

# ON-SITE CHEMICAL MANAGEMENT PLAN

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## *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 class room 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.**