

Policy: **Chemical Management: Toxic & Hazardous Substances**

Responsible for Policy: Environmental, Health and Safety

Governance Body Oversight: College Council

Date of Last Review: January 2022

Policy Number: **E-5**

Most recent approval date: April 2022

### **Policy Statement**

Finger Lakes Community College is committed to ensuring that chemical management, including toxic and hazardous substances, meets legislative requirements and assists with the provision of a safe working environment.

### **Reason for Policy**

Toxic and hazardous substances have the potential to cause harm to human health and the environment. This policy has been created to ensure that personnel who work with toxic and/or hazardous substances are aware of appropriate chemical management procedures.

### **Applicability of Policy**

This policy applies to all persons at the College, including outside contractors, who may undertake work that that may result in exposure to toxic and/or hazardous substances.

### **Definitions**

Chemical Name: Scientific or technical name

Control Measure: a method that can be used to reduce the risks to safety and health from working with a hazardous substance

Hazardous Material: A hazardous material is defined as a substance or material that has been determined by the Department of Transportation to be capable of posing an unreasonable risk to health, safety and property when in transportation. Materials that are hazardous to the environment (i.e., hazardous substance, hazardous wastes, and marine pollutants) are also regulated.

Hazardous materials include but are not limited to:

- Laboratory chemicals
- Biological agents
- Radioactive materials
- Compressed gases
- Patient specimens
- Dry ice
- Refrigerants and related equipment
- Instruments/equipment that contain hazardous materials

Hazardous Substance: A substance that, by reason of being explosive, flammable, poisonous, corrosive, oxidizing, or otherwise harmful, is likely to cause death or injury when misused.

Label: the written, printed or graphic matter on or attached to the substance, its immediate container and any outside containers or wrappers.

SDS: Safety Data Sheet, a form with data regarding the properties of a particular material. It is intended to provide workers and emergency personnel with procedures for handling or working with that substance in a safe manner, and includes information such as physical data, toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.

NYSDEC: New York State Department of Environmental Conservation

Sharps: object or devices having acute rigid corners, edges, points or protuberances capable of cutting or penetrating

the skin

Substance: a natural or artificial entity, composite material, mixture or formulation.

**Related Documents**

- 49 CFR 171.2 Department of Transportation Hazardous Material
- General Municipal Law 209-u Hazardous Materials Report Form

**Review date/action taken:**

- September 2011: original approval date
- September 2012: substantive revisions to policy
- July 2015: no revisions
- 2017: substantive revisions to policy
- January 2022: non-substantive revisions to policy

## **Procedures**

### **A. Substitution**

Whenever possible safer alternatives shall be substituted.

### **B. Legal Requirements**

All applicable Municipal, state and federal laws shall be adhered to when storing, using, or disposing of any toxic or hazardous substance.

### **C. Emergency Procedures**

- 1) Emergency phone number(s) shall be posted in the Department chemical work area (preferably where any mixing, loading or storage occurs), and in both the Campus Safety and Student Health Offices.
- 2) Emergency and safety procedures as described on the SDS must be followed at all times unless otherwise directed by an authorized person.
- 3) If an employee discovers a spilled or leaking container in a workplace, they are to contact the relevant manager/supervisor and advise them of the situation. Once advised the manager/supervisor shall set in place the emergency procedures as detailed in the SDS.
- 4) Managers/supervisors must ensure that records on workplace toxic and/or hazardous substances used in their work areas are maintained and are readily available to emergency personnel.
- 5) Records of emergency incidents and hazards are to be forwarded to Environmental, Health and Safety.

### **D. Spill/Fire**

Each department will maintain an adequate spill control kit and suitable fire extinguisher in close proximity to each toxic and/or hazardous material storage area.

### **E. Storage**

Storage areas shall be clearly marked as such by each Department, and Environmental, Health and Safety will be notified of their location(s). Environmental, Health and Safety will inform the Hopewell Fire Department and the Ontario County Emergency Manager of same in accordance with General Municipal Law 209-u.

### **F. Purchase of Hazardous Materials**

- 1) A request for an SDS shall be a standard procedure when purchasing a toxic or hazardous substance. The person responsible for signing the purchase order, regardless of the purchase method, shall initiate this action. The purchase order must clearly specify:
  - a. The precise location where the substance is to be delivered; and
  - b. The name of the person to be contacted at the place of delivery.
- 2) An SDS must be obtained prior to, or at the first time a toxic and/or hazardous substance is either used or supplied to the workplace. If an SDS does not accompany a toxic and/or hazardous substance on delivery, the person responsible for signing the purchase order must immediately request from the supplier a current SDS. The substance is NOT to be used until an SDS is available (on site).
- 3) If a supplier fails to provide a current SDS for a toxic and/or hazardous substance, the substance is to be returned (unopened) to the point of supply. The supplier is to be advised that the toxic and/or hazardous substance is returned due to their failure to supply an SDS; no further order is to be placed with that supplier until the situation is rectified. The supplier is to be advised that they have a legal obligation to supply SDS's for toxic and/or hazardous substances and upon request.

- 4) Where possible, toxic and/or hazardous substances should be purchased in small workable amounts. This reduces the risks associated with bulk storage of toxic and/or hazardous substances; it also eliminates/reduces the need for decanting to smaller containers.

**G. Safety Data Sheets SDS - (See Hazard Communication Program and Right to Know Policy)**

- 1) The purpose of a Safety Data Sheet is to provide information on the safe handling of toxic and/or hazardous substances in the workplace. They are to be made available to any staff member or student who deals with a toxic and/or hazardous substance or who may be affected by a toxic and/or hazardous substance.
- 2) Prior to any toxic and/or hazardous substance being used or distributed in the workplace, the manager/supervisor responsible for the workplace must ensure that all employees or students have read the SDS and understand the correct procedures for the safe use as well as the potential health effects and safety precautions.
- 3) Students must only use toxic and/or hazardous substances under the direct supervision of a qualified staff member.
- 4) SDS shall be stored in a location that is readily accessible to all employees and students who handle or may be exposed to a toxic and/or hazardous substance. In addition, SDS must be available and readily accessible to Emergency Services and Medical Personnel when required. SDS may be stored as:
  - a. paper copies, and/or
  - b. computerized SDS databases

**H. Personal Protective Equipment**

- 1) The prevention and/or control of exposure to toxic and/or hazardous substances should, so far as is practicable, be by means other than the provision of personal protective equipment (PPE). The use of PPE as a control measure shall be limited to situations where other control measures are not practicable, or where such equipment is used in conjunction with other measures to increase protection.
- 2) Managers/supervisors are responsible for ensuring their employees are provided with appropriate PPE and that they receive training in how to use, maintain and replace PPE. The selection of appropriate PPE is through consultation between manager/supervisors and employees.
- 3) If the PPE proves to be unsuitable in the circumstances or causes concern to the user, a review of work practices should be conducted

**I. Disposal of Toxic and/or Hazardous Substances**

The College has implemented a Hazardous Waste Disposal Procedure

- 1) Managers/supervisors shall be responsible for ensuring that all toxic and/or hazardous substances are disposed of in an approved manner as required by the SDS for that substance. Consultation should occur with Local Government Agencies, State and Federal Government Agencies as necessary.
- 2) Work practices and procedures shall be documented for waste collection, storage, disposal and frequency.
- 3) Information on the types of toxic and/or hazardous substances, volumes and methods of disposal shall be maintained by each Department and forwarded to Environmental, Health and Safety upon request.
- 4) Hazardous waste and waste equipment shall be labeled as Hazardous Waste upon designation as waste and stored in designated waste accumulation areas until the scheduled disposal.
- 5) Hazardous waste disposal contractual arrangements shall comply with regulatory requirements. Environmental, Health & Safety shall review the disposal procedure annually to ensure compliance with regulatory requirements.
- 6) All containers of toxic and/or hazardous wastes designated for disposal shall be correctly labeled in accordance with regulatory requirements.
  - 7) Hazards associated with the disposal of toxic and/or hazardous wastes shall be identified and assessed on a regular basis to determine the risks to safety and health created by the work involving exposure to hazardous waste.
  - 8) Environmental, Health & Safety shall ensure that disposal records and information are forwarded to the relevant regulatory authority as required.

**J. Disposal of Regulated Medical Waste & Sharps**

- 1) Collection, storage and disposal of medical waste shall comply with the Regulated Medical Waste Management Program.
- 2) Sharps requiring disposal are to be kept separate from other waste and must be disposed of as soon as possible. All sharps are to be placed in a rigid puncture proof container immediately after use. The container is to be clearly marked "SHARPS" and must comply with the guidelines for the storage, transport and disposal of regulated medical waste. (see Regulated Medical Waste Management Program)

**K. DOT Hazardous Material**

- 1) 49 CFR 171.2(a) states, "No person may offer or accept a hazardous material for transportation in commerce unless that person is registered in conformance with subpart G of Part 107 of this chapter, if applicable, and the hazardous material is properly classed, described, packaged, marked, labeled, and in condition for shipment as required or authorized..."
- 2) General shipper responsibilities are contained in 49 CFR Part 173. The requirement to properly classify a hazardous material is very important. It is from the proper identification of the hazardous materials that the other requirements are based. A list of all material regulated by the DOT is located in 49 CFR 172.101

**Forms/Online Processes**

- OSHA Substance Data Sheet
- MSDSonline Web service at [www.msdsonline.com](http://www.msdsonline.com)
- General Municipal Law 209-u Hazardous Materials Report Form

**Review date/action taken:**

- September 2011: original effective date
- September 2012: substantive revisions to procedures
- July 2015: no revisions
- 2018: substantive revisions to procedure
- January 2022: non-substantive revisions to procedure