



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
7400-14

November 4, 1986

HAZARDOUS MATERIAL MANAGEMENT PROGRAM

This procedure is applicable Districtwide. It implements the District's commitment to a comprehensive program to identify and eliminate conditions which could result in injury or illness, individually or collectively, of students, employees or the general public.

FUNCTION

1. The California Occupational Safety and Health Administration, the San Diego Fire Marshals Office, the County of San Diego Health Department - Hazard Material Division, the San Diego Air Pollution Control District and the Environmental Protection Agency have all established regulations governing the storage handling and disposal of hazardous materials.

IMPLEMENTATION

1. Responsibilities:
 - a. The college/site chief administrator shall assign specific person(s) at each geographic site who will be responsible for compliance with all hazardous material regulations which impact that particular geographic site. Such designees should have direct authority over the employee(s)/program(s) involved with such materials.
 - b. Assigned staff shall identify and familiarize themselves with all hazardous materials and control regulations applicable to their site.
 - c. A site committee shall be established to implement and administer a hazardous material program. Typical site committee membership would be: The selected site or Instructional Program Dean as the committee head, an Operations Supervisor, a Security Supervisor, and other staff as deemed appropriate. See Attachment (1) for a typical committee organization. Attachment (2) is a checklist of required actions.
 - d. Personnel Department shall:
 - 1) Develop and coordinate a training program for all classified and certificated employees in the identification and safe handling of hazardous material with which they may come into contact. The program shall provide for initial training

of all present and new employee, with annual refresher training. Employees assigned a task which may expose that individual to a foreseeable hazard shall not be allowed to proceed without responsible supervision and training.

2) Revise position descriptions as appropriate in order to assign specific hazardous material management responsibilities to individuals.

e. Plant and Equipment Services shall:

1) Coordinate the hazardous waste disposal program.

2) Coordinate with site personnel in the acquisition of permits required for the various geographic sites and arrange for payment of permit inspection fees.

3) Collect information required for determining super fund tax and payment of same.

4) Coordinate equipment or facility modifications required and assist in designing facility modifications.

5) Prepare building floor sketches for contingency planning.

6) Provide a central District contact for after hour emergencies.

f. Business Services will coordinate program funding requirements and identify funding sources.

FORMS/REFERENCES

San Diego Community College District Policy 7400, December 23, 1976.

Title Eight, California Administrative Code.

Uniform Fire Code.

California Administrative Code Title 23 Underground Storage Tank Regulations.

Section 5194 Title B, commonly known as the right to know law.

California State Health Code Division 26, Part I, Section 39000 et, seq.

SUPERSEDES:

New Procedure