

## **Hazardous Materials**

### **1. Hazardous materials program supervisor**

Overall supervision of the operation of all hazardous materials policies and procedures within the [charter school](#) will be the responsibility of the business manager, or designee, who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the “supervisor.”

At each location, a [charter school](#) employee will be designated as the local hazardous materials coordinator, referred to throughout these procedures as the “coordinator.” At each location, there also will be an alternated [charter school](#) employee designated as a backup to the coordinator.

The coordinator will be responsible for all aspects of dealing with hazardous materials at the location and will comply with all [charter school](#) policies and procedures and local, state and federal laws and regulations dealing with hazardous materials. The coordinator also will be responsible for reporting any violations in the [charter school’s](#) hazardous materials policy or procedures simultaneously to the supervisor and the building/location administrator.

### **2. Initial inventory and material identification**

The supervisor will make an initial inventory of all hazardous materials. This inventory will identify potentially hazardous substances in the [charter school](#).

A qualified [charter school](#) employee will be designated by the supervisor in each building site to assist in creating the inventory of hazardous materials.

The people conducting the inventory will also help train other [charter school](#) employees in identifying hazardous materials.

The building coordinator will arrange for the identification of any unknown substance through the business manager.

The party conducting the inventory will work with and provide training in the proper process of identifying hazardous materials to at least one designated [charter school](#) employee at each location (either the coordinator or an individual directly in charge of any of the hazardous materials storage/use areas).

At the direction of the coordinator, these trained employees will conduct all future inventories.

The coordinator will arrange for the identification of any unknown suspected hazardous substance through the supervisor.

### 3. **Tracking, inventory and material safety data sheets**

Each building **administrator** will be responsible for logging in the receipt of all hazardous materials received at that building location. The building **administrator** will track and keep complete written records of the storage, use and ultimate disposition of the hazardous materials. On or before December 31<sup>st</sup> of each year, the building **administrator** will provide a copy of the current inventory log and record of disposition of all hazardous materials to the business manager.

The business manager will maintain a copy of each location's inventory and documentation of all hazardous materials. This information may be released to appropriate police, fire and emergency service authorities.

The business manager will be responsible for establishing and maintaining the material safety data sheets (MSDS) system for the **charter school**.

Each operation and location will maintain a set of MSDS in its area for all hazardous materials with which it has contact. These MSDS will be available for review and use by every **charter school** employee. The MSDS also will be available for inspection by appropriate police, fire, health and emergency service authorities.

The purchasing department and the warehouse each will maintain a set of MSDS for all hazardous materials with which they have had contact.

### 4. **Purchase of hazardous materials**

In addition to following the **charter school's** regular purchasing procedures, an employee may purchase hazardous materials only with the approval of the coordinator for use at a specific location. The purchasing department will not process any purchase order which does not include the appropriate approval.

The business manager and the **administrator** will maintain a list of prohibited hazardous materials which will be updated at least once a year.

Hazardous materials will not be purchased through any mechanism other than an approved purchase order through the business office.

### 5. **Storage, recycling or transfer of hazardous materials**

The business manager will designate an area or areas for storage of:

- a. Materials which might become or are hazardous materials.
- b. Hazardous materials which have been declared waste and are being held for disposal.

The business manager may designate storage areas at each location if appropriate as well as a central **charter school** storage site.

When a [administrator](#) has a material which qualifies as hazardous material at that particular location and which may require disposal, the [administrator](#) will contact the business manager to arrange for storage, transfer or disposal as appropriate. Materials no longer needed at one location may be available for transfer within the [charter school](#) to other programs or locations.

When materials are not needed by a [charter school](#) location, operation or program, the materials may be declared as waste. Only the supervisor will be authorized to declare a hazardous material as waste.

Storage of hazardous materials will be in compliance with federal, state and local law. All hazardous materials will be separated according to physical 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 may be locked and access to students or non-authorized staff limited.

All containers for hazardous materials will be labeled to show date of receipt by the [charter school](#), 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 [charter school](#) will be accomplished in compliance with Section 7 of these procedures.

## **6. Disposal of hazardous materials**

When a [administrator](#) believes that there are materials on site which may qualify as hazardous for which there is no immediate need for program or operation requirements or which may need to be disposed of, the [administrator](#) will contact the business manager.

When materials are determined to be ready for disposal, the business manager will arrange for disposal in a manner that complies with all local, state and federal laws and regulations.

## **7. Transportation of hazardous materials**

Transportation of hazardous materials will meet all local, state and federal requirements and will be coordinated by the supervisor.

Federal regulation of the transportation of hazardous materials is extensive, complex, requires significant insurance protection, and involves specialized training of staff and special equipment. Because the [charter school](#) cannot meet these requirements economically with current staff, equipment and training, the [charter school](#) will arrange for qualified third parties to transport any hazardous waste or hazardous materials outside the state.

Once a hazardous material is under [charter school](#) control, each location controlling the material will be responsible for the material until it is passed to the control of

another district location. The supervisor will verify that the transportation used meets all [charter school](#), local state and federal transportation, financial responsibility and insurance requirements.

Unless specific written approval is received by a [charter school](#) employee from the business manager, no [charter school](#) employee or volunteer will transport hazardous materials owned by or attributed to the [charter school](#) in a personal automobile.

Any unauthorized transportation of hazardous materials is beyond the course and scope of the [charter school](#) employee's or volunteer's authority and is forbidden.

## 8. **Emergency response plan**

The building [administrator](#) will develop an emergency response plan that will enable any [charter school](#) to take appropriate action to protect students, staff, the general public and [charter school](#) property.

This plan will comply with all applicable laws and regulations and will be coordinated with the [charter school](#) and the location evacuation plans.

In addition, a plan to handle spills and leaks will be developed for each location for all hazardous materials at the location. The plan will address immediate emergency procedures, required notification and clean-up procedure and will comply with all applicable laws and regulations.

All information regarding a hazardous materials incident will be released to the media or the public only by the [charter school's](#) communication officer, the [administrator](#) or their designee. No other [charter school](#) employee is authorized to release information regarding any such incident.

The business manager will coordinate with the [charter school's](#) legal counsel and the [administrator's](#) office any notification or reports to local, state and federal authorities as well as the [charter school's](#) appropriate insurance/risk management representative.

## 9. **Evacuation plan**

An evacuation plan will be developed 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 the 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 drills, bomb threat evacuation plans and tornado drills and may be conducted in conjunction with any of these other drills. Written records of the drill will be maintained by each location.

As appropriate for the location, copies of the evaluation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the building [administrator](#), with a copy; given to the business manager and one other [charter school](#) employee.

Where practical, the evacuation plan will be coordinated with the fire department, police department and the charter school's transportation department.

#### 10. Training of staff and students

The administrator, business manager, staff members handling hazardous materials and school nurse 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 also will be instructed in emergency procedures, including evacuation, appropriate to the materials.

The administrator, business manager, and the Board will be responsible for ensuring that the procedures outlined in this policy are reviewed and, if necessary, revised every two years.

CROSS REFS: DJB, Purchasing Procedures  
EBCA, Disaster Plans  
EBCB, Safety Drills

First Reading Date: \_\_\_\_\_

Adoption Date: \_\_\_\_\_

Lake George Charter School