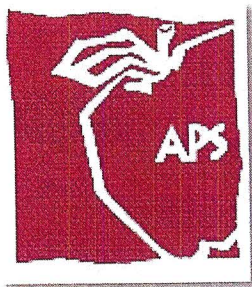


# ***ALBUQUERQUE PUBLIC SCHOOLS***



## **CHEMICAL MANAGEMENT PROGRAM**

***Risk Management Department***

**August, 2008**



**ALBUQUERQUE PUBLIC SCHOOLS**  
***RISK MANAGEMENT DEPARTMENT***

**CHEMICAL MANAGEMENT PROGRAM**

**TABLE OF CONTENTS**

TABLE OF CONTENTS .....	2
I. PURPOSE .....	3
II. SCOPE AND APPLICATION .....	3
III. DEFINITIONS .....	4
IV. INVENTORIES .....	5
V. MATERIAL SAFETY DATA SHEETS (MSDS) .....	5
VI. LABELS AND LABELING.....	6
VII. STORAGE.....	6
VIII. PLACARDING .....	6
IX. PROTECTION FROM CHEMICAL HAZARDS.....	6
X. HAZARDOUS WASTE.....	7
XI. HAZARDOUS CHEMICAL SPILLS & EMERGENCIES.....	7
XII. MEDICAL EVALUATION & CONSULTATION.....	7
XIII. EMPLOYEE INFORMATION & TRAINING .....	8
APPENDIX A – CHEMICAL INVENTORY FORM .....	9
APPENDIX B - NFPA 704 HAZARDOUS MATERIALS IDENTIFICATION SYSTEM.....	11
APPENDIX E – HAZARDOUS WASTE DISPOSAL REQUEST FORM.....	13

# ALBUQUERQUE PUBLIC SCHOOLS

## CHEMICAL MANAGEMENT PROGRAM

### I. PURPOSE

To aid in protecting employees and students and to comply applicable State and Federal laws and standards dealing with chemical use and disposal, the Albuquerque Public Schools has developed this **Chemical Management Program**. This program serves as the district's written processes and procedures for the use, storage and disposal of chemicals in the school workplace.

(The **Chemical Management Program** is intended to meet the requirements of the OSHA Hazard Communication standard, otherwise known as the "*Right to Know*" Standard (29 CFR 1910.1200) which provides guidelines for employers to evaluate the potential hazards of chemicals in their workplace and communicating information concerning hazards and appropriate protective measures to employees.)

### II. SCOPE AND APPLICATION

APS Procedural Directive *Hazardous Materials* applies the **Chemical Management Program** to all sites and to those employees who may use or be exposed to hazardous chemicals under normal working or in foreseeable emergencies. This specifically includes:

1. Custodians
2. Maintenance & Operations staff
3. Office services printers
4. Food service workers
5. Vocational education, Art and Photo lab staff
6. Materials Management staff

(Note: The district's **Laboratory Safety Chemical Hygiene Plan** applies to the laboratory use of chemicals.)

This program shall be available to contractors' personnel and to regulatory agencies when requested. Contractors using hazardous chemicals not routinely stored or used on school or support sites must have a written hazard communication program available for use by district employees in the event of an emergency.



This program is designed to be evaluated and updated annually. The Risk Management Department is responsible for conducting the evaluation and update.

### **III. DEFINITIONS**

**Chemical** - any element, chemical compound or mixture of elements and/or compounds.

**Employee** - a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies.

**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.)

**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 which is a physical hazard or a health hazard

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

**Hazardous Waste** – Any solid, liquid or contained gaseous material that is to be discarded that, because of its hazard to health and the environment, cannot be disposed of by placing in the trash or pouring down a drain. Disposal of hazardous wastes is governed by EPA regulations and Federal law.

**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.

**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.

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

**Material Safety Data Sheet (MSDS)**- means written or printed material concerning a hazardous chemical which contains specific information regarding product identification, hazardous ingredients, physical and chemical characteristics, fire and explosion data, reactivity data, health hazard data, precautions for safe handling and use and control measures.

**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.

#### **IV. INVENTORIES**

All school and support sites are required to keep and maintain a written inventory of hazardous chemicals present and used on-site.

- A. The inventory shall consist of a written listing of the hazardous chemicals known to be present using an identity that is referenced on the appropriate Material Safety Data Sheet (MSDS)
- B. The inventory may be compiled for the entire site or for individual work areas
- C. The site administrator or designated responsible party, shall be responsible for maintaining the inventory and shall designate a location or locations where inventory information is available to employees in the event of an emergency

See Appendix A for inventory form.

#### **V. MATERIAL SAFETY DATA SHEETS (MSDS)**

All school and support sites are required to keep and maintain copies of Material Safety Data Sheets (MSDS) for every hazardous chemical present on-site.

- A. If the material safety data sheet is not provided with a shipment that has been labeled a hazardous chemical, the site administrator or designated responsible party shall obtain one from the distributor as soon as possible.
- B. The site administrator or designated responsible party, shall be responsible for maintaining the Material Safety Data Sheets (MSDS) and shall designate a location where the information is available to employees in the event of an emergency.
- C. Material Safety Data Sheets (MSDS) shall be readily accessible to employees in their work areas and on all work shifts.
- D. Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, Material Safety Data Sheets (MSDS) may be kept at the primary workplace facility. In these situations, the employer shall ensure that employees can immediately obtain the required information in an emergency.



## **VI. LABELS AND LABELING**

- A. Containers of hazardous chemicals must be labeled or marked with the following information:
  - 1. Identity of the hazardous chemical(s) contained therein.
  - 2. Appropriate hazard warnings.
  - 3. Identity information and hazard warnings must be legible, in English, and prominently displayed on the container. (Other languages may be *added*, as long as the information is presented in English.)
- B. Sites shall not remove or deface existing labels on incoming containers of hazardous chemicals.
- C. Labels are not required on portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for *immediate* use

## **VII. STORAGE**

Procedural Directive *Hazardous Materials* prohibits sites from maintaining hazardous chemicals in quantity or toxicity which would pose a threat to students.

- A. Hazardous materials and chemicals must be kept in locked storage cabinets when not in use
- B. Flammable chemicals must be stored in locked, fire-cabinets
- C. Users must be aware of incompatible storage combinations and locations

## **VIII. PLACARDING**

To aid employees and emergency services providers in identifying areas where hazardous materials are stored, sites shall comply with the National Fire Protection Association (NFPA) Standard 704 *Hazardous Materials Identification System (HMIS)*. Hazardous materials placards shall be placed:

- A. On door(s) of rooms where hazardous materials are stored
- B. On door(s) from corridors leading to rooms leading to storage areas
- C. On exterior door(s) closest to hazardous materials storage areas

In addition, storage room doors should be marked "Chemical Storage" in reflective letters.

See Appendix B for NFPA 704 HMIS placarding information.

## **IX. PROTECTION FROM CHEMICAL HAZARDS**

- A. Procedural Directive *Hazardous Materials* states: "Schools should not have chemicals in sufficient quantity or toxicity which would endanger students."
- B. Employees using chemicals shall take reasonable steps to protect themselves, students and other employees from foreseeable hazards. This includes:

1. The use of appropriate Personal Protective Equipment (PPE) as recommended by Material Safety Data Sheet (MSDS)
2. Knowledge of emergency and first-aid practices required for chemicals as recommended by Material Safety Data Sheet (MSDS) and chemical container label
3. Knowledge of appropriate emergency programs and actions as specified by the site's *Safe School Program*

#### **X. HAZARDOUS WASTE**

- A. Sites shall seek to minimize the generation of hazardous waste by:
  1. Purchasing and maintaining smaller quantities of chemicals
  2. Seeking to transfer unneeded or excess chemical stock to other site or facility which may have a legitimate use
- B. Hazardous wastes can be accumulated on-site for as long as six-months, provided on-site accumulation poses no immediate safety hazard
- C. Store hazardous waste in closed containers clearly labelled with contents and marked "WASTE"
- D. *Do not* mix hazardous wastes
- E. Document date accumulation of hazardous waste was started on container
- F. When ready for disposal, contact Risk Management Department to arrange for transport

See Appendix E for Request for Hazardous Waste Disposal form

#### **XI. HAZARDOUS CHEMICAL SPILLS & EMERGENCIES**

In the event of a chemical spill or emergency, the safety of students and staff members shall be of paramount importance!

In the event of a hazardous chemical spill or emergency, employees shall:

- A. Isolate spill area to prevent widening area of contamination
- B. Follow spill recommendations listed in Material Safety Data Sheet (MSDS)
- C. Evacuate building if spill poses safety hazard to facility
- D. Alert emergency services providers – police, fire, EMS – if necessary
- E. Provide first-aid to injured as recommended by Material Safety Data Sheet (MSDS)
- F. Exposures and exposure incidents shall be reported as:
  1. Employee exposure incidents shall be reported to the Occupational Health Clinic, see **XII. Medical Evaluation & Consultation** below.
  2. Student exposure incidents shall be handled and reported as student accidents
- G. Contact Risk Management Department

#### **XII. MEDICAL EVALUATION & CONSULTATION**

- A. Medical evaluation shall be performed for employees when:

1. an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the workplace
  2. exposure monitoring reveals exposure levels routinely above the action level or permissible exposure level for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard
  3. an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation (consultation shall be for the purpose of determining the need for a medical examination)
- B. Employees shall report exposure incidents or symptoms to their supervisor and to the APS Occupational Health Clinic using the Notice of Accident form (see Procedural Directive *Reporting On-The-Job Injuries*).
- C. Each employee exposure record and analysis using employee exposure records shall be preserved and maintained for at least thirty years. (Material Safety Data Sheets (MSDS) and other descriptions of substances do not have to be retained as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for 30 years.)
- D. Employees may request copies of health records.

### **XIII. EMPLOYEE INFORMATION & TRAINING**

Employees shall be provided with 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 the employees have not previously been trained about is introduced into their work area.

- A. Information
1. Any operations in their work area where hazardous chemicals are present
  2. The location and availability of the written **Chemical Management Program** including the required list(s) of hazardous chemicals, and material safety data sheets.
- B. Training
1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area
  2. The physical and health hazards of the chemicals in the work area
  3. The measures employees can take to protect themselves from these hazards including specific procedures the implemented to protect employees from exposure to hazardous chemicals, including emergency procedures, personal protective equipment and workplace controls
  4. The details of the **Chemical Management Program**



**APPENDIX A – CHEMICAL INVENTORY FORM**

Page \_\_\_\_ of \_\_\_\_ Pages

**ALBUQUERQUE PUBLIC SCHOOLS  
RISK MANAGEMENT  
Hazardous Material Inventory**

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Inventory Date: \_\_\_\_\_

Physical Location of Products: \_\_\_\_\_

CHEMICAL DESCRIPTION	PHYSICAL STATE	NUMBER OF CONTAINERS	QUANTITY IN CONTAINER	CONTAINER SIZE

Inventory Completed By: \_\_\_\_\_



## APPENDIX B - NFPA 704 HAZARDOUS MATERIALS IDENTIFICATION SYSTEM

### **HEALTH (Blue)**

- 4 Deadly: Even the slightest exposure to this substance would be life threatening. Only specialized protective clothing, for these materials, should be worn.
- 3 Extreme Danger: Serious injury would result from exposure to this substance. Do not expose any body surface to these materials. Full protective measures should be taken.
- 2 Dangerous: Exposure to this substance would be hazardous to health. Protective measures are indicated.
- 1 Slight Hazard: Irritation or minor injury would result from exposure to this substance. Protective measures are indicated.
- 0 No Hazard: Exposure to this substance offers no significant risk to health.

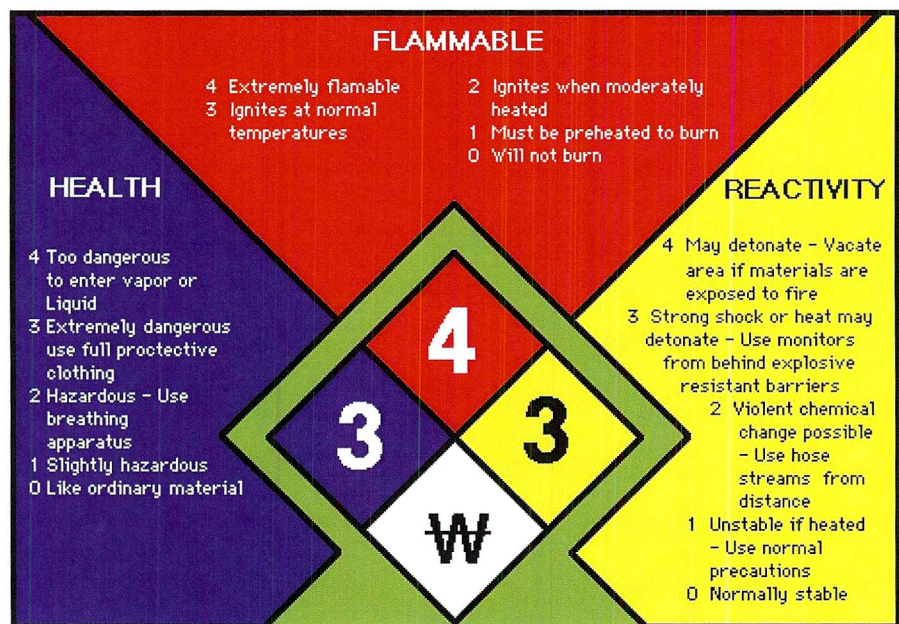
### **FLAMMABILITY (Red)**

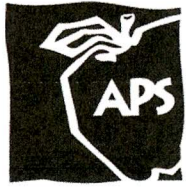
- 4 Flash Point Below 73° F: This substance is very flammable, volatile or explosive depending on its state. Extreme caution should be used in handling or storing these materials.
- 3 Flash Point Below 100° F: Flammable, volatile or explosive under almost all normal temperature conditions. Exercise great caution in storing or handling these materials.
- 2 Flash Point Below 200° F: Moderately heated conditions may ignite this substance. Caution procedures should be employed in handling.
- 1 Flash Point Above 200° F: This substance must be preheated to ignite. Most combustible solids would be in this category.
- 0 Will Not Burn: Substances that will not burn.

### **REACTIVITY (Yellow)**

- 4 May Detonate: Substances that are readily capable of detonation or explosion at normal temperatures and pressures. Evacuate area if exposed to heat or fire.
- 3 Explosive: Substances that are readily capable of detonation or explosion by a strong initiating source, such as heat, shock or water. Monitor from behind explosion-resistant barriers.
- 2 Unstable: Violent chemical changes are possible at normal or elevated temperatures and pressures. Potentially violent or explosive reaction may occur when mixed with water. Monitor from a safe distance.
- 1 Normally Stable: Substances that may become unstable at elevated temperatures and pressures or when mixed with water. Approach with caution.
- 0 Stable: Substances will remain stable when exposed to heat, pressure or water.







**APS-Risk Management  
Chemical Pick up Request Form**

		Date	# of pages	Time
<b>To:</b>	Risk Management	<b>From:</b>		
<b>Fax #:</b>	(505) 884-4502	<b>Position:</b>		
		<b>School/Dept:</b>		
		<b>Phone #:</b>		
		<b>Fax #:</b>		

**Use this form to request disposal of hazardous materials and chemical waste.**

Chemical/Material to be disposed	Quantity	Location – Building, Room #, etc.	Contact Person- Name, phone #

**Complete and fax to Risk Management at (505) 884-4502.**