

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: Hazardous Waste and Materials Information and Training**

**Administrative Procedure Number: 525.01**

**Date adopted: 09/16/2014 Revised:**

**Hazardous Waste and Materials Information and Training:**

**Hazardous Materials Inventories**

Annually, each department must conduct a complete inventory of products and update the college inventory records located online, in their department, and in the Safety & Loss Prevention Office. All departments will attempt to reduce and/or eliminate their use of hazardous materials and generation of hazardous wastes to the greatest extent practical.

Grays Harbor College requires that all containers of hazardous chemicals or materials be properly labeled with:

- Clearly and legibly state the name of the content / chemical.
- Contain all appropriate hazard warnings.
- List the name and address of the manufacturer.

**Safety Data Sheets**

Safety Data Sheets (SDS) are informational bulletins supplied by every chemical manufacturer or distributor for each product they produce or sell. These sheets list first aid information and the specific ingredients and properties of that product. SDSs for every product must be available to all employees in their work area for review during each work shift and in case of an accident.

**Spill Incidents**

Any spill, accident, or release of chemicals on GHC property shall be reported immediately to Safety and Security, Campus Operations, and relevant Facilities responders trained in incident response procedures consistent with applicable statutes and guidelines established by the Manager, Safety and Loss Prevention. See [Spill Response](#).

**Hazardous Waste Disposal**

The college is responsible for the proper disposal of all hazardous materials generated by any college department. The college works with licensed vendors to appropriately and responsibly recycle (when possible) and safely and legally dispose of hazardous materials in accordance with local, state, and federal regulations.

When there is hazardous waste to dispose of employees will:

- 1) First identify the waste: Ascertain the complete product name, the manufacturer's name and contact

information and the quantity, size and type of container. Determine if the product is a liquid, solid, aerosol, gas or other.

- 2) Locate the SDS
- 3) If the waste is a compound, such as a chemistry experiment, rather than a product; the components and characteristics need to be identified and listed.
- 4) Contact Campus Operations for pick-up and storage until authorized transport and disposal is arranged.

### **Training**

Hazardous-materials training must be incorporated into applicable curricula, thereby protecting students from hazard exposure and educating them in proper handling. Training should include neutralization, detoxification, and/or disposal procedures.

Chemical users and persons involved in purchase of chemicals must fulfill all applicable OSHA and EPA training requirements. Prior to starting work, new employees in areas using hazardous materials must receive information and training to include :

- An overview of the Hazard Communication Program requirements.
- Hazardous chemicals present in the workplace and specifically in the department or area they work in.
- Location and availability of the department's written Hazard Communication Program and the SDS notebook.
- Physical and health effects of the hazardous chemicals present in the workplace.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control / work practices and personal protective equipment (PPE).
- Steps Grays Harbor College has taken to lessen or prevent exposure to these chemicals.
- Safety emergency procedures to follow if exposed to these chemicals.
- How to read labels and review MSDSs to obtain appropriate hazard information.