



## DELGADO COMMUNITY COLLEGE

NUMBER:  
DCI 1373.3

EFFECTIVE DATE:  
September 15, 1986

ORIGINATING ORGANIZATION:  
SA01

# MANAGEMENT INSTRUCTION

SUBJECT: CONTROL OF HAZARDOUS MATERIAL AT DELGADO COMMUNITY COLLEGE

### 1. PURPOSE

To establish a program for controlling all hazardous material used by or housed in a facility of the Delgado Community College.

### 2. SCOPE AND APPLICABILITY

This issuance applies to all employees and operating units of the Delgado Community College.

### 3. POLICY

- a. All employees responsible for hazardous materials at this institution will rigorously enforce safety regulations governing the handling and storage of this material.
- b. Systems Safety Coordinator and chairmen of the Campus Safety Committees will maintain up-to-date inventories of hazardous material on campus and will conduct periodic inspections to ensure compliance with safety regulations for these hazardous materials.

### 4. DEFINITIONS

As used in this instruction, the following definitions apply.

- a. Chemical means any element, chemical compound, or mixture of elements and/or compounds.
- b. Chemical Name means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

- c. Container means any bag, barrel, bottle, box, can cylinder, drum, storage tank, or the like that contains a hazardous chemical.
- d. Distributor means the company that supplies hazardous chemicals to the College.
- e. Explosive means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- f. Facility means the physical premises at which hazardous materials are used or stored.
- g. Hazardous Material means chemicals, explosives, or other substances that are potential sources of danger to persons or contamination to the environment. To verify that a substance is classified as a hazardous material, contact the Delgado Safety Specialist who maintains a master list of hazardous materials.
- h. Label means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
- i. Identity means any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity permits cross-referencing among the required list of hazardous chemicals, the label, and the MSDS.
- i. Material Safety Data Sheet (MSDS) means written or printed material concerning a hazardous material. An MSDS must be prepared in a manner that provides basic chemical identity, health, safety, and emergency response information, and is usually prepared in accordance with the OSHA Hazard Communication Standard or the U.S. Coast Guard Chemical Hazard Response Information System (CHRIS),

## 5. BACKGROUND

Delgado's hazardous material program is a component of the institution's Safety Program. It is designed to achieve closer control over all hazardous materials used and stored on Delgado facilities. The objective of the hazardous material inventory is to accumulate information on all hazardous materials on campus and to ensure proper safety regulations and MSDS information are available to all employees and students using them.

A recent fire in a volatile chemical storage vault of Burlington County College's main laboratory was brought under control within a relatively short period because a complete record of the location and amount of every substance in the vault was available to the fire department. This underscores the importance of maintaining up-to-date data on the types, amounts, and locations of all hazardous materials on campus.

6. HAZARDOUS MATERIAL SURVEY REPORTa. Categories of Hazardous Material.

For reporting purposes, hazardous material will be classified according to the following two categories.

- (1) Hazardous material on hand but no longer used or needed.  
(Safety Specialist should be consulted for disposition instructions.)
- (2) Hazardous material needed for instructional purposes, custodial or general operational needs.

If an operating unit has hazardous substances that fall under both categories, two Hazardous Materials Survey Reports will be submitted--one for each category.

b. Report of Hazardous Material.

All hazardous material, regardless of amount, type, use, or age, must be inventoried and reported on the Hazardous Material Survey Form, DC 1373/001 (Attachment A). The following information will be furnished for each hazardous material.

(1) Identity of the Hazardous Material

See definition of Identity.

(2) Usage/Disposition

Explain operation or instructional lab that requires use of the hazardous material. If chemical is no longer required, use this column to explain what disposition is being made of the chemical.

(3) Container/Storage Location

See definition of Container.

Indicate where stored--building, room number, exact location; i.e., cabinet, shelf, etc.

(4) Inventory Range

Greatest amount and lowest level of material stored.

(5) Distributor

Name and address of company supply the material to the College.

(6) MSDS Location

See definition of MSDS.

Indicate where MSDS Sheets are kept--they must be readily available to personnel using material. If MSDS information is not available, contact Delgado's Safety Specialist who is responsible for furnishing MSDS data.



The supervisor of each operating unit will make an exhaustive search of his area to ensure all hazardous materials are reported. If any unidentified substance or material is discovered during this inventory, a member of the Safety Committee should be contacted for assistance in identifying the material and for handling and disposition instructions.

c. Timetable for Submitting Reports.

Supervisors will submit the initial inventory of hazardous material to the Systems Safety Coordinator (Vice President for Institutional Programs) by November 1, 1986. Additions, deletions, and changes to this list will be made as they occur.

During the Annual Property Inventory in February and March of each year, each operating unit will inventory its hazardous material and will submit an updated Hazardous Material Survey report to the Systems Safety Committee.

7. RESPONSIBILITIES

a. Supervisors of Operating Units Using Hazardous Materials will:

- (1) Ensure all hazardous material containers are properly labeled.
- (2) Inventory and maintain an up-to-date list of all hazardous materials in his area of responsibility.
- (3) Certify the types and amounts of hazardous material on hand are required for the intended purpose or operation.
- (4) Provide safety instructions to employees/students covering proper handling, health considerations, storage, emergency response, and disposition of hazardous materials.
- (5) Ensure appropriate MSDS information is readily available to personnel in the area where hazardous material is used/stored.

b. Chairmen of Campus Safety Committees will:

- (1) Maintain a complete list of all hazardous materials currently used/stored on campus by location.
- (2) Provide, as required, safety instructions and procedures for handling and disposing of hazardous materials.
- (3) Provide MSDS information, as required, for hazardous materials used/stored on campus.
- (4) Conduct unscheduled inspections to ensure hazardous materials are used/stored in accordance with prescribed safety regulations.

HAZARDOUS MATERIAL SURVEY FORM

Campus/Operating Unit \_\_\_\_\_ Building \_\_\_\_\_ Room No. \_\_\_\_\_

Supervisor's Name and Position \_\_\_\_\_ Phone No. \_\_\_\_\_

HAZARDOUS MATERIAL INVENTORY

Identity Hazardous Material	Usage or Disposition	Container/ Storage Location	Inventory Range High - Low	Distributor	MSDS Location

CERTIFICATION:

I hereby certify the information contained herein is true and correct to the fullest extent of my knowledge.

\_\_\_\_ Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

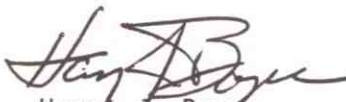
DELGADO SAFETY COMMITTEE'S RECOMMENDATIONS

Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
 Reason for Disapproval: \_\_\_\_\_ Disapproved By: \_\_\_\_\_ Date \_\_\_\_\_



c. Systems Safety Coordinator will:

- (1) Maintain a complete listing of all hazardous materials on all campuses by location.
- (2) Provide overall direction to the Campus Safety Committees in administering the Hazardous Materials Program at Delgado Community College.



Harry J. Boyer  
President

Attachments:

- A Hazardous Material Survey  
Form DC 1373/001

Distribution:

SDL A, B, C, D, E, F

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