

Hazardous Materials

1. Hazardous materials program supervisor

Overall supervision of the operation of all hazardous materials policies and procedures within the BOCES will be the responsibility of Executive Director who will serve as the hazardous materials program supervisor, referred to throughout these procedures as the "supervisor."

At each location, a BOCES 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 alternate BOCES 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 BOCES policies and procedures and applicable local, state and federal laws and regulations dealing with hazardous materials. The coordinator also will be responsible for reporting any violations of the BOCES's hazardous materials policy or procedures simultaneously to the supervisor.

2. Initial inventory and material identification

The supervisor will cause an initial inventory of all hazardous materials to be completed throughout the BOCES to identify potentially hazardous substances. The supervisor will designate a qualified BOCES employee to conduct the inventory of hazardous materials at each location with the assistance of the supervisor. This person also will coordinate the identification of hazardous materials.

The party conducting the inventory will work with and provide training in the proper process of identifying hazardous materials to at least one designated BOCES 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 coordinator will be responsible for logging in the receipt of all hazardous materials received at that location. The coordinator will track and keep complete written records of the storage, use and ultimate disposition of the

hazardous materials. On or before *June 30th* of each year, the coordinator will provide a copy of the current inventory log and record of disposition of all hazardous materials to the supervisor.

The supervisor 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 supervisor will be responsible for establishing and maintaining the material safety data sheets (MSDS) system for the BOCES.

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 BOCES employee. The MSDS also will be available for inspection by appropriate police, fire, health and emergency service authorities.

The purchasing department 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 BOCES'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 supervisor and the purchasing department 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 a purchase order through the purchasing department unless the following conditions are fulfilled:

- a. The requester secures the prior written approval of the supervisor.
- b. The requester provides written notice of the purchase along with copies of all supporting documents including MSDS and the reason for the purchase to the supervisor and the supervisor of purchasing.

All purchase orders for hazardous materials will include a requirement that the shipment of any such materials includes MSDS with any order or portion of the order. Purchase orders also will note that failure to provide MSDS with the shipment may result in either the BOCES's refusal to accept the shipment or the BOCES's conditional acceptance of the shipment and refusal to pay for it until the MSDS are provided.

Any unapproved purchase of hazardous materials is beyond the course and scope of the BOCES employee's authority and is forbidden. Such a purchase may be grounds for termination.

The above procedures also will apply to the acceptance of donated hazardous materials.

5. Storage, recycling or transfer of hazardous materials

The supervisor 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 supervisor may designate storage areas at each location if appropriate as well as a central BOCES storage site.

When a coordinator has a material which qualifies as hazardous material at that location and which may require disposal, the coordinator will contact the supervisor to arrange for storage, transfer or disposal as appropriate. Materials no longer needed at one location may be available for transfer within the BOCES to other programs or locations.

When materials are not needed by a BOCES 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 applicable local, state and federal 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 non-authorized staff limited.

All containers for hazardous materials will be labeled to show date of receipt by the BOCES, 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 BOCES will be accomplished in compliance with Section 7 of these procedures.

6. Disposal of hazardous materials

When a coordinator believes that the location has materials 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 supervisor will be contacted. Only the supervisor will be authorized to declare materials to be waste, excess or surplus and to order their disposal.

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

Federal and state laws and regulations provide exemptions from certain regulatory requirements for small quantity generators, i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Disposal determinations should preserve small quantity generator status for each location and for any central storage area.

The supervisor will maintain written documentation of the disposal of hazardous materials from all locations in the BOCES. This documentation will be retained in permanent form at one additional location.

7. Transportation of hazardous materials

Transportation of hazardous materials will meet applicable 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 BOCES cannot meet these requirements economically with current staff, equipment and training, the BOCES will arrange for qualified third parties to transport any hazardous waste or hazardous materials outside the state.

Once a hazardous material is under BOCES control, each location controlling the material will be responsible for the material until it is passed to the control of another BOCES location. The supervisor will verify that the transportation used meets applicable BOCES, local, state and federal transportation, financial responsibility and insurance requirements.

Unless specific written approval is received by a BOCES employee from the supervisor, no BOCES employee or volunteer will transport hazardous materials owned by or attributed to the BOCES in a personal automobile.

Any unauthorized transportation of hazardous materials is beyond the course and scope of the BOCES employee's or volunteer's authority and is forbidden.

8. Emergency response plan

The supervisor will develop an emergency response plan that will enable any BOCES employee aware of any incident involving hazardous material to take appropriate action to protect staff, the general public and BOCES property.

This plan will comply with applicable laws and regulations and will be coordinated with the BOCES 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 applicable laws and regulations.

All information regarding a hazardous materials incident will be released to the media or the public only by the executive director or designee. No other

BOCES employee is authorized to release information regarding any such incident.

The supervisor will coordinate with the BOCES's legal counsel and the executive director any notification or reports to local, state and federal authorities as well as the BOCES'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 evacuation plan will be posted within the buildings. Copies of the evacuation plan will be maintained by the coordinator, the supervisor and any other designated person approved by any of the above-named persons.

Where practical, the evacuation plan will be coordinated with the fire department, police department.

10. Training of staff

The coordinators and staff members handling hazardous materials will receive training in responding to hazardous materials emergency incidents.

(Approval Date: September 10, 2014)