the primary work site for that employee (as long as the employee has access to them during an emergency).

A chemical inventory list will be prepared of all the hazardous chemicals present at the work site. The copy of the inventory will be maintained in the Principal's Office at individual buildings. The inventory for the Administration Building (ESC) will be maintained in the Purchasing Office. The inventory for Robert's Stadium will be maintained in the Groundskeeper's Office. Food Services and O&M will maintain their list in their respective Director's Offices. In addition, the Director of O&M will maintain a master list by location of all chemicals in the District (the Head Science Teacher will update instructionally-related materials annually or as new materials are obtained). When the electronic MSDS system becomes operational, the list will also be maintained online.

4. Employee Information and Training

The implementation of an employee-training program is to inform the employee of information available, the location of the information, how to interpret that information, and how to obtain additional information, if needed. The District will provide employees effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard for which the employee has not been trained is introduced in to the workplace. Information and training may be designed to cover categories of hazards (i.e. flammability, respiratory) or specific chemicals. Chemical-specific information must always be available through labels and the MSDS.

Employees must be informed of the following information:

- A. The requirements of the standard.
- B. Any parts of their work area where hazardous chemicals are present.
- C. The location and availability of MSDSs, the hazardous chemical list, and the written Hazard Communication Program.

Employees must also be trained in the following:

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- D. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (i.e. monitoring, smell, visual appearance).
- E. The physical and health hazards of the chemicals in the work area.
- F. The measures employees can take to protect themselves from these hazards including specific procedures the District has implemented to protect the employees from exposure to hazardous chemicals (i.e. appropriate work practices, emergency procedures, personal protective equipment).
- G. The details of the hazard communication program developed by the District including an explanation of the labeling system, MSDSs, and how the employee can obtain and use the appropriate hazard information.
- H. The District must ensure that the employees understand the material on which they are being trained.

Consideration is to be made by School District personnel in the matter of hiring private contractors and their employees. The hiring School District officer will notify and inform said contractor and their employees of the hazards of the chemicals in the area where they will be working, the location of the written HAZCOM program, and the location of the MSDSs for those chemicals. In the event a contractor or employees of a private contractor bring chemical materials to a location, the building engineer and /or appropriate District personnel must be notified. Likewise, any chemical remnants from materials brought to the worksite by the contractor must be removed by the contractor or contractor's employees when the project is completed.

At your work location your Building Engineer, Principal, Supervisor, or Department Head will be responsible for providing the training for the chemicals you handle. The Director of O&M in conjunction with the Director of Human Resources will have responsibility for ensuring the District employees receive this information and are properly trained.

The Sioux City School District will not be responsible for products brought onto any workplace within the District that were not purchased through the District's Purchasing Department. Personal use items (i.e. nail polish, consumer products used in the same manner as a normal consumer (e.g. Lysol wipes in a canister, bottle of isopropyl alcohol, or isopropyl alcohol wipes), articles, food products, etc.) exempted by the standard may be used at a workplace at the discretion of

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the Principal, Supervisor, or Department Head responsible for that workplace/work site.

Should any employee have a question regarding any aspect of this program, the employee is urged to contact the Hazardous Communication/ Employee Right to Know Coordinator at the Physical Operations Building, 279-6651, for clarification or further information.

Addendum for HAZCOM Section

Definitions:

“*Acute*” effects usually occur rapidly as a result of short-term exposures, and are of short duration. The acute effects referred to most frequently are those defined by the American National Standards Institute (ANSI) standard for Precautionary Labeling of Hazardous Industrial Chemicals (Z129.1-1988) - irritation, corrosivity, sensitization and lethal dose. Although these are important health effects, they do not adequately cover the considerable range of acute effects, which may occur as a result of occupational exposure, such as, for example, narcosis.

“*Article*” means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of this standard), and does not pose a physical hazard or health risk to employees.

“*Carcinogen*.” A chemical is considered to be a carcinogen if:

- (a) It has been evaluated by the International Agency for Research on Cancer (IARC), and found to be a carcinogen or potential carcinogen; or
- (b) It is listed as a carcinogen or potential carcinogen in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or,
- (c) OSHA regulates it as a carcinogen.

“*Chemical*” means any element, chemical compound or mixture of elements and/or compounds.

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“*Chemical manufacturer*” means an employer with a workplace where chemical(s) are produced for use or distribution.

“*Chemical name*” means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name, which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

“*Chronic*” effects generally occur as a result of long-term exposure, and are of long duration. The term chronic effect is often used to cover only carcinogenicity, teratogenicity, and mutagenicity. These effects are obviously a concern in the workplace, but again, do not adequately cover the area of chronic effects, excluding, for example, blood dyscrasias (such as anemia), chronic bronchitis and liver atrophy.

“*Combustible liquid*” means any liquid having a flashpoint at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flashpoints of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

“*Compressed gas*” means:

- (i) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F (21.1 deg. C); or
- (ii) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F (54.4 deg. C) regardless of the pressure at 70 deg. F (21.1 deg. C); or
- (iii) A liquid having a vapor pressure exceeding 40 psi at 100 deg. F (37.8 deg. C) as determined by ASTM D-323-72.

“*Corrosive*.” A chemical that causes visible destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact. For example, a chemical is considered to be corrosive if, when tested on the intact skin of albino rabbits by the method described by the U.S. Department of Transportation in appendix A to 49 CFR part 173, it destroys or changes irreversibly the structure of the tissue at the site of contact following an exposure period of four hours. This term shall not refer to action on inanimate surfaces.

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“Employee” means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

“Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

“Exposure or exposed” means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. “Subjected” in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

“Flammable” means a chemical that falls into one of the following categories:

“Aerosol, flammable” means an aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;

“Gas, flammable” means: (A) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or (B) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit;

“Liquid, flammable” means any liquid having a flashpoint below 100 deg. F (37.8 deg. C), except any mixture having components with flashpoints of 100 deg. F (37.8 deg. C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.

“Solid, flammable” means a solid, other than a blasting agent or explosive as defined in 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR

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1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

“Flashpoint” means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested as follows:

- (i) Tagliabue Closed Tester (See American National Standard Method of Test for Flash Point by Tag Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100 deg. F (37.8 deg. C), that do not contain suspended solids and do not have a tendency to form a surface film under test; or
- (ii) Pensky-Martens Closed Tester (see American National Standard Method of Test for Flash Point by Pensky-Martens Closed Tester, Z11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than 45 SUS at 100 deg. F (37.8 deg. C), or that contain suspended solids, or that have a tendency to form a surface film under test; or
- (iii) Setaflash Closed Tester (see American National Standard Method of Test for Flash Point by Setaflash Closed Tester (ASTM D 3278-78)).

Organic peroxides, which undergo auto accelerating thermal decomposition, are excluded from any of the flashpoint determination methods specified above.

“*Foreseeable emergency*” means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment, which could result in an uncontrolled release of a hazardous chemical into the workplace.

“*Hazardous chemical*” means any chemical that is a physical hazard or a health hazard.

“*Hazardous Communication Plan*” (HAZCOM Plan) means a written plan that conforms with requirements delineated in 29 CFR 1910.1200 (e), which in brief covers the critical elements of this policy by spelling them out in delineated areas.

“*Hazard warning*” means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning, which convey the specific physical and health hazard(s), including target organ effects, of the

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chemical(s) in the container(s). (See the definitions for “physical hazard” and “health hazard” to determine the hazards which must be covered.)

“Health hazard” means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. Appendix A provides further definitions and explanations of the scope of health hazards covered by this section, and Appendix B describes the criteria to be used to determine whether or not a chemical is to be considered hazardous for purposes of this standard.

“Highly toxic.” A chemical falling within any of the following categories:

- (a) A chemical that has a median lethal dose (LD(50)) of 50 milligrams or less per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
- (b) A chemical that has a median lethal dose (LD(50)) of 200 milligrams or less per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between two and three kilograms each.
- (c) A chemical that has a median lethal concentration (LC(50)) in air of 200 parts per million by volume or less of gas or vapor, or 2 milligrams per liter or less of mist, fume, or dust, when administered by continuous inhalation for one hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

“Identity” means any chemical or common name that is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

“Immediate use” means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

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“Irritant:” A chemical, which is not corrosive, but which causes a reversible inflammatory effect on living tissue by chemical action at the site of contact. A chemical is a skin irritant if, when tested on the intact skin of albino rabbits by the methods of 16 CFR 1500.41 for four hours exposure or by other appropriate techniques, it results in an empirical score of five or more. A chemical is an eye irritant if so determined under the procedure listed in 16 CFR 1500.42 or other appropriate techniques.

“Label” means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

“Material safety data sheet (MSDS)” provides information related to a hazardous chemical and is prepared in accordance the requirements of 29CFR 1910.1200 (g).It is obtained for every chemical that is at the work site. An MSDS is obtained from the manufacturer, distributor, or importer either before or at the time of purchase of the material.

“Mixture” means any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

“Organic peroxide” means an organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

“Oxidizer” means a chemical other than a blasting agent or explosive as defined in 1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

“Physical hazard” means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

“Pyrophoric” means a chemical that will ignite spontaneously in air at a temperature of 130 deg. F (54.4 deg. C) or below.

“Responsible party” means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

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“Sensitizer:” A chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

“Specific chemical identity” means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

“Target organ effects.”

The following is a target organ categorization of effects, which may occur, including examples of signs and symptoms and chemicals that have been found to cause such effects. These examples are presented to illustrate the range and diversity of effects and hazards found in the workplace, and the broad scope employers must consider in this area, but are not intended to be all-inclusive.

- a. Hepatotoxins: Chemicals that produce liver damage
Signs & Symptoms: Jaundice; liver enlargement
Chemicals: Carbon tetrachloride; nitrosamines
- b. Nephrotoxins: Chemicals that produce kidney damage
Signs & Symptoms: Edema; proteinuria
Chemicals: Halogenated hydrocarbons; uranium
- c. Neurotoxins: Chemicals which produce their primary toxic effects on the nervous system
Signs & Symptoms: Narcosis; behavioral changes; decrease in motor functions
Chemicals: Mercury; carbon disulfide
- d. Agents that act on the blood or hematopoietic system: Decrease hemoglobin function; deprive the body tissues of oxygen
Signs & Symptoms: Cyanosis; loss of consciousness
Chemicals: Carbon monoxide; cyanides
- e. Agents that damage the lung: Chemicals that irritate or damage pulmonary tissue
Signs & Symptoms: Cough; tightness in chest; shortness of breath
Chemicals: Silica; asbestos
- f. Reproductive toxins: Chemicals which affect the reproductive capabilities including chromosomal damage (mutations) and effects on fetuses (teratogenesis)
Signs & Symptoms: Birth defects; sterility
Chemicals: Lead; DBCP

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- g. Cutaneous hazards: Chemicals which affect the dermal layer of the body
Signs & Symptoms: Defatting of the skin; rashes; irritation
Chemicals: Ketones; chlorinated compounds
- h. Eye hazards: Chemicals which affect the eye or visual capacity
Signs & Symptoms: Conjunctivitis; corneal damage
Chemicals: Organic solvents; acids

“*Toxic.*” A chemical falling within any of the following categories:

- (a) A chemical that has a median lethal dose (LD(50)) of more than 50 milligrams per kilogram but not more than 500 milligrams per kilogram of body weight when administered orally to albino rats weighing between 200 and 300 grams each.
- (b) A chemical that has a median lethal dose (LD(50)) of more than 200 milligrams per kilogram but not more than 1,000 milligrams per kilogram of body weight when administered by continuous contact for 24 hours (or less if death occurs within 24 hours) with the bare skin of albino rabbits weighing between two and three kilograms each.
- (c) A chemical that has a median lethal concentration (LC(50)) in air of more than 200 parts per million but not more than 2,000 parts per million by volume of gas or vapor, or more than two milligrams per liter but not more than 20 milligrams per liter of mist, fume, or dust, when administered by continuous inhalation for one hour (or less if death occurs within one hour) to albino rats weighing between 200 and 300 grams each.

“*Unstable (reactive)*” means a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

“*Water-reactive*” means a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

“*Work area or Workplace*” means a room or defined space at a worksite where hazardous chemicals are produced or used, and where employees are present.

“*Worksite*” means an establishment, job site, or project, at one geographical location (i.e. a high school, middle school, or elementary school building) containing one or more work areas.(NOTE: Sometimes the word workplace and worksite are used interchangeably to mean the physical location of an employee).

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29 CFR 1910.1201 Retention of DOT Markings, Placards, and Labels

If the District receives a package (e.g. 55 gallon drum) of hazardous material that is required to be marked, labeled, or placarded in accordance with the Department of Transportation Hazardous Materials Regulations (49 CFR Parts 171 through 180), those labels are to remain on the packaging until such time as any potential hazard has been removed. Packages of this type will probably be received by the O&M department. The Director of O&M will be responsible for compliance with this standard. NOTE: If the District were to return one of these packages, the District would be responsible for ensuring compliance with 49 CFR Parts 171 through 180.

29 CFR 1910.1450 Occupational Exposure to Hazardous Chemicals in Laboratories

Since the District does not have a research and development laboratory, the provisions of this standard do not apply.

Hazardous Waste Operations and Emergency Response 29 CFR 1910.120

In the event of a spill or release of a hazardous material or hazardous waste, the District would be required to follow the requirements of this standard if they provided personnel to clean up the release. However, by definition, most releases in the District would be exempt. Only a large release would fall into the category requiring a Hazardous Materials (HAZMAT) response.

“Emergency response or responding to emergencies means a response effort by employees from outside the immediate release area or by other designated responders (i.e., mutual aid groups, local fire departments, etc.) to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel are not considered to be emergency responses within the scope of this standard. Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.”

Due to the enormous requirements to train and maintain a HAZMAT team along with the infrequent need for a HAZMAT team, it is not feasible to maintain a

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District Hazardous Materials Team. Therefore, the District would choose to hire an outside contractor to clean up any release that exceeded the above definition. The District would have a requirement to inform the contractor of hazards located at the site.

1910.120(b)(1)(iv)

Contractors and sub-contractors. An employer who retains contractor or sub-contractor services for work in hazardous waste operations shall inform those contractors, sub-contractors, or their representatives of the site emergency response procedures and any potential fire, explosion, health, safety or other hazards of the hazardous waste operation that have been identified by the employer's information program.

At your work location your Building Engineer, Principal, Supervisor, or Department Head would be responsible for obtaining outside assistance by requesting it through the Director of O&M. In the event of a serious HAZMAT emergency, dial 911 and report the HAZMAT emergency. The Sioux City Fire Department will then make a determination for the need to respond the Regional HAZMAT team who is qualified to handle this type of incident.

*40 CFR Parts 240-299 (Resource Conservation and Recovery Act of 1986)
"RCRA" Administered by the EPA*

The Sioux City Community School District is committed to compliance with the disposal requirements for hazardous waste. The District does not routinely generate large quantities of hazardous waste. Hazardous waste in the District is primarily generated in the chemistry labs, biology labs, and certain maintenance supplies. The District is considered to be a Small Quantity Generator of hazardous waste." Small quantity generator means a generator of hazardous wastes who in any calendar month generates no more than 1,000 kilograms (2,205) pounds of hazardous waste in that month." This exempts the District from a number of requirements of the RCRA standard.

It is the responsibility of science teachers in the District to ensure that no hazardous chemicals are sent to the sewer system (public owned treatment works "POTW"). If there are chemicals that require disposal from a lab, the head science teacher should be contacted. Improper disposal "down the drain" of a hazardous chemical could create an upset at the POTW and result in fines for the District.

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The District is committed to waste minimization in the form of reducing, reusing, and recycling. If a material has not been used, the District will contact the Waste Exchange at Western Iowa Tech to see if a suitable “home” can be found for the material. The District will recycle materials, as is economically feasible. If non-hazardous or less-hazardous substitutes can be found for a hazardous material, these materials will be chosen over the one that is more hazardous.

Under 40 CFR 264.26 and 265.16, sites that generate over 1,000 Kg / month of waste are required to train their employees that handle the waste material. The District does not generate hazardous waste at that level and is therefore exempted from the training requirements contained in this part of the standard. However, it is prudent that any employee who handles a hazardous waste be trained in the proper procedures dealing with waste handling and disposal. This would include the hazards of the materials being handled, proper personal protective equipment, proper storage methods / containers, proper disposal methods, and how to deal with a leak or spill of the material. District science teachers and designated O&M personnel should receive this training.

Once a year the District will conduct routine checks of the chemical labs in the District along with the O&M operation to check for materials that are “out of date” or “no longer used.” The District will prepare a list of those materials, and then contract with a disposal service (i.e. Safety Kleen, Chemical Waste Management, etc.) to package those chemicals into laboratory packs for disposal. The Director of O&M in conjunction with the Head Science Teacher will perform this task. If disposal of a material becomes necessary during the year, the Director of O&M will contact one of the contract services to arrange for the disposal. Any routine disposal requirements are expected to be found in the O&M operation. Therefore, the Director of O&M will be responsible for compliance with the provisions of this standard and for maintaining all required paperwork that results from disposals of hazardous materials.

40 CFR Parts 350 Through 372 (Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986) “EPCRA” law also known as “SARA TITLE III” as administered by the EPA.

EPCRA is divided into four major sections which are: 302/303 (Emergency Planning), 304 (Emergency Notification), 311/312 (Community Right-to-Know), and 313 (Toxic Release Inventory). Unless the EPA revises the law, the District

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will ever never be subject to the provisions of Section 313 (40 CFR Part 372) since this requires the use of certain chemicals above the 25,000 pound level and belonging to certain manufacturing Standard Industrial Classification (SIC) codes. In addition, it is also unlikely that the District will ever have to comply with the requirements of Section 302/303. However, there is a slight possibility so preliminary information is provided with a check-and-balance system to ensure the District remains in compliance. It is again unlikely that the District will ever have to make a filing under Section 304 which is for the spill/release of certain hazardous chemicals above a set limit (reportable quantity). However, the same check-and-balance system will be applied for this section as well. It is likely that the District could have to comply with Sections 311/312 due to the storage of certain materials by the O&M Department. The requirements of this section will be outlined in detail. Since the primary department affected by this regulation is O&M, the Director of O&M will have the responsibility for compliance with this section.

The majority of EPCRA centers around a document called the "List of Lists." This document (Consolidated List of Chemicals Subject to the Emergency Planning and Community Right-To-Know Act (EPCRA) and Section 112 (r) of the Clean Air Act, As Amended) may be downloaded from the EPA web site (www.epa.gov/ceppo). The chemical lists are those that will need to be referenced in order to determine compliance with EPCRA. The Director of O&M will maintain a copy of this document for reference in compliance with this standard.

Section 302 (40 CFR Part 350) requires a one-time notification to the State Emergency Planning Commission (SERC) if the Threshold Planning Quantity (TPQ) for any of 356 extremely hazardous substances is exceeded or if the Governor or State Commissioner designate the facility for compliance with the standard. The Director of O&M will review this list annually (Section 302 TPQ column of the List of Lists) to ensure the District has not obtained one of the listed chemicals at or above the TPQ. Should the District exceed the TPQ, a notification will need to be sent to the SERC. If the District becomes subject to Section 302, a one time notification of a facilities emergency coordinator must be made to the Local Emergency Planning Commission (LEPC)(Woodbury County Emergency Services is the LEPC) under Section 303 (40 CFR 355.30 (c)).

Section 304 (40 CFR Part 355) pertains to the spill or release of any of the hazardous chemicals that are listed under the EHS RQ, CERCLA RQ, and CAA 112 (r) TQ sections of the List of Lists. These spill limits are listed from 1 pound

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to 5000 pounds according to the hazards determined by Congress. The Director of O&M along with the Head Science Teacher will review this list annually to determine if the District has any of the materials listed under Section 304. Should the District have any of the RQ materials, the Director of O&M will prepare a list for distribution advising District personnel of the need to report a spill of these materials to the Director of O&M. The Director of O&M will evaluate each spill to determine if a report is required. If an RQ is exceeded, the Director of O&M will call the National Response Center (1-800-424-8802), SERC (1-515-281-8694), and LEPC (1-712-876-2212) in a timely manner (as soon as you recognize you have exceeded the RQ make the calls). Failure to promptly notify these agencies can result in an automatic fine of \$27,500 for failure to timely notify.

The District belongs to SIC code 8211 (elementary and secondary schools). In 1987, OSHA expanded the Hazard Communication Standard to cover SIC codes 01XX-89XX. At that time the District became subject to the provisions of Sections 311 and 312 (40 CFR Part 370) of this standard. If the District has at least 10,000 pounds, on site, of a material that requires an MSDS, 500 pounds of an EHS material, or exceeds the TPQ for an EHS material for at least 24 hours, then the provisions of Section 311 are invoked. Chemicals stored at O&M could possibly reach this level. The Director of O&M will review the inventory or materials on a monthly basis to determine if any material meeting the requirements of this section is present. If the District determines they have met the reporting requirements of this section, a report must be submitted annually by March 1 to the SERC, LEPC, and the Sioux City Fire Department. This report may either be a copy of the MSDS for the material(s) or it may be a list of the material(s) which include the health and physical hazards of the material (i.e. acute and chronic health effects, fire hazard, explosion hazard, etc.) along with the amount of the material present. If requested by the SERC, LEPC, or Sioux City Fire Department, the District will need to provide Tier II inventory forms (but only if they are requested). If needed, these forms may be downloaded from the EPA web site. The Director of O&M would be responsible for submitting these forms.

Any correspondence with a government agency concerning EPCRA should be conducted by certified mail, return receipt. Copies of all correspondence should be maintained in a secure file located at O&M.

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EMERGENCY NUMBERS

Woodbury County Disaster Services (Gray Brown)	712-876-2212
Department of Natural Resources	515-281-8689

Emergency Response

National Response Center	800-424-8802
DNR Field Office #3 in Spencer (Neil Cook)	712-262-4177
Local Emergency	911