



## **EBAB - HAZARDOUS SUBSTANCES**

Poudre School District shall provide an environment for students, staff and the general public that is as free as reasonably possible of known hazardous substances. As used in this policy, “hazardous substances” include any substance that is defined as a hazardous substance, pollutant or contaminant under the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (“CERCLA”), as amended, or its implementing regulations.

## **ENVIRONMENTAL AND SAFETY COORDINATOR**

The superintendent shall appoint an environmental and safety coordinator (hereinafter the “coordinator”), who shall: (1) be responsible for the District’s compliance with federal, state and local laws concerning hazardous substances; (2) be responsible for the District’s compliance with the Poudre School District Crisis Response and Management Manual as it relates to hazardous substances; (3) be responsible for the education and training of District employees and students to ensure compliance with federal, state and local laws concerning hazardous substances, and to ensure compliance with the Crisis Response and Management Manual as it relates to hazardous substances; and (4) serve as the District’s liaison with federal, state and local regulators in matters concerning hazardous substances.

## **SUBSTANCE IDENTIFICATION, INVENTORY, AND MATERIAL SAFETY DATA SHEETS**

Each District site shall on an annual basis identify and inventory all chemicals and hazardous substances used in construction, building and grounds maintenance, custodial services, arts, crafts, industrial arts, music and science, as well as other work, activities or programs in which chemicals and/or hazardous substances may be used. The coordinator shall assist as needed in this annual inventory process, and shall be responsible for the disposal of any unidentified chemicals and suspected hazardous substances. The coordinator shall also be responsible for overseeing the completion and maintenance of material safety data sheets at each District site, and shall be responsible for maintaining a complete set of material safety data sheets at a central location readily available for review and use by District employees; by police, fire and emergency service authorities; and by the general public as permitted or required by law.

## **ACCEPTANCE, STORAGE, DISPOSAL AND TRANSFER OF HAZARDOUS SUBSTANCES**

The District shall not accept donations of chemicals or hazardous substances.

When hazardous substances are no longer needed, they may be declared to be waste. The coordinator shall arrange for the storage, disposal and/or transfer of such waste in accordance with governing federal, state and local laws. The coordinator shall maintain written documentation of the disposal of hazardous substances from all locations in the District.

Federal and state laws provide exemptions from certain regulatory requirements for conditionally exempt small quantity generators; i.e., those entities or locations that generate waste in amounts below statutory or regulatory threshold amounts. Decisions regarding the disposal of hazardous substances shall to the extent reasonably possible preserve the District's conditionally exempt small quantity generator status.

The coordinator shall designate areas for storage of: (1) substances that are or might become hazardous substances; and (2) hazardous substances that have been declared waste and are being held for disposal. All containers storing hazardous substances shall be labeled to show the date the hazardous substance they contain was received by the District, the shelf life of the hazardous substance and the expiration date (if any) of the hazardous substance. Where space permits, hazardous substances should be stored and used in a manner ensuring that the oldest substances are used first.

The coordinator shall ensure that the District's transfer and transportation of hazardous materials is in accordance with governing federal, state and local laws.

#### TRAINING AND EMERGENCY RESPONSE/EVACUATION

The coordinator shall be responsible for ensuring that staff and students whose use or contact with hazardous substances is reasonably foreseeable receive training on the appropriate use, handling, storage, disposal and transfer of such substances, and on the District's emergency response and evacuation procedures. The District's response to emergencies involving hazardous substances shall be in accordance with the Poudre School District Crisis Response and Management Manual.

Adopted by Board: April 1989

Revised by Board to conform with practice: May 22, 1995

Revised by Board: May 13, 1996

Revised by Superintendent: June 23, 2009

#### LEGAL REFS:

42 U.S.C. 9601 et seq.

C.R.S. 25-15-101 et seq.

C.R.S. 29-22-101 et seq.

C.R.S. 42-20-101 et seq.