

## **SECTION I**

### **HAZARDOUS SUBSTANCE PROGRAM**

- 1.0 School districts written hazardous substance communication program.
  - 1.1 District employees will receive Hazardous Communication training annually.
    - 1.1.1 Online hazardous communication training via SIPE online training program.
    - 1.1.2 Training included as districts annual training.
  - 1.2 School site chemical inventory will include:
  - 1.3 Container labeling to include substances on inventory and new purchases. A plan of action if unlabeled container is found.
  - 1.4 Material Safety Data Sheets (MSDS) will be available for all chemicals in the school district inventory.
  - 1.5 School districts will use the disciplinary procedures in Section A, Part 4.0 for employees who do not comply with rules regarding hazardous substances.
  - 1.6 School districts will provide training when information about a substance becomes available.
- 2.0 Inspections
  - 2.1 Survey existing facilities to identify kinds and quantities of chemicals, conditions of storage and unstable materials for disposal.
  - 2.2 Review laboratory experiments and maintenance process for use of toxic chemicals and determine which ones have the potential for significant staff or student exposure. Identify if engineering controls, if fume hoods or ventilation systems are required.
  - 2.3 Listing of all hazardous substances by building at each site.
  - 2.4 Identify unstable materials and quantify all materials in preparation for disposal.
  - 2.5 Survey chemical use facilities to determine if they meet minimum safety standards.
- 3.0 Employee Training Program
  - 3.1 Obtain MSDSs for all substances on inventory through MSDS on Demand or the company when the item is purchased.
  - 3.2 Post listing of hazardous substances at each workplace and advise of the location and availability of the MSDSs.
  - 3.3 Provide employees a sample MSDS for each "group type" of hazardous substance and

explain how to read, interpret and understand the information in the MSDS.

- 3.5 Group types: Flammables  
Corrosives  
Toxics  
Reactives  
Miscellaneous

3.6 Explain to employees how they can obtain a MSDS from the district files.

3.7 Employees within the Santa Barbara County Schools are enrolled in our 3E MSDS on Demand Program. The toll free number for MSDS retrieval and maintenance is (800) 451-8346.

#### 4.0 Purchasing Training

4.1 Control what materials are purchased and the quantity. District should establish a goal of only purchasing enough for each school year so supply is exhausted each year. Avoid storage, age and label problems.

4.2 Obtain MSDS for each order or do not accept the shipment.

4.3 Post revised hazardous substance list at each work place affected by the purchase.

4.4 Set strict guidelines for acceptance of "donations" to be sure of the age, quantity and nature of the substance. May be breaking the law by moving the substance from one location to another. Require MSDSs for all "donations."

#### 5.0 Disposal

5.1 Disposal must be done by a person who has the proper knowledge of laws, local/federal, training and proper protective equipment.

5.2 Substances must be identified, segregated by classification, and quantified.

5.3 Contract licensed disposal firm. Disposal firm will not pick up the material, etc., until the volume number and sizes of containers is known and the district has an Environmental Protection Agency and Environmental Health Services Waste permit in place.

5.4 Districts should contact SIPE safety for recommended disposal procedures and solicitation of authorized hazardous material disposal handlers.

5.5 Problem areas include:

Custodial  
Food Service  
Science, Industrial  
Arts and Fine Arts  
Grounds  
Maintenance & Warehouse  
Transportation  
Swimming Pools

6.0 Toxic Art Supplies

- 6.1 Identify unstable art or craft materials which cannot be used in Kindergarten through eighth grades.
- 6.2 Identify materials which have been taken off the market but might still be used or stored in some schools.
- 6.3 Identify if art or craft materials have Certified Products or Approved Products Nontoxic seals.
- 6.4 Training sessions concerning toxic art supplies shall be conducted for industrial arts, fine art teachers and purchasing departments.

7.0 Labeling

- 7.1 School districts can use the NFPA or other means of labeling as long as it meets the requirement in paragraph 7.3 and 7.4.
- 7.2 All secondary containers will have a NFPA label identifying its contents if containers were not labeled/stenciled by the manufacturer.
- 7.3 Container labeling will identify the hazardous substance and appropriate warnings.
- 7.4 Labels shall be legible, in English. Other languages may be added.

8.0 Material Safety Data Sheets (MSDS)

- 8.1 Schools in the Santa Barbara County will use the MSDS on Demand program for MSDS questions, filing and printouts.

9.0 Universal Waste Management

- 9.1 SIPE has established an online universal waste management program. Please contact the SIPE Safety Office for set up procedures at 922-8003.