



The following procedures are established to ensure that the West Hills Community College District is in compliance with all local, county, state, and federal regulations concerning the disposal of hazardous waste. These procedures delineate how hazardous waste will be properly handled from its initial generation point to its eventual disposal or recycling by a licensed contractor. This procedure also describes the emergency actions that will be taken if an accident or spill of hazardous waste occurs.

- Hazardous Waste

Hazardous waste is defined as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses substantial or potential threats to public health and safety or the environment and which has no further usefulness to the district. In other words, it is characterized as waste by district employees, or is beyond its expiration date and can no longer be used. This will include chemical, liquid, gaseous material, body fluids, and animal tissue that may be generated in teaching labs of the district as well as any substance or material (including needles, scalpels, and tubes) that is not permitted to be disposed of via regular city or county landfills.

- Universal Waste

Universal waste is a type of hazardous waste generated by several sectors of society rather than by a single industry or type of business. Since universal waste contains potentially harmful chemicals, it must be disposed of as a hazardous waste. Universal waste includes common batteries, fluorescent tubes, bulbs, and other mercury containing lamps, electronic devices, mercury containing devices (thermometers), and non-empty aerosol cans.

### Responsibilities

- Chancellor

It shall be the responsibility of the Chancellor or his/her designee to ensure that all district procedures are complied with concerning hazardous or universal waste. He/she shall endeavor to instill in the faculty and staff the importance of these regulations and communicate to the Deputy Chancellor any pertinent information regarding district hazardous waste management.

- Deputy Chancellor

The Deputy Chancellor shall maintain files of all hazardous waste disposed of by the district and shall report all data to the appropriate local, state, and federal agencies as stated by law and, along with the district Chemical Hygiene Officer, will act as the

emergency contact person in the case of an incidental release, and be the formal contact with all pertinent government agencies. The Deputy Chancellor must include all contracted companies on the Hazardous Materials Plan list.

- Chemical Hygiene Officer (CHO)

It shall be the responsibility of the Chemical Hygiene Officer (CHO) to act as coordinator of the hazardous waste policy for the district. He/she, along with the Deputy Chancellor and the Risk Management Committee, shall monitor the generation of all waste, regularly inspect all hazardous waste storage sites, be responsible for these sites meeting all applicable district, local, state, and federal laws, direct and comment on any areas of the program that he/she believes are failing to follow procedures, contact approved hazardous waste contractors to arrange for disposal, complete and sign all appropriate paperwork and hazardous waste manifests, and maintain files of all hazardous waste disposed of by the district and submit copies of same to the Deputy Chancellor. Along with the Deputy Chancellor, the CHO will act as the emergency contact in the case of an incidental release, and be the formal contact with all pertinent government agencies.

- Hazardous Waste Facilitator

The Hazardous Waste Facilitator is the person with CHO delegated authority and is responsible for any hazardous waste generated on site in a specific district facility. It shall be the Hazardous Waste Facilitator's responsibility to properly identify hazardous waste when it is generated; notify the CHO of any waste generated according to district policy; report any incidental release of hazardous waste to the CHO immediately; ensure that all employees and students using the facility have received proper training in hazardous waste policies and procedures and that written evidence is supplied to the Deputy Chancellor on an annual basis; and to inspect and maintain the hazardous waste storage area in the facility. In the case of used oil only, the Hazardous Waste Facilitator is to contact the Director of the Farm of the Future who will arrange for its disposal.

- Faculty and Staff

It shall be the responsibility of the instructor to inform students on the hazardous waste policies of the district and ensure that these policies are complied with at all times. This information shall be included in the course outline of record when applicable.

It shall be the responsibility of all faculty and staff to comply with all hazardous waste policies and procedures. Failure to comply is grounds for disciplinary action.

Hazardous Waste Generating Facilities

The following facilities have been identified as hazardous waste generating sites or locations:

<b>Central Hazardous Waste Site</b>	<b>Hazardous Waste Facilitator</b>
Maintenance & Operations Shops	Director of Maintenance & Operations
Farm of the Future	Director of Farm of the Future
Satellite Hazardous Waste Site	Site Supervisor
Science Collaboratories	Instructor
Art/Ceramics Labs	Instructor
Allied Health/Nursing Labs	Instructor
Theatre Shop	Instructor
Gymnasiums/Wellness Center/Sports Complex	Director of Athletics
Cafeteria/Snack Bar	Managers
Culinary Arts Labs	Instructor
Child Development Centers	Site Supervisors
Welding Shop	Instructor
Ag Classrooms/Shops	Instructor
Heavy Equipment Yard	Instructor
Duplicating/Graphics	Site Supervisor

A central site should be roofed or fenced and properly secured and labeled. Each campus will have a central hazardous materials storage site. In addition, each facility will have a satellite hazardous materials storage site, emergency incidental release supplies and safety equipment, a Hazardous Waste Facilitator who inspects each of the previous items on a weekly basis, ensures appropriate Safety Data Sheets (SDS) are available, copies of training records for all employees and students who use the facility, and appropriate records on inspection and any waste generated.

Only hazardous waste that is generated in these facilities in the general course of business operation or in the process of instructing students can be stored on district property. Employees, students, or non-district personnel are prohibited from bringing chemicals which may become waste onto district property.

Hazardous Waste Storage

Hazardous waste may be stored on district property for a maximum of 180 days (6 months). It must be properly labeled and the label is to include the date of initiation (i.e. the date of the first drop of waste that is put in the container), a general categorization of the waste, and other identifying information. Waste can be stored only in an approved and appropriately identified location in the facility. This location must be inspected on a weekly basis and records of these inspections must be kept on site.

Containers used for the storage of hazardous waste must be specifically purchased for that reason and meet all applicable local, state, and federal regulations. No used, donated, or otherwise contaminated container or barrel can be used excepting that waste generated by contamination of a material can be stored in the original container. All containers, empty or full, left at the hazardous waste storage site must be properly labeled. If the facility has extra barrels or containers that at any time contained hazardous material, they must be treated themselves as hazardous waste.

### Hazardous Waste Schedule

In order to expedite and ensure that all hazardous waste is removed from district property within 180 days (6 months), the following timelines are established:

- Used Oil

<b>Date Generated</b>	<b>Mandatory Removal Date</b>
Fall Semester	Approximately 1 week after the end of the spring semester
Spring Semester	Approximately 1 week after the end of the fall semester

- Hazardous Waste

The CHO shall be notified by the Hazardous Waste Facilitator within 30 days of the initiation date indicated on the hazardous waste label that there will be waste to be removed from a given site. Included in this notification shall be information on the type and size of container the waste is in, the total volume of waste, the physical state of the waste, and a categorization of the waste.

Waste must be moved to that site's designated hazardous waste storage area within 60 days. If this is not possible, the CHO should be notified immediately so that appropriate permits can be obtained to hold the waste beyond the 180 day limit (6 month).

The CHO will arrange for the waste to be picked up from the storage site before the 180 day (6 month) limit period expires.

- Universal Waste

Universal waste must be removed only once per year, but is otherwise treated as hazardous waste.

Failure to meet the timelines described above may result in disciplinary action for the employee involved.

### Hazardous Waste Emergency Action Plan

In the event of a hazardous waste incidental release, the following procedures shall be followed:

- Used Oil

In the case of a small incidental release, some sort of absorbent such as cat litter or sand must be used to clean up the incidental release. The incidental release must be reported immediately to the CHO. The cleanup materials must be treated as any other hazardous waste and are to be placed in a properly labeled container and disposed of according to district procedures. Large spills should be treated as hazardous waste.

- Hazardous and Universal Waste

In the case of a small incidental release, the containment and cleanup of the incidental release shall be the responsibility of the employee under the supervision of the Hazardous Waste Facilitator for the site and the CHO. The employee shall use proper Personal Protective Equipment (PPE) to contain and absorb the incidental release. The absorbent containing the incidental release material waste shall be prepared for disposal. A record of all incidental releases shall be kept and copies sent to the CHO and Deputy Chancellor. Assessment of any exposures due to the initial incidental release or the containment and cleanup shall be made. For more specific information, refer to the district's Chemical Hygiene Plan contained in Administrative Procedure 6810.

If a large incidental release occurs, it must be reported immediately to the CHO, College President, Deputy Chancellor, and Chancellor. If the College President is not available, the administrator in charge should be notified. The fire department should also be notified. After a quick assessment of the situation, the area around the incidental release should be evacuated immediately and cordoned off to prevent all unauthorized access. The CHO shall notify the regional Office of Emergency Services and the Fresno or Kings County Department of Environmental Health. If individuals have been in any way exposed to the incidental release, the local hospital should be notified.

After a more detailed assessment is made, the incidental release will be cleaned up using approved incidental release control supplies and safety equipment, or an appropriate hazardous waste contractor will be notified to remove the incidental waste release according to all local, state, and federal laws.

For more information regarding incidental releases, refer to the district's Chemical Hygiene Plan (Administrative Procedure 6810), Emergency Response Plan (Board Policy 6815), or the Hazard Communication Program (Board Policy 6813).

### Employee Training

The Deputy Chancellor or his/her designee shall provide initial training for all Hazardous Waste Facilitators. If a new facilitator is hired, he/she will receive training when hired. The Human Resources Office will keep records of all training that will include documentation by the designated facilitator, staff, and students that they have received training on the handling of hazardous waste.

It shall be the responsibility of each facilitator to ensure that all employees and students who use the facility also receive training. The facilitator should maintain records, including documentation from all employees and students, that demonstrate they have received training. Copies of these records must be provided to the Human Resources Office.

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