



HAZARDOUS MATERIALS SECURITY PLAN

SITE POLICY

SCOPE: This policy includes security for the storage, use, disposal and transportation of all hazardous substances including hazardous waste.

PURPOSE: The purpose of this policy is to insure that the hazardous materials used, stored, disposed of, and transported are done in a manner consistent with the College's intentions and does not place either members of the College Community, the Public or the Environment at risk.

APPLICABILITY: Those who offer for transportation in commerce or transport in commerce one or more of the following hazardous materials must develop and adhere to a security plan.

- ◆ Class 7 hazardous material – Radioactive materials
- ◆ More than 25 kilograms of a division 1.1, 1.2, or 1.3 hazardous material – explosive materials
- ◆ More than 1 Liter/package of a class 6 hazardous material – poison
- ◆ Bulk package of hazardous material exceeding 3,500 gallons
- ◆ A shipment of hazardous materials in other than bulk packaging exceeding 5,000 lbs
- ◆ A select agent regulated by the CDC
- ◆ A quantity of a hazardous material that requires placarding

HAZARDOUS MATERIALS ASSESSMENT AND UNAUTHORIZED ACCESS: There is a chemical storage room in Musser (Chemistry Department) that contains typical chemicals found in most chemistry laboratories. Microscale technologies are used in this area keeping inventory levels at a minimum. There are some chemicals stored in the Lyet wing of the Masters Center for Biology. Again these chemicals are typical, with a minimum inventory. Accumulation areas for hazardous waste are located in these areas as well. There are some chemicals used and stored in the art department. These include oil based paints, thinners, pigments, nitric acid, etc. There is a hazardous waste storage building behind the Brown Bldg. The contents of this building are generally limited to unused products generated by Plant Operations like oil based paints and cleaners/finishes. There is a buried 1000 gallon gasoline tank to the south of the Brown Bldg. And finally, there is a 300 gallon tank of Sodium Hypochlorite in the basement of BSC used to neutralize the pool.

The hazardous substances in the Biology and Chemistry Departments are kept under lock and key with only faculty having keys. Select students may gain access to these areas but only under the supervision of a faculty member. Others that have keys include technicians, emergency responders and security employees. The hazardous waste building north of the Brown Bldg in kept locked. When materials are placed in this building or removed from the building the Mgr, EPA audit will have knowledge of it or be in attendance.

Gasoline is dispensed during and the day the pump is locked after hours and the weekend. The sodium hypochlorite tank is in a room that is locked all the time.

PERSONAL SECURITY: Measures are taken in the hiring process to confirm information provided by job applicants hired for positions that give them access to and handling of hazardous materials.

ENROUTE SECURITY: All Bishop & Associates, Inc. drivers have been instructed to lock and secure all equipment while in transit. Drivers should not discuss any details about their load or pick-up details with any unauthorized personnel, such as over the CB or at any truck stops. Drivers should not stop to help disabled vehicles or motorists (they have been instructed to notify local authorities). Drivers are instructed not to alter pick-up schedules or delivery times. Drivers have been instructed to be aware of suspicious vehicles or "alleged" traffic situations. When parked, drivers are to be aware of their surrounding and report any unusual activities.

CREATED: 2/07; **AUDITED:** 7/08
