



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5120

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CATEGORY: **Support Services, Safety Program**

EFFECTIVE: **3-25-86**

SUBJECT: **Hazardous Materials/Waste, Handling/
Storage/Disposal**

REVISED: **4-28-06**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing handling, storage, and disposal of hazardous materials/waste.
2. **Related Procedures:**
 - Classroom safety 5150
 - Environmental emergencies
(chemical spills, asbestos fiber release, air pollution alerts) EP 03
 - Safety, general 5100

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, G-3000, H-7900, H-7920, I-1350; Code of Federal Regulations, Title 40, Parts 240-271 and Title 49, Parts 171-179; California Code of Regulations, Title 22, Sections 66011-66935; Resource Conservation and Recovery Act of 1976, 42 U.S.C., Sections 6901-6987; Health and Safety Code Sections 25100-25249.
2. Federal, state, and local environmental regulations require strict control of handling, storage, and disposal of all materials that have been designated as hazardous or toxic to human health or to the environment. In California, several types of materials have been designated as hazardous. Many of these materials such as gasoline, oils, paints, solvents, and some laboratory chemicals are in regular use throughout the school district. Once these materials become hazardous waste, specific restrictions apply to their handling, storage, shipping and disposal.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Safety Office, Risk Management Department, Business Operations Division, and Office of the Chief Administrative Officer.
2. **Principal or site administrator's designee** is responsible for site safety and for reporting of all work-related accidents that arise out of, or occur in, the course of an employee's job assignment. Principal or **site administrator's designee** should contact the Safety Office, Risk Management Department at <http://www.sandi.net/risk/>, for technical assistance, as necessary, to comply with safety requirements.

3. **Safety Office, Risk Management Department**

- a. Coordinate and monitor the district's program governing handling, storage, and disposal of hazardous materials/waste.
 - b. Maintain and publish a listing of district hazardous waste-generating sites (E.1, Attachment).
 - c. Responsible for identification and classification of district hazardous materials and for providing information regarding such materials and related legal restrictions.
4. **Requirements.** The following requirements apply to all District employees that handle hazardous materials/waste.
5. **Hazardous Waste Determination.** Any district site that intends to discard waste that may be considered hazardous must notify the District Safety Office. The types of waste that could be considered hazardous (harmful) are materials that exhibit the following characteristics: ignitable (can catch fire), corrosive (acids and bases), reactive (can explode) and toxic (poisonous), as well as materials identified specifically by the State of California as known hazardous wastes. The Hazardous Waste Notification Form (E.2, Attachment). The Safety Office shall determine if the waste is hazardous.
6. **Environmental Protection Agency (EPA) Identification Number.** This number identifies each District site that generates hazardous waste. This number is required in order to have hazardous waste properly removed from the site to an approved disposal facility. The EPA identification number is required on all hazardous waste shipping documents or manifests.
7. **Accumulation Time.** Hazardous waste can be stored at district sites safely in leak-proof storage containers with applicable time limits depending on the amount that is generated.
- a. Accumulation time begins when the waste is first collected.
 - b. For sites that collect 220 pounds per month or less, the hazardous waste must be removed at least annually.
 - c. For sites that collect more than 220 pounds per month, the hazardous waste must be removed every 90 days.

8. Storage of Hazardous Materials

- a. Hazardous materials shall be stored in a compatible fashion to prevent accidental reactions, explosions, or discharges.
- b. An inventory of hazardous material shall be maintained on site.
- c. A material safety data sheet shall be maintained on site for all hazardous material inventoried.
- d. All hazardous materials shall be labeled with the product identity, hazard warning, and the name and address of the manufacturer.
- e. No unidentified or unlabeled substance will be used, handled, or stored.
- f. No hazardous materials shall be used, handled, or stored at any elementary school unless the principal has been notified and approves such activity in accordance with the Safety Office. This includes, but is not limited to, pesticides, cleaning chemicals, solvents, toxic art supplies, science projects, and experiments.

9. Storage of Hazardous Waste

- a. Notify the Safety Office when hazardous materials need to be discarded. Safety Office shall provide all materials necessary to properly store hazardous waste. All hazardous waste disposals will be coordinated by the Safety Office.
- b. Keep hazardous waste containers closed when not in use.
- c. Store hazardous waste in proper containers (no severe rusting or apparent structural defects). If a container leaks, contact the Safety Office for assistance.
- d. If more than one hazardous waste is stored in the same container, the wastes must be compatible. Contact the Safety Office for guidance.
- e. Containers storing ignitable or reactive waste must be at least 15 meters (50 feet) from the site's property line.
- f. Containers must be stored in a manner that prevents an accidental release to the environment.
- g. Storage areas shall be inspected weekly.

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- h. Ensure that hazardous waste containers are properly labeled.
10. **Labeling/Marking.** Properly label hazardous waste with the following information on the label:
- a. Name and address of the site where the waste is stored
 - b. EPA number (E.1, Attachment)
 - c. Accumulation time (C.7)
 - d. Composition
 - e. Physical state
 - f. Hazardous properties
11. **Emergency Procedures/Contingency Plans.** All district sites that handle or store any hazardous substance in volumes exceeding 200 cubic feet, 500 pounds, or 55 gallons per substance are subject to local Hazardous Materials Business Plan (HMBP) requirements.

All district sites that handle or store hazardous waste must ensure that the possibility of an unplanned release into the environment is minimized. Refer to Emergency Procedure 03, Environmental Emergencies, for guidance.

12. **Personnel Training**

- a. All district personnel involved with handling hazardous materials or waste shall successfully complete a program of classroom training with an annual refresher. A training log shall be kept on file for initial and annual training.
- b. Training shall be directed by a person trained by the district Safety Office covering hazardous materials/waste management procedures.
- c. Training shall be successfully completed within six months after the date of employment.
- d. An annual review (refresher) of the initial training shall be conducted by the site contact or by the Safety Office.

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- e. Documented records of training shall be maintained at the site for review by the San Diego County Department of Health Services. A copy of these records shall be sent to the Safety Office.
 - f. All district personnel NOT involved with handling hazardous materials or waste shall review the Environmental Awareness guidelines available on the district website.
 - g. Documentation of Environmental Awareness training should be maintained at the site for review.
13. **Hazardous Waste Shipments.** No hazardous waste shall be transported to or from district sites without notification of the Safety Office. Hazardous waste transportation is strictly regulated and requires special shipping documents to track the waste. Sites that have hazardous waste to be removed can contact the Safety Office.
14. **Universal Wastes.** Universal wastes are hazardous wastes that are more common and pose a lower risk to the environment. The types of wastes that could be considered universal are: mercury and mercury-containing devices (switches, thermometers, batteries, fluorescent lamps), cathode ray tubes (CRTs, TVs, computer monitors); non-empty aerosol cans (paint spray); and household batteries (rechargeable and non-rechargeable).
- Effective January 1, 2006, universal wastes must be handled as hazardous wastes using the aforementioned guidelines.
15. **Restricted Wastes.** Restricted wastes are wastes that may not contain hazardous characteristics but could pose a hazard if improperly discarded into the trash, sewer, ground or air. Contact the Safety Office for guidance.
16. **Biohazardous and Medical Wastes.** Biohazardous and medical wastes are wastes that could contain bloodborne pathogens or be considered infectious and pose a health risk to people and animals. Wastes regarded as sharps must be handled through the district Sharps Management Program. Contact the Safety Office for guidance.
17. **Stormwater Pollution.** The stormwater system is intended solely for the purpose of conveying stormwater. Generally, storm drains are located outdoors, unlike sewer drains located in buildings for conveyance of domestic waste. No substances or materials may be discharged into storm drains or stormwater conveyance systems.
18. **Abandoned Wastes.** Abandoned household or industrial hazardous wastes are hazardous wastes left on or near district sites as the result of illegal dumping.

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Abandoned hazardous wastes should not be disturbed. Keep the area secured, contact School Police and the Safety Office for assistance. If the waste has been deemed a threat to students and staff, immediately call 911 for assistance.

19. **Approved, Restricted and Prohibited Chemicals**

All chemicals used in the District should undergo a hazard determination by the Safety Office prior to use.

Approved Chemicals: Class III chemicals are approved for student usage provided that the instructors are familiar with their hazardous properties. Only chemicals that are required for the curriculum should be ordered. These chemicals are to be secured when not in use. Quantities should be kept at a minimum. **Any chemical not specifically listed may be approved on a per-case basis by contacting the Safety Office at (858) 627-7350.**

Restricted Chemicals - Special Conditions Apply: Class II chemicals are to be used only for demonstration purposes, prepared and presented only by instructors who are familiar with their hazardous properties. These chemicals are to be secured when not in use and are not to be retained longer than one (1) year from the date of purchase. Quantities should be kept at a minimum. **Any chemical not specifically listed may be approved on a per-case basis by contacting the Safety Office at (858) 627-7350.**

Prohibited Chemicals MAY NOT BE ORDERED UNDER ANY CIRCUMSTANCE. They are prohibited from use in the district. Metallic mercury and mercury-containing devices are no longer permitted for instructional purposes. A list of prohibited chemicals is maintained by the Safety Office. Report prohibited chemicals to the Safety Office for proper removal. The class chemicals lists are posted on the District website. Items not specifically listed in Class II or Class III may be prohibited, so contact the Safety Office for confirmation.

20. **Other Hazardous Waste Activities.** Contractors or vendors who generate hazardous waste in the course of performing their work on district premises shall contact the Safety Office.

Note: Asbestos waste disposal must be coordinated with the Maintenance and Operations Department's asbestos management program.

21. **Recordkeeping.** A manifest list shall be prepared for each incidence of hazardous waste disposal. Originals shall be filed with the Safety Office; copies shall be retained at the generating site for three years.

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D. IMPLEMENTATION

1. Safety Office, Risk Management Department

- a. Provide district personnel with information and training regarding hazardous materials management and related legal restrictions.
- b. Establish and maintain listing of district hazardous waste-generating sites, including Environmental Protection Agency identification numbers.
- c. As required, periodically issue administrative circular updating hazardous waste regulations, including requirements for designation of a site employee to be responsible for that site's manifest file.
- d. Upon receiving name of site's designated staff member, forward manifest file, including a listing of hazardous materials and priority pollutants.
- e. Provide manifest forms as needed.

2. Site Employee Responsible for Hazardous Material/Waste Management

- a. Contact the Safety Office to obtain permit and necessary instructions for each proposed disposal of hazardous materials/waste.
- b. Request manifest forms from the Safety Office or from licensed waste hauler, as needed. Maintain (1) complete inventory of all hazardous materials stored at site, (2) materials safety data sheets for hazardous materials inventoried, and (3) a hazardous materials emergency response plan and business plan for site.
- c. Prepare manifest listing, including type and quantity of each item scheduled for disposal; indicate assigned EPA identification number (E.1, Attachment).
- d. Forward copies of all original manifest lists and any related documents to the Safety Office; retain a copy in site disposal manifest file.
- e. Contact the Safety Office, as needed, for information regarding hazardous materials, including legal restrictions and identification and/or classification of waste materials.
- f. Notify the Safety Office if manifest return receipt is not received from disposal facility or if site is not in compliance with legal requirements or regulations.

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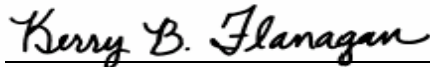
E. FORMS AND AUXILIARY REFERENCES

1. List of District Hazardous Waste Generators, Attachment
2. Hazardous Waste Notification Form, Attachment

F. REPORTS AND RECORDS

1. **Disposal Manifest Lists.** Copies of all manifest lists shall be retained in the Safety Office, Risk Management Department; originals shall be retained in individual site disposal manifest list files.
2. **Site Hazardous Materials/Waste Management Plan** will include a Hazardous Materials Business Plan. The plan must be updated annually with the original on file at the site and a copy forwarded to the Safety Office, Risk Management Department.

G. APPROVED BY



Chief of Staff, Kerry Flanagan
For the Superintendent of Schools