ON-SITE CHEMICAL MANAGEMENT PLAN

RED LAKE NATION COLLEGE

Red Lake Nation College is dedicated to maintaining a safe and healthy environment for its students, staff, faculty, and visitors. The following guidelines and procedures have been established to help meet that goal.

Part I: Annual Review

The On-Site Chemical Management Plan will be reviewed annually by full-time science faculty, the Vice President of Academic Affairs, and the Chief Financial Officer.

Part II: Chemical Management Policy

In general, RLNC Maintenance Staff and Science Faculty will minimize hazardous chemical use and waste.

A. All employees will follow a purchasing policy that restricts the purchase of hazardous chemicals.
   - Hazardous chemicals should be purchased in minimal amounts.
   - No more than a two year supply should be purchased at any given time.

B. No donations of chemicals will be accepted from outside sources.

C. An effort will be made to minimize hazardous chemical use and waste in the classroom by utilizing green alternatives, demonstration labs, video instruction, virtual labs, etc.

D. Follow proper chemical disposal procedures according to local, county, state, and federal guidelines.

E. An annual inventory of chemicals in the science department will be conducted and kept on record with the MSDS sheets and with the Chief Financial Officer.

F. A separate annual inventory of chemicals in the maintenance department will be conducted and kept on record with the MSDS sheets and with the Chief Financial Officer.

G. RLNC prohibits the use of mercury and mercury compounds.
Part III: Faculty Duties

A. Maintain awareness of hazardous waste management regulations and health and safety hazards.

B. Plan and conduct lessons with the least toxic alternatives.

C. Teach proper chemical management to students when and where necessary.

D. Will not allow students in chemical storage areas without supervision.

E. Conduct an annual inventory of chemicals in both the maintenance and the science department storage areas.

F. Conduct monthly inspections of chemicals for leaks, proper storage, labeling, etc.

G. Maintain chemical spill clean-up materials in storage areas.

H. Submit purchasing requests in a timely manner. Review MSDS sheets before ordering in order to take appropriate safety precautions.

I. Maintain organized MSDS sheets in the chemical storage area.

Part IV: Janitorial and Maintenance Duties

A. Attend annual trainings including: chemical safety, blood borne pathogen, CPR and First Aid, and other trainings as assigned by management.

B. Maintain awareness of hazardous waste management regulations and health and safety hazards.

C. Clean and maintain the building using the least toxic yet effective alternatives.

D. Adhere to proper chemical management and train temporary/contract workers when and where necessary.

E. Will not allow students, non-trained employees, or other persons in chemical storage areas without supervision.

F. Conduct an annual inventory of chemicals in the janitorial and maintenance department storage areas.

G. Conduct monthly inspections of chemicals for leaks, proper storage, labeling, etc.

H. Maintain chemical spill clean-up materials in storage areas.
I. Submit purchasing requests in a timely manner. Review MSDS sheets before ordering in order to take appropriate safety precautions.

J. Maintain organized MSDS sheets in the chemical storage area.

**Part V: Purchasing Procedures**

K. Chemicals should be purchased as pre-diluted solutions to reduce handling/mixing of solutions and to avoid improper labeling.

L. Submit request to Chief Financial Officer.
   - Before a request is submitted, faculty and Maintenance supervisor will:
     - Review the chemical inventory.
     - Review list of high hazard and prohibited chemicals.
     - Formulate a list of chemicals to order and MSDS copies if not previously purchased.
     - Review storage and handling requirements.
     - Highlight hazardous materials on the completed purchase order.

M. Packages should be delivered only to the science classroom without unpacking or handling.
   - Containers should not be accepted without an adequate label identifying the chemical.
   - Delivery of leaking containers should be refused.

N. Labeled with date received.

**Part VI: On-Site Chemical Management**

*Storage*

All science chemicals will be stored in the designated area only. That area will be locked and labeled as chemical storage.

- Flinn system of storage will be utilized.
- Chemicals will be stored in the appropriate cabinetry.
- Adequate spacing will be maintained on the shelving. Containers will not touch or be stored more than 3 deep.
- Chemicals will be labeled with their date of delivery.
- Original labels will not be removed from containers. Include name and hazard warnings.
- Monthly inspections of the chemical storage will be conducted for signs of leaks, spills, improper labeling, etc.
- Chemicals will not be stored on the floor.
- No food will be stored in refrigerators used for chemical storage.
- Access will be restricted through signage and secure locks.
- No unauthorized persons will be allowed in chemical storage areas without supervision.
• Gas cylinders will be properly secured, separated by compatibility, stored away from heat sources, and upright.

**Inventory**

- An annual inventory of stored chemicals will be on file in the science department and the custodial office as well as with the VP Academic Affairs.
- Expired, outdated, unlabeled, unknown, or unwanted chemicals will be listed for disposal.
- Each container listed for disposal will be identified with an orange sticker and left in its original position in the designated storage area.
- Chemicals disposed of appropriately.

**Use**

Faculty will:

- Minimize use and waste generated.
- Review curricula annually to identify ways to minimize use and waste.

**Waste Disposal**

- Because RLNC is part of the municipal sewer system, non-hazardous liquids or less than 500 milliliters of neutralized corrosive liquids may be disposed of down the drain and flushed.
- Hazardous waste may be solidified for solid waste disposal if neutralized.
- Custodians must be notified of any chemical put in the trash for disposal.
- Faculty may not neutralize, evaporate, distill, filter, burn, or pour quantities over 500 milliliters of hazardous waste.
- All chemical wastes designated for hazardous waste disposal will be stored in a designated storage area with proper signage. Containers will be labeled with the following information; “Hazardous Waste”, the contents, and the date the waste was contained.
- The Science Department Chair will schedule pick up of the hazardous waste and complete any necessary paperwork.

**Hazardous Chemical Spill**

- Faculty will contact the Science Department Chair in the event of a hazardous chemical spill in the science area.
- Custodians may not respond to chemical spills unless appropriate training has been provided.
- All waste produced from a chemical spill will be treated as hazardous.
EMERGENCY CONTACT INFORMATION

Red Lake Emergency Room  679-0151
Red Lake Hospital  679-3912
Red Lake Fire Department  679-3473
Red Lake EMT  679-3327

911
CHEMICAL STORAGE AREA

Unauthorized persons may not enter without supervision.