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Seattle Colleges District

Chemical Hygiene Plan

IAW 29 CFR 1910.1450 & WAC 296-828-20005

Section 1 – Introduction

1. Plan Introduction

A. Purpose

- 1) This Chemical Hygiene Plan (CHP) supplements Seattle Colleges District policies, specifically Health and Safety Policy No. 209 and Procedure 209, by focusing on the recognition and control of chemical hazards in the workplace. Its purpose is to ensure a safe and healthy environment for all employees and students by complying with applicable federal, state, and local regulations, including the Occupational Safety and Health Administration (OSHA) Laboratory Standard as adopted by the Washington Industrial Safety and Health Administration (WISHA) under WAC 296-62, Part Q.
- 2) The CHP establishes work practices and control measures tailored to each laboratory and technical workspace, ensuring exposures to hazardous chemicals are minimized and managed effectively. For the purposes of this plan, the term “laboratory” encompasses not only academic laboratories but also studios, workshops, mechanical areas, and other technical environments where hazardous chemicals may be present. Likewise, “laboratory personnel” refers to all individuals working in these spaces.
- 3) By defining responsibilities, procedures, and protective measures, this plan provides the framework for compliance and fosters a culture of safety across Seattle Colleges.

2. Who is covered by the Laboratory Standard

- A. The Laboratory Standard applies to the laboratory-scale use of hazardous chemicals, meaning manipulations that are not part of a production process. “Laboratory scale” refers to work with substances in containers designed to be safely manipulated by a



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single person. This definition excludes workplaces engaged in commercial-scale production.

- B. Although originally intended for science laboratories, Seattle Colleges applies the Laboratory Standard to all workspaces where hazardous chemicals may be present, including studios, workshops, mechanical areas, and other technical environments.
- C. Employees covered by this Chemical Hygiene Plan include all individuals who may be exposed to hazardous chemicals during their work assignments. This encompasses those who work directly in laboratories (such as instructors and lab aides) as well as employees who may enter laboratory spaces as part of their duties, including faculty, administrators, classified staff, managers, maintenance, and custodial personnel.

Occasional visitors—such as guests, vendors, or sales representatives—are not considered employees under this plan and are therefore excluded from coverage.

3. Summary of the Chemical Hygiene Plan requirements

- A. The Chemical Hygiene Plan (CHP) establishes the framework for protecting Seattle Colleges employees from hazardous chemical exposures and ensuring compliance with federal, state, and local regulations. In accordance with the OSHA Laboratory Standard (29 CFR 1910.1450) as adopted by WISHA (WAC 296-828), the CHP must include the following elements:
 - 1) **Written Plan:** A documented, laboratory-specific plan that is accessible to all employees.
 - 2) **Designation of Responsibility:** Identification of the Chemical Hygiene Officer and other personnel responsible for implementation.
 - 3) **Standard Operating Procedures (SOPs):** Clear procedures for safely handling hazardous chemicals.
 - 4) **Exposure Control Measures:** Engineering controls, administrative practices, and personal protective equipment to minimize risk.
 - 5) **Protective Equipment Criteria:** Guidelines for selecting and using appropriate PPE.
 - 6) **Employee Training:** Instruction on chemical hazards, safe practices, and emergency response, with training records maintained.
 - 7) **Medical Provisions:** Access to medical consultation and examinations when exposure incidents occur.
 - 8) **Prior Approval Requirements:** Identification of procedures requiring supervisory or committee approval before execution.
 - 9) **Waste Disposal Protocols:** Safe handling and disposal of hazardous chemical waste.
 - 10) **Annual Review and Updates:** Regular evaluation and revision of the CHP to reflect new hazards, processes, or regulatory changes.



4. Campus Specific Procedures

- A. This Chemical Hygiene Plan (CHP) has been developed and issued by the Seattle Colleges District to establish a consistent framework for chemical safety across all campuses. While this district-level policy sets the minimum requirements for compliance with federal, state, and local regulations, each campus is responsible for supplementing the district plan with an addendum or local policy.
- B. These campus-specific addenda ensure that unique hazards, facilities, and operational practices are addressed. By combining the district policy with local implementation, Seattle Colleges provides both a unified standard of safety and the flexibility needed to protect employees in diverse laboratories, studios, workshop, and technical environments.

5. Summary of the Seattle Colleges Chemical Hygiene Plan

- A. The Chemical Hygiene Plan for South Seattle College is organized into the following sections:
 - 1) The **Introduction** states the overall goal of the Chemical Hygiene Plan and provides a brief overview of the topics it covers, setting the stage for the detailed sections that follow.
 - 2) The **Chemical Hygiene Personnel** section lists the individuals responsible for developing and implementing the Chemical Hygiene Plan. Each department that uses hazardous chemicals must designate its own personnel to ensure local compliance and address site-specific hazards
 - 3) The **Scope and Applicability** describe what locations, personnel and activities must follow this plan.
 - 4) **Standard Operating Procedures for Laboratories** which direct the Chemical Hygiene Officer and all laboratory employees in meeting the goal of the Chemical Hygiene Plan.
 - 5) **General Laboratory Safety Rules** which all laboratory employees should follow.
 - 6) **Specific Exposure Control Measures** which need to be used by laboratory personnel.
 - 7) An **Employee Information and Training Program** to apprise them of the hazards of, and protective measures for chemicals used in their work areas
 - 8) A description of the situations which warrant employee **Exposure Monitoring and Medical Attention** and the record keeping associated with these activities
 - 9) There are also **Appendices** containing a laboratory safety checklist, reference materials and a glossary of terms used in the Laboratory Standard.



Section 2 – Chemical Hygiene Personnel

1. Goal

- A. The goal of this section is to define clear roles and ensure active commitment to chemical safety across Seattle Colleges. Designated employees work together to uphold safe practices, meet regulatory requirements, and foster a culture of accountability in all laboratories and shops

2. Key Personnel and Their Responsibilities

A. District Chemical Hygiene Officer (DCHO)

- 1) Provide District-Wide Chemical Safety Leadership
 - a. Establish the overall vision, expectations, and standards for chemical hygiene across all Seattle Colleges campuses.
 - b. Serve as the primary subject-matter expert for chemical safety and regulatory interpretation.
- 2) Develop and Maintain the District Chemical Hygiene Plan
 - a. Author, update, and distribute the district-level CHP.
 - b. Assist, review and approve campus-specific or departmental supplements to the CHP.
 - c. Ensure the Chemical Hygiene Plan (CHP) aligns with WAC 296-828 and other applicable regulations.
 - d. Review this plan annually and approve departmental addendums to this plan.
- 3) Inspections
 - a. Conduct walkthrough inspections to ensure the elements of this plan are properly implemented.
 - b. Work with appropriate employees, departments and leadership to ensure that any discrepancies are corrected in a timely manner.
- 4) Training
 - a. The DCHO will conduct the following training.
 - i. Hazardous Communications
 - ii. Chemical Hygiene Training
 - iii. Hazardous Waste Disposal
- 5) Chemical Management
 - a. Will work to ensure the completeness of the SDS Database
 - b. Will manage and coordinate the disposal of hazardous waste.



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- c. Will submit all reports to regulators.

B. Department Leadership

1) Plan Implementation:

- a. Ensure departmental labs and shops adopt the district Chemical Hygiene Plan.
- b. Develop lab/shop-specific procedures that align with the overarching CHP
- c. Communicate expectations clearly to faculty and staff, and ensure students are given expectations regarding safety in the classroom.

2) Oversight & Accountability:

- a. Designate Departmental Chemical Hygiene Officers (DCHO)
- b. Monitor laboratory and shop activities to ensure adherence to safety protocols.

3) Training

- a. Guarantee that all employees receive initial and ongoing safety training.
- b. Maintain records of training completion and competency.
- c. Promote a culture of safety through visible leadership support.

4) Incident Management

- a. Establish clear procedures for reporting, investigating, and documenting incidents.
- b. Ensure corrective actions are implemented and communicated.
- c. Coordinate with district-level and campus safety managers on serious events.

5) Resource Allocation

- a. Provide adequate PPE, safety equipment, and chemical storage facilities.
- b. Ensure funding is available for safety issues.
- c. Advocate departmental needs at the administrative level.

6) Regulatory Compliance

- a. Ensure departmental practices meet OSHA Laboratory Standard (29 CFR 1910.1450) requirements.
- b. Maintain documentation for inspections, and audits.
- c. Review procedures annually, update as necessary.

C. Department/Lab Chemical Hygiene Officers

1) Plan Implementation

- a. Ensure that all safety and health rules in this plan are followed in the locations they are responsible for.
- b. Work with leadership and the District CHO to ensure compliance with the policy and all applicable Federal, State and local laws regarding working with chemicals.



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- c. Assist with development of this District plan and any addendums that apply to each individual laboratory or location.
 - 2) Inspections and Hazard identification
 - a. Conduct routine inspections of laboratories and chemical storage areas
 - b. Identify unsafe conditions, improper storage, or other non-compliant practices
 - c. Document results and communicate any corrective actions needed to faculty, staff and leadership.
 - d. Following up on necessary corrective actions have been completed.
 - e. Test or facilitate testing on safety equipment in the laboratories they are responsible for.
 - 3) Chemical Inventory and SDS Management
 - a. Assist in maintaining an accurate chemical inventory for all assigned locations.
 - b. Verify all SDS sheets are in the Seattle Colleges database, and hard copies are kept in a master file. Ensure that all access to the database and the master file is maintained.
 - c. Review all new chemical procurements for inclusion in the database and that they are stored correctly.
 - d. Ensure all primary and secondary containers are properly labelled, and those labels are always in good condition.
 - 4) Reporting
 - a. Responsible for reporting all (minor and major) injuries to the supervisor or security staff promptly using accident/incident report form.
 - b. Report all near-miss incidents to the supervisor, security staff or safety committee representative promptly.
 - c. Encourage co-workers with your words and examples to use safe work practices.
 - d. Make suggestions to the supervisor, safety committee representative or management about changes you believe would improve safety.
- D. Laboratory Faculty and Staff
 - 1) Responsibilities:
 - a. Must understand and be able to explain current safety and health rules applicable to their areas.
 - b. Must ensure all safety and health rules, standards, and procedures are followed by other staff and students
 - c. Must monitor and enforce use of personal protective equipment (PPE) for other staff and students.
 - d. Must correct or report unsafe conditions or practices in their classrooms.



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2) Training:

- a. New faculty and staff must be given an initial orientation for the worksite and activities they are required to complete under employment. This will include:
 - i. Training or certification on equipment the employee will need to use in the completion of job tasks.
 - ii. Location of all safety devices
 - iii. Training on chemicals that will be used and the location of the SDSs.
 - iv. Reading and understanding of the Emergency Action Plan (EAP) for this workspace.
 - v. Must attend all new employee orientation at the beginning of their assignment.

3) Housekeeping

- a. Support a safe, orderly, and compliant work environment by keeping the workspace clean, uncluttered, and free of unnecessary materials
- b. Ensure aisles, exits, and all emergency equipment always remain accessible.
- c. Maintain proper chemical stewardship by keeping all containers labeled, closed, and stored in designated locations when not in active use or at the end of the workday.
- d. Address any spills promptly using appropriate procedures for safe cleanup and disposal.

4) Chemical Handling and Usage

- a. Use chemicals in accordance with established SOPs and recognized safe-work practices.
- b. Verify required engineering controls (such as fume hoods or local exhaust) are operating before beginning work.
- c. Wear and maintain appropriate PPE as identified in the SDSs, lab-specific procedures, or hazard assessments.
- d. Handle, transfer, and mix chemicals in a manner that prevents spills, releases, and incompatible reactions.
- e. Maintain awareness of the hazards associated with chemicals in use and adjust controls as needed to ensure safe operation.

5) Reporting

- a. Promptly report all injuries, exposures, near-misses, spills, or unsafe conditions to supervisors.
- b. Support accurate documentation of incidents to improve safety practices and prevent recurrence.



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- c. Communicate hazards, procedural changes, and safety concerns to students and colleagues as appropriate.

E. Students and Student Workers/Volunteers

1) Training

- a. Student workers and volunteers must be given an initial orientation for the worksite and activities they are required to complete under employment. This will include:
 - i. Training or certification on equipment the employee will need to use in the completion of job tasks.
 - ii. Location of all safety devices
 - iii. Training on chemicals that will be used and the location of the SDSs.
 - iv. Reading and understanding of the Emergency Action Plan (EAP) for this workspace.

2) Chemical Handling and Usage

- a. Use chemicals in accordance with established SOPs and recognized safe-work practices.
- b. Verify required engineering controls (such as fume hoods or local exhaust) are operating before beginning work.
- c. Wear and maintain appropriate PPE as identified in the SDSs, lab-specific procedures, or hazard assessments.
- d. Handle, transfer, and mix chemicals in a manner that prevents spills, releases, and incompatible reactions.
- e. Maintain awareness of the hazards associated with chemicals in use and adjust controls as needed to ensure safe operation.
- f. Only use chemicals that are authorized by their supervisor and under appropriate supervision.

3) Supervision

- a. Provide orientation, training, and clear instruction before assigning tasks involving hazardous materials or equipment.
- b. Monitor student activities to ensure compliance with SOPs, housekeeping standards, and safety rules.
- c. Intervene promptly to correct unsafe practices or clarify procedures when needed.
- d. Ensure student workers understand reporting requirements for spills, incidents, or unsafe conditions.
- e. Support a learning environment that reinforces safe habits and builds competency through supervised practice.



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F. Chemical Hygiene Personnel

- 1) District Safety Personnel
 - a. District Environmental Health and Safety Manager/District Chemical Hygiene Officer - Wesley Wofford
 - b. District Occupational Safety and Health Manager – Michelle Valint
- 2) Departmental Safety Personnel
 - a. Departmental Chemical Hygiene Personnel – **Designated in addendum**
 - b. All faculty or employees that work with hazardous chemicals.
 - c. Student workers / volunteers

Section 3 Scope and Applicability of the Plan

1) Locations Subject to this Plan

- A. This Chemical Hygiene Plan (CHP) applies to all Seattle Colleges instructional, technical, and operational environments where hazardous chemicals are used, stored, or generated. Although the OSHA Laboratory Standard (29 CFR 1910.1450) and WAC 296-828 were originally written for traditional science laboratories, Seattle Colleges extends these protections to all workspaces where chemical hazards may be present, including:
- 1) Academic Laboratories
 - 2) Art Studios/ Spaces
 - 3) Technical education shops
 - 4) Facilities Workspaces and Maintenance Areas
 - 5) Chemical Storage Rooms
 - 6) Any other instructional or operational areas where hazardous chemicals are in use.

2) Persons Subject To this Plan

- A. The CHP applies to all individuals who may encounter hazardous chemicals as part of their assigned duties
- 1) Faculty
 - 2) Laboratory Technicians and Support Staff
 - 3) Facilities, maintenance, grounds and custodial staff
 - 4) Any employee entering a chemical-use area
 - 5) Student Workers and Volunteers
 - 6) Any employee that works with hazardous chemicals
 - 7) Occasional visitors, vendors, or contractors are not covered by this plan but must follow posted safety rules and may enter chemical use areas under supervision.

3) Activities Subject to this Plan

- A. Chemical usage and handling including:



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- 1) Mixing chemicals
 - 2) Transfer of chemicals
 - 3) Dilution of chemicals
 - 4) Any operation that creates exposure
- B. Working in chemical storage or preparation areas
- 1) Stockrooms
 - 2) Chemical cabinets
 - 3) Hazardous waste accumulation areas
 - 4) Locations that require ventilation or fume hoods
 - 5) Locations that require PPE use
- C. Emergency or Compliance Actions
- 1) Spill Response
 - 2) Exposure response (eyewash/shower use)
 - 3) Training

Section 4 – Standard Operating Procedures for Laboratories

1. Goal of this Section

- A. This section establishes the baseline safety practices required in all laboratories where hazardous chemicals are used, handled, or stored. These procedures apply to all employees, students, and other authorized personnel working in laboratory environments. They are intended to minimize chemical exposure, prevent unsafe conditions, and ensure consistent, compliant laboratory operations across all Seattle Colleges facilities.

2. Laboratory Conduct

- A. The following general rules must be followed to protect employees and students working in the laboratory
- 1) Always maintain work areas in a clean and orderly condition.
 - 2) Eating, drinking, smoking, vaping, chewing gum or applying cosmetics in laboratory areas is prohibited.
 - 3) Horseplay, pranks or any other behavior disruptive to the laboratory environment is prohibited.
 - 4) Only authorized personnel may enter laboratory spaces; visitors must be approved and supervised.
 - 5) Never work alone when performing tasks involving hazardous chemicals or high-risk procedures.



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- 6) Watch for unsafe conditions and report them to the supervisor so that corrections can be made before an injury or spill occurs.
- 7) Utilize all required engineering controls and wear all required PPE when conducting hazardous chemical work.
- 8) Use laboratory equipment only for its intended purpose and in accordance with training and instructions.

3. Personal Hygiene and Exposure Prevention

A. The following practices must be followed to minimize chemical exposure and prevent contamination in the laboratory:

- 1) After handling chemicals, removing gloves or before leaving the laboratory site always wash your hands thoroughly to remove any chemical residues.
 - a. Wet hands with clean running water
 - b. Apply soap and lather completely
 - c. Scrub all surfaces for a minimum of 20 seconds
 - d. Rinse thoroughly under running water
 - e. Dry with a clean, disposable towel
 - f. Use towel to wipe down faucet handles and then dispose of towel
- 2) When handling chemicals, avoid touching your face, eyes, nose or mouth.
- 3) Do not use personal items when working with chemicals (phones, earbuds, pens or water bottles) in the laboratory setting.
- 4) Confine long hair and secure any loose clothing to prevent entanglement or contamination.
- 5) ANSI Z87.1 safety goggles must be worn when working with chemicals in the laboratory setting. Glasses do not meet this requirement, and goggles must be worn over prescription glasses.
- 6) If clothing or PPE becomes contaminated, remove it immediately, wash exposed skin, and notify the supervisor.

4. Elimination and Substitution Controls

A. Elimination and substitution are the highest levels of the hierarchy of controls and focus on reducing hazards at the source. When instructional needs allow, hazards should be minimized by removing unnecessary chemicals or replacing them with less hazardous alternatives. These decisions must support course learning outcomes and be made in coordination with instructors and program leadership. In addition, the following procedures can be utilized:



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- 1) Review chemical inventories and eliminate outdated, unused or redundant chemicals.
- 2) Research and select lower hazard products that accomplish the same instructional need.
- 3) Avoid purchasing chemicals in larger quantities than needed.
- 4) Use pre-mixed or pre-diluted solutions when appropriate to reduce handling of concentrated hazardous chemicals
- 5) Evaluate new chemical requests or new classroom experiments to determine if a safer alternative exists.

5. Engineering Controls

- A. Engineering controls are systems designed to isolate workers from a chemical hazard or reduce exposure to that hazard. The following engineering controls must be used to minimize exposure to hazardous chemicals and maintain a safe laboratory environment:
- 1) Use a certified chemical fume hood when working with chemicals that are volatile or produce hazardous vapors, aerosols, fumes, or dust
 - 2) Verify proper airflow before beginning work that requires the use of a fume hood.
 - 3) Do not store materials in fume hoods; they are for active work involving hazardous materials that produce harmful vapors, aerosols, fumes, or dust.
 - 4) Do not use fume hoods to evaporate hazardous chemicals as a disposal method.
 - 5) Do not disable, block, or bypass ventilation systems, alarms, or safety interlocks.
 - 6) Report malfunctioning engineering controls immediately to facilities department, supervisors and the chemical hygiene officer. Do not use malfunctioning equipment for chemical operations.
 - 7) Ensure all equipment has required machine guards, safety shields, and other engineering controls in place and functioning before use.
 - 8) Use ventilated chemical storage cabinets or ventilated chemical storage rooms for flammables, corrosives, and other hazardous chemicals requiring controlled storage. Store chemicals according to compatibility requirements.

6. Administrative Controls

- A. Administrative controls are policies, procedures, and work practices designed to reduce exposure to hazardous chemicals by managing how work is organized and performed.



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- 1) Follow written Standard Operating Procedures (SOPs) for all laboratory and shop activities involving hazardous materials.
- 2) If a written SOP does not exist, work with department and safety team to develop one for the process.
- 3) Employees must complete required safety training before working with hazardous chemicals, equipment, or processes. Minimum training requirements are as follows :
 - a. Hazard Communication Training
 - b. Chemical Hygiene Training
 - c. Specific task training
 - d. Specific equipment and tool training.
- 4) Each shop should maintain a binder of all current Safety Data Sheets and ensure that all employees and students have access to them. This is done through:
 - a. Department must keep a single hard copy master binder for all chemicals for 30 years.
 - b. Department must post posters with QR code links to the online database in locations where hazardous materials are stored and in classrooms.
 - c. When new chemicals are purchased, the department must notify the CHO and provide an SDS for the online database.
- 5) Ensure all chemical containers are properly labelled according to the Hazard Communications Standard. Secondary containers must be labelled according to requirements.
- 6) Use signage and other types of posted warnings to communicate risks to employees and students.
- 7) Document incidents, and near misses and report them promptly to the supervisor. All incidents and near misses must be reported on a Seattle Colleges incident report form and submitted to District Safety.

7. Personal Protective Equipment

- A. Personal Protective Equipment (PPE) provides a barrier between laboratory personnel and chemical, biological, or physical hazards. PPE must be selected based on the hazard assessment for the task and worn as required to minimize exposure. PPE is considered the last line of defense and does not replace proper engineering or administrative controls.
 - 1) PPE Selection Criteria and Use



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- a. Select PPE based on the Safety Data Sheet for each chemical, Section 8 of the (SDS) identifies the appropriate eye, hand, skin, and respiratory protection required for each potential route of exposure.
 - b. Instructors and laboratory personnel must review the SDS prior to each use by students to ensure appropriate PPE is selected, available and worn correctly.
 - c. Instructors are responsible for ensuring that students use the required PPE correctly and consistently during all laboratory and shop activities.
 - d. PPE must not be modified, altered or used in a manner that is inconsistent with the SDS or manufacturer instructions.
 - e. Damaged, expired or visibly contaminated PPE must not be used and replaced immediately.
 - f. PPE must be kept clean, in good condition and stored to prevent contamination or damage.
- 2) Eye and Face protection
- a. Safety glasses with side shields must be always worn in laboratories, shops, and instructional spaces where chemical, mechanical, or particulate hazards may be present.
 - b. Splash goggles must be worn when working with corrosives, reactive chemicals, cryogenics, or any operation with a splash or spray hazard.
 - c. Face shields must be used in addition to goggles when handling large volumes of hazardous liquids or performing operations involving pressure, severe splash hazards, or mechanical hazards that may generate flying debris.
- 3) Hand Protection
- a. Gloves must be selected based on chemical compatibility, permeation resistance and task requirements.
 - b. Disposable gloves should be used for most chemical handling tasks unless a specific hazard requires a different type of glove.
 - c. Gloves must be inspected before use and replaced if torn, degraded or contaminated.
 - d. Gloves must be removed before leaving the chemical work area and must be removed before touching any other surface outside of the work area. (i.e. door handles, phones, keyboards, or any other common surface)
- 4) Body Protection
- a. Lab coats, chemical-resistant aprons, or other protective garments must be worn when there is a skin or clothing contamination hazard, as identified by the SDS or hazard assessment.



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- b. PPE garments must not be worn outside laboratory or shop areas unless transporting hazardous chemicals.
- 5) Foot Protection
 - a. Closed toe, closed heel shoes are required in laboratories, shops, and classrooms where chemicals are present.
 - b. Sandals, open-toed shoes, mesh footwear and bare feet are prohibited.
- 6) Respiratory Protection
 - a. The College does not permit instructional activities that require the use of respiratory protection. Tasks that would otherwise require a respirator must be conducted using appropriate engineering controls, such as certified properly operating chemical fume hoods.
 - b. Respirators may not be used as a substitute for engineering controls.
 - c. If a situation arises where respiratory protection is believed to be necessary, the activity must be approved by the department supervisor and the Chemical Hygiene Officer.

8. Emergency Equipment

A. Emergency Eyewashes

- 1) General Requirements for Eyewashes
 - a. Must provide 15 minutes of continuous, low-pressure flushing.
 - b. Must deliver tepid water (60-100°F)
 - c. Must allow hands-free operation.
 - d. Must flush both eyes simultaneously
 - e. Must be located within 10 seconds of travel time, on the same level, with a clear, unobstructed path.
 - f. Must be clearly marked and accessible.
 - g. Documentation of inspections must be maintained.
- 2) Plumbed Eyewash Stations:
 - a. Must be installed in all locations where corrosive, irritating or otherwise hazardous materials are in use.
 - b. Must be flushed weekly and tested annually for full compliance.
 - c. Must provide tepid water through a mixing valve or tempering system.
- 3) Gravity -Fed Portable Eyewash Stations
 - a. Contain the amount of water needed to provide 15 minutes of continual flow.
 - b. Must be filled with potable water and preservative according to the manufacturer.
 - c. Must be flushed, cleaned and refilled as per manufacturers schedule.



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- d. Must be mounted at proper height and secured to prevent tipping or problems during usage.
 - e. Must be inspected weekly and documented.
 - 4) Portable Eyewash Bottles
 - a. Do not meet the requirement for an eyewash and are only for supplemental use.
 - b. May be in locations accessible while in transit to a plumbed eyewash.
 - c. Must be kept within expiration date and replaced when opened or contaminated.
 - d. Must be inspected monthly (with first aid inspections)
 - 5) Faucet – Mounted Eyewash attachments
 - a. Not accepted as primary eyewashes and rarely meet ANSI codes.
 - b. Must be plumbed to tepid water.
 - c. Must be hands-free operation once activated.
 - d. Must be tested weekly with other eyewashes
 - e. Must not require user to adjust or aim the device.
- B. Safety Showers
 - 1) Must be available in locations where corrosive or hazardous chemicals are used.
 - 2) Units must be tested weekly, verifying flow, valve operation and removing any stagnant water. A full ANSI inspection must be done annually.
 - 3) Tepid water is required (60-100°F) at a rate of 20 gallons per minute.
 - 4) Must be reachable within 10 seconds of the hazard and on the same level as the hazard.
 - 5) Must be clearly marked and accessible.
 - 6) Documentation of inspections must be maintained.
 - 7) Must allow hands-free operation after activation.
- C. Fire Extinguishers
 - 1) Fire Extinguishers must be located within all laboratories, shops and inspected monthly by facilities or trained personnel.
 - 2) Fire extinguisher types must match the chemical hazards in the laboratory or shop.
 - a. Class A for combustibles (wood, paper etc.)
 - b. Class B for flammables (oils, alcohol, fuels, paints)
 - c. Class C for Electrically Energized Equipment
 - d. Class D for combustible metals
 - e. Class K for Cooking oils
 - 3) Extinguishers must be mounted, visibly marked and unobstructed.
 - 4) Extinguishers must be mounted certain distances from the hazard:



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- a. Class A - within 75 feet
 - b. Class B - within 50 feet
 - c. Class D – within 75 feet of metalwork
 - d. Class K – within 30 feet of cooking appliances
 - 5) Extinguishers must be inspected:
 - a. Monthly by a trained person
 - b. Annually by a licensed fire extinguisher company.
- D. Fire Blankets
- 1) Required in locations where the hazard risk of small fires is reasonably foreseeable.
 - 2) Utilized to extinguish and protect people from heat and flames.
 - 3) Must be in:
 - a. Laboratories with open flames, or flammable liquids
 - b. Welding labs
 - c. Automotive/ Diesel / Aviation Bays
 - d. Culinary Kitchens
 - e. Anywhere where hot work operations are utilized.
 - 4) Fire Blankets must be mounted in a visible location and properly marked.
 - 5) Fire blankets must be free from obstruction and able to be deployed in seconds.
 - 6) Fire blankets must be inspected annually and removed from service if used.
- E. Chemical Spill Kits
- 1) Spill kits must be present in all shops that work with hazardous chemicals, these spill kits must meet these requirements.
 - a. Must be matched on the chemicals hazards that are present
 - i. Hazmat – grade
 - ii. Universal
 - iii. Oil-only
 - b. Must be fully stocked by the department
 - c. Must be inspected monthly and items expired or missing must be replaced.
 - d. Any utilized items must be restored promptly.
 - 2) Hazmat-grade kits are required for corrosives, acids, bases and other solvents, they must contain:
 - a. Neutralizers
 - i. Acid neutralizer (sodium-bicarbonate based or other acceptable types)
 - ii. Base neutralizer(citric acid-based or other acid type)



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- iii. Solvent Solidifier(polymer-based for acetone or alcohol)
 - b. Adsorbents (pads, socks, pillows, powder) (yellow)
 - c. PPE
 - i. Chemical Resistant Gloves
 - ii. Chemical Splash Goggles
 - iii. Face Shields
 - iv. Disposable Chemical Aprons or coveralls
 - v. Boot Covers
 - d. Tools
 - i. Drain Covers (chemical-resistant)
 - ii. Non-sparking Tools
 - 1. Scraper
 - 2. Scoop
 - 3. Dustpan
 - iii. Chemical Resistant Broom
 - iv. Chemical resistant disposal bags (yellow)
 - v. Twist Ties for bags
 - vi. Hazardous Waste Labels (marked spill debris)
 - e. Documentation
 - i. Spill Response Instructions
 - ii. Emergency Contact numbers
 - iii. SDS QR code link
 - iv. Inventory checklist
 - f. Optional items
 - i. pH test strips
 - ii. Overpack container (5 gallon)
 - iii. Caution tape
- 3) Universal Kits required for use of water-based liquids, coolants and oils.
- a. Adsorbents (pads, socks,) (gray- hydrophilic)
 - i. Floor Dry
 - ii. Kitty litter
 - b. PPE
 - i. Nitrile gloves
 - ii. Safety Goggles
 - iii. Disposable Aprons or coveralls
 - c. Tools
 - i. Non-sparking Tools
 - 1. Scraper
 - 2. Scoop



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3. Dustpan
 - ii. Chemical Resistant Broom
 - iii. Chemical resistant disposal bags
 - iv. Twist Ties for bags
 - v. Labels (marked spill debris)
- d. Documentation
 - i. Spill Response Instructions
 - ii. Emergency Contact numbers
 - iii. SDS QR code link
 - iv. Inventory checklist
- e. Optional items
 - i. Caution tape
 - ii. Overpack container (5 gallon)
- 4) Oil- Only kits are for locations that use petroleum based or natural oils.
 - a. Adsorbents (pads, socks, booms) (white - hydrophobic)
 - i. Oil Dry
 - ii. Kitty litter
 - b. Basic PPE
 - i. Nitrile or latex gloves
 - ii. Safety goggles
 - iii. Disposable coveralls or aprons
 - c. Tools
 - i. Drain covers or a drain mat
 - ii. Non-sparking Tools
 1. Scraper
 2. Scoop
 - iii. Oil/ Chemical Resistant Broom
 - iv. Plugs (drum leaks)
 - v. Heavy duty disposal Bags
 - vi. Bag Ties
 - vii. Bag labels
 - d. Documentation
 - i. Spill Response Instructions
 - ii. Emergency Contact numbers
 - iii. Inventory checklist
 - e. Optional
 - i. Caution tape
 - ii. Overpack drum (55 gallon)
 - iii. Small Overpack drum (5 gallon)



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F. First Aid Kits

- 1) First Aid Kits must be present in all shops that work with hazardous chemicals, these first aid kits must meet these requirements.
 - a. Located in a clearly marked location
 - b. Must be on the same level as the employees
 - c. Must be inspected monthly and logged
 - d. Must be in a reasonable distance from the workspace
 - i. Chemical storage rooms
 - ii. Mechanical Rooms
 - iii. Laboratories
 - iv. Maintenance Shops
 - v. Facilities Workspaces
 - vi. Instructional Areas
 1. Welding Labs
 2. Carpentry and Woodworking shops
 3. Automotive/Diesel/Aviation Bays
 4. Culinary Kitchens
 5. Any location with reasonable hazard risks
 - e. Must be mounted or stored to prevent contamination
 - f. Must be restocked immediately after use or when items expire.
 - g. If the kit is prepackaged it must meet ANSI Z308.1-2021
- 2) Minimum required items (Class A)
 - a. Adhesive Bandages (various sizes)
 - b. Sterile Gauze pads
 - c. Adhesive tape (medical grade)
 - d. Triangular bandage
 - e. Elastic bandage Wrap
 - f. Antiseptic Wipes
 - g. Antibiotic ointments
 - h. Burn gel packets
 - i. Eye Pads (gauze)
 - j. Instant Cold packs
 - k. CPR barrier (one way valve)
 - l. Nitrile Gloves (several pairs)
 - m. Tweezers
 - n. Scissors
 - o. First Aid instructions
- 3) Additional Items for Specific Locations
 - a. Burn Dressings



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- i. Chemistry Labs
- ii. Culinary Kitchens
- iii. Welding Shops
- iv. Auto/Deisel/Aviation Shops
- v. Security/Facilities
- vi. Any location where chemical or heat burns are a hazard
- b. Emergency Blanket
 - i. Outdoor working (cold, shock)
 - ii. Electrical Spaces
 - iii. Security/Facilities
- c. Splinting Material
 - i. Carpentry/Woodworking Shops
 - ii. Auto/Diesel/Aviation Shops
 - iii. Welding Shops
 - iv. Security/Facilities
 - v. Landscaping
- d. Hydrocortisone Creams
 - i. Landscaping
 - ii. Culinary
 - iii. Chemistry Labs
- e. Forceps (splinter removal devices)
 - i. Chemistry Labs
 - ii. Culinary Kitchens
 - iii. Welding Shops
 - iv. Auto/Deisel/Aviation Shops
 - v. Carpentry/Woodworking Shops
 - vi. Security/Facilities
 - vii. Any location where splinters or broken glass are a hazard

G. Trauma Kits

- 1) Advanced First Aid Kits that are designed to treat severe, life-threatening injuries and are recommended for locations where risk of severe injury is present.
- 2) If utilized, they must always be in a centralized location and available
- 3) If trauma kits are in place, designated employees must have Stop the Bleed training as the best practice.

H. Emergency Shut-Offs/Valves

- 1) Required in all spaces with the following systems in place
 - a. Natural Gas
 - b. Acetylene/ Other Welding Compressed Gases



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- c. Powered Machinery
- d. Fuel Supply systems
- e. Fume Hoods
- 2) Shut-off Buttons or valves must be visibly marked and easy to reach. They must always remain unobstructed and be immediately accessible to instructors and students during an emergency.
- 3) Shut-off systems must be inspected at least annually and maintained by facilities department. All inspections and tests must be logged.
 - a. If a shutoff control or valve is out of service, then the system cannot be used until repairs are made.
- 4) Students must be trained at the beginning of each term on the shut-off procedures and response to utilizing a shut-off device.
- 5) Shutoffs must be utilized when:
 - a. An uncontrolled fire starts
 - b. A gas leak is suspected
 - c. Abnormal behavior of the system
 - d. Students or faculty are injured near equipment.
 - e. A chemical spill has occurred
 - f. Electrical malfunction or sparking.

9. Chemical Labelling and SDS Maintenance

A. General Container Requirements

- 1) Basic Safety Rules for handling all chemicals
 - a. All containers containing hazardous materials must be intact, leak free and in good condition.
 - b. All chemical containers must be closed when not in use and tightly closed when in storage.
 - c. Containers with damage, corrosion or otherwise compromised in some way must be repackaged immediately and the original container must be disposed of properly.
 - d. All containers must be rated and compatible with the chemicals stored inside them.
- 2) Chemical Labelling
 - a. Every chemical container must have a legible and durable label with the following at minimum:
 - i. Chemical Name
 - ii. Hazards of the Chemical
 - iii. Manufacturer of the Chemical



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- b. Commercially procured chemicals must have an intact and readable label that meets the Globally Harmonized System of Classification requirements.
- c. Secondary chemicals must be legibly labelled with the following:
 - i. Full chemical name or trade name
 - ii. Hazard information with the primary hazard can be:
 - 1. A pictogram
 - 2. A statement with the primary hazard.
 - iii. Responsible person (initials) and date of transfer
 - iv. Must match information from SDS
 - v. Must be in English

B. Safety Data Sheets

1) SDS Availability and Access

- a. All SDS must be readily available to all employees and students during each work shift.
- b. Access is in 2 formats
 - i. Seattle Colleges online database through EHS Velocity QR code posters
 - ii. A hard copy master SDS binder for each department
- c. SDSs must always be available, and barriers shall not be in place to prevent access, such as:
 - i. Password Protected
 - ii. Locked rooms
 - iii. Permission needed by Supervisor

2) Online Database

- a. Seattle Colleges maintains an online database with EHS Velocity.
- b. Seattle Colleges Online database Poster shall be posted in the following locations:
 - i. Chemical Storage Locations
 - 1. Chemical Lockers
 - 2. Chemical Storage Rooms
 - 3. Chemical Refrigerators
 - ii. Laboratories & Classrooms
 - 1. All instructional spaces where hazardous chemicals are used or stored
 - iii. Entrances to Hazardous Material Areas
 - 1. Near entry points to shops, labs, studios, or workspaces where hazardous materials are actively used
- c. When new chemicals are produced, each department must:



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- i. Obtain the SDS from the Manufacturer
 - ii. Submit the SDS to the District Chemical Hygiene Officer via:
 1. Email to the DCHO
 2. Utilizing the Chemical Addition Poster with QR code (**Appendix item**)
 - iii. Add the SDS to the Hard Copy Binder
- 3) SDS Binder Hard Copy
 - a. Each department must:
 - i. Maintain a hard copy of all SDSs in a master binder.
 - ii. Each binder must:
 1. Contain all SDSs utilized in the department
 2. Be centrally located and not kept in a location not accessible by all employees.
 3. Retain all SDSs for 30 years after the chemical has been discontinued for use.
 - a. These SDSs can be in an archival folder.
 4. Be labelled and have an accurate table of contents and sections.
 5. Be organized:
 - a. Alphabetically
 - b. By Hazard Class
 - c. By Manufacturer
- 4) SDS Training
 - a. Employees must be trained on how to read and use the SDSs by attending Hazardous Communications Training
 - i. Before first working with chemicals
 - ii. If there is a change in the chemicals utilized during employment.
 - iii. Every 2-3 years as a refresher.
 - b. Employee training must include
 - i. How to locate SDSs (binder and QR codes)
 - ii. How to interpret key SDS Sections
 - iii. How to find key information on:
 1. Storage
 2. Incompatibilities
 3. Emergency Response to spills
 4. PPE needed when handling the chemical
 - c. Students must be trained on how to access and interpret SDSs used in the classroom by the instructor.
 - i. Student training must include



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1. How to locate SDS posters and Binders
 2. How to interpret key sections of the SDS
- 5) Responsibilities
- a. District Chemical Hygiene Officer
 - i. Maintains the EHS Velocity Online Database
 - ii. Inspects for compliance of these SDS requirements
 - b. Supervisors and Instructors
 - i. Maintain Hard Copy Binder for Departments
 - ii. Ensure the hard copy is accessible to all who utilize chemicals
 - iii. Ensure all new chemicals are added to the hard copy and submitted to the online database using the link provided.
- (ADDENDUM)**
- iv. Ensure students are trained on SDSs (see Section 4 above)
- c. Employee and Student
- i. Review SDS before using any hazardous materials
 - ii. Follow all precautions listed in SDS Sections 2, 4, 7, 8, and 10
 - iii. Report missing or incorrect SDSs
 - iv. Do not use a chemical if there is not an SDS on file or available.

10. Chemical Storage and Segregation

A. General Storage Requirements

- 1) Store chemicals only in a designated chemical storage location
- 2) Keep storage areas clean, organized and free of clutter
- 3) Maintain clear exits and space around emergency equipment
- 4) Store chemicals below eye level, when possible, to:
 - a. Prevent reaching up for chemicals
 - b. Prevents damage to face and eyes if spilled
 - c. Chemicals must be easy to read in storage
- 5) Do not store chemicals in locations not designed to hold them (floor, fume hood workspaces)
- 6) Store chemicals so that labels are easily readable without having to move the container.
- 7) Properly store chemicals that require storage in a temperature-controlled location:
 - a. General Laboratory Chemicals
 - i. Increased temperature can cause these chemicals to increase volatility and pressurize the container, creating a hazard.
 - ii. Chemicals with a low flashpoint can be more likely to cause a fire hazard at higher temperatures as vapors are rapidly produced.
 - b. Temperature-sensitive materials that under high temperatures will:



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- i. Degrade and violently decompose (organic peroxides)
 - ii. Polymerize (Unstable Reactive Monomers)
 - iii. Become Unstable (Shock sensitive)
 - iv. Self-react (Certain Class 4.1 materials)
 - 8) Follow best practice for chemical storage temperature
 - a. Temperatures are between 68°F and 77°F (20°C - 25°C) for most laboratory chemicals
 - b. Refrigerated chemicals temperature must be between 35°F and 47°F (2°C - 8°C)
 - c. Consult SDS or GHS label for safe storage requirements
- B. General Segregation Requirements
 - 1) Chemicals must be segregated based on hazard class
 - 2) Hazard Classes that must be segregated are as follows:
 - a. Flammables
 - b. Acids
 - c. Bases
 - d. Oxidizers
 - e. Toxics
 - f. Reactive Chemicals
 - g. Water reactive
 - h. Peroxide Formers
 - 3) Never store incompatible chemicals together in the same shelf.
 - 4) Maintain physical separation between incompatible groups using:
 - a. Separate Cabinets
 - b. Separate Shelves
 - c. Secondary Containment Trays
 - d. Distance
 - e. Barriers
- C. Specific Hazard Class Storage and Segregation Requirements
 - 1) Flammable Liquid Storage
 - a. Flammable liquids must never be stored near ignition sources
 - b. Flammable liquids must be stored in an approved flammable storage cabinet
 - c. Do not store oxidizers or corrosives with flammables
 - d. Limit storage quantities to what is necessary for operations within a 3-month period.
 - 2) Corrosives
 - a. Always separate Acids and Bases
 - b. Use a secondary containment for strong acids (ex. Nitric Acid)



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- c. Store away from Flammables and Oxidizers
 - d. Ensure all shelving is corrosive resistant
- 3) Oxidizers
 - a. Oxidizers must never be stored near flammables or combustibles
 - b. Store oxidizers away from sunlight, heat sources in a cool dry location.
 - c. Oxidizers must be mechanically ventilated to prevent accumulation of oxygen in storage areas.
 - d. Secondary containment is recommended; containment must be non-reactive and non-combustible
- 4) Reactive Chemicals
 - a. Dangerously reactive chemicals are prohibited on Seattle Colleges property without prior approval from the DCHO and the department head
 - b. Store reactive chemicals separately from incompatible materials.
 - c. Peroxide Forming chemicals must be stored in a cool dry location in an airtight container
 - d. Shock-sensitive materials must be stored in secondary containment capable of holding the material in the event of a reaction.
- D. Compressed Gas Storage
 - 1) General rules for storage
 - a. Compressed Gas Cylinders must be stored:
 - i. Upright and Secured at all times
 - ii. Must never be free standing
 - iii. Must be secured with chains, straps or approved brackets
 - iv. In well-ventilated areas and not in closets or cabinets
 - v. Away from heated locations (above 125°F) or direct sunlight
 - b. Cylinder Valves must be:
 - i. Protected by a cap when not in use or during transport
 - ii. Not used when lifting the cylinder.
 - c. Cylinders must be:
 - i. Properly labelled before use. Unlabeled cylinders must not be used. Damaged labels must be replaced if not readable.
 - ii. Marked as empty when cylinder is empty and secured and capped
 - 2) Specific segregation of cylinders
 - a. Flammable gas cylinders must be:
 - i. stored at minimum 20 feet apart from oxidizing or oxygen cylinders or a 5-foot noncombustible barrier with a 30-minute fire rating must be in place in between the cylinder storage locations.



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- ii. Must be grounded and bonded when used with equipment that can generate static discharges
 - iii. Stored away from flammable or combustible materials.
 - b. Toxic gas cylinders
 - i. Stored in designated areas with adequate ventilation.
 - c. Inert Gases may be stored with other compressed gases but must be secured and capped.
 - d. Empty cylinders must be stored separately from other cylinders containing compressed gases.
- 3) Transporting Gas Cylinders
 - a. Must use approved cylinder carts with chains or straps
 - b. Must not drag roll or drop cylinders during transportation
 - c. Valve caps should be secured in place before transport.
- 4) Aerosol Can Storage and Segregation
 - a. Storage:
 - i. Store away from ignition sources and hot surfaces.
 - ii. Store in a cool, dry and well-ventilated area.
 - iii. Store away from high temperature areas (125°F (49°C))
 - iv. Store aerosol cans upright and capped
 - v. Ensure labels are readable and face outward when stored.
 - vi. Do not store damage, rusted or bulging cans
 - vii. Aerosol cans must be stored properly when not in use
 - b. Segregation
 - i. Flammable aerosols must be stored with flammable liquids in a storage cabinet
 - ii. Corrosive aerosols must be stored with corrosive chemicals
 - iii. Toxics aerosols must be stored with other toxic materials.
 - iv. Oxidizing aerosols must never be stored with flammable or combustible materials.

11. Chemical Inventory Management

A. Goal

- 1) The goal of this section is to ensure that all hazardous chemicals used, stored, or generated at Seattle Colleges are tracked, reviewed, and managed in a safe, compliant, and organized manner.
- 2) Proper inventory management reduces chemical accumulation, prevents storage of expired or unstable materials, and supports emergency response, regulatory compliance, and safe laboratory operations.

B. Inventory Requirements



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- 1) Each department must have a complete and accurate inventory of all hazardous chemicals in use.
 - a. This requirement is not covered by the SDS database as it is for quantities of chemicals stored onsite.
 - b. This requirement can be in a hard copy or online copy that is readily available.
- 2) Chemical inventories must be annually updated which includes:
 - a. Reviewing inventory for expiration, degradation or redundancy
 - b. Adding or removing chemicals that are no longer needed or expired.
 - c. Supplying DCHO with a copy of the inventory for recordkeeping.
- 3) Department must track the following in an inventory:
 - a. Chemical Names
 - b. Quantities
 - c. Chemical hazards
 - d. Location of storage
 - e. Date received and expiration date
 - f. Specific requirements for peroxide-forming chemicals
 - i. In addition to all the above requirements:
 1. Date opened
 2. Required disposal date
 3. Testing timelines
 - ii. These chemicals must have a written prohibition on opening crystallized containers

12. Restricted Procedures

A. Purpose

- 1) This subsection identifies chemical procedures and operations that are strictly regulated or prohibited at Seattle Colleges due to unacceptable risk, regulatory restrictions, or the inability to safely conduct such work in a teaching environment. These prohibitions ensure compliance with OSHA's Laboratory Standard (29 CFR 1910.1450), WAC 296-828, and Seattle Colleges safety policies.

B. Prohibited Chemical Operations

- 1) Use of particularly hazardous substances (PHSs)
 - a. Carcinogens
 - i. OSHA regulated select carcinogens
 - ii. NTP Carcinogens
 1. Known to be carcinogens
 2. Reasonable anticipated to be carcinogens
 - iii. IARC carcinogens



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1. Group 1 carcinogens
2. Group 2A and 2B carcinogens
- b. Reproductive Toxins
 - i. An OSHA designated known or suspected reproductive hazard
 - ii. An NTP developmental toxin
 - iii. A teratogen
 - iv. A fetotoxin
 - v. A germ-cell mutagen
- c. Select Acute Toxins
 - i. Very low LD₅₀ values
 - ii. Very low LC₅₀ values
 - iii. Classified as an acute toxicity category 1 or 2 in the GHS
 - iv. An IDLH value under 50 ppm
- 2) Highly reactive or unstable chemicals
 - a. Pyrophoric materials
 - b. Water-reactive chemicals
 - c. Shock-sensitive or explosive compounds
 - d. Degraded peroxide forming chemicals
- 3) Large scale reactions
- 4) Any chemical that needs specialized containment
- 5) Any procedure needing respiratory protection outside the fume hoods
- 6) No procedures that synthesize the following:
 - a. Energetic materials
 - b. Toxic gases
 - c. Unknown compounds that do not have hazard data or an SDS
- 7) Any deviation in a process that:
 - a. Increases the hazard level
 - b. Not covered by a SOP
 - c. Introduces new hazards into the workspace.

13. Chemical Request and review process

A. Purpose

- 1) This subsection establishes the process for requesting, reviewing and approving all new chemicals for use at Seattle Colleges, including instructional, custodial, maintenance and operational chemicals.
- 2) Each chemical will be reviewed before use to review the hazards, proper storage procedures, disposal requirements and any federal, state or local regulations the chemical is subject to.

B. Review Process



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- 1) Review is required when a chemical is new to the department and has not been utilized before or has no SDS on file.
- 2) Requester must provide:
 - a. Chemical name
 - b. Quantity utilized during a quarter.
 - c. SDS or labels
- 3) Reviewer must:
 - a. Check hazardous characteristics
 - b. Find if the requester can store it safely
 - c. Find that the chemical can be used safely with all controls
 - d. Check to ensure it can be disposed of properly
 - e. Ensure it is not forbidden in accordance with subsection 12 of this section.

C. Approval

- 1) If approved:
 - a. Chemicals must be added to the departmental inventory
 - i. Hard copy SDS in master file
 - ii. SDS must be loaded into online database
 - b. Any special conditions must be met (storage, controls)
- 2) If denied the chemical may not be used on Seattle Colleges Property.
 - a. Reviewer must explain why chemical was denied.

Section 5 – Hazardous Waste Management

1. Goal of this section

- A. The goal of this chapter is to ensure that all hazardous waste generated at Seattle Colleges is managed, stored, labeled, and disposed of in compliance with federal, state, and local regulations, including EPA Dangerous Waste Regulations (40 CFR), Washington State Dangerous Waste Regulations (WAC 173-303), and OSHA Laboratory Standard requirements.
- B. Proper hazardous waste management protects employees, students, facilities, and the environment by preventing spills, incompatible reactions, improper disposal, and regulatory violations.

2. Hazardous Waste Definitions

- A. Hazardous waste is any chemical, mixture, or material that meets the following criteria:
 - 1) Listed as a Dangerous Waste under WAC 173.303
 - 2) Exhibits a characteristic of hazardous waste



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- a. Ignitable (D001)
 - A. Liquid with a flash point $< 140^{\circ}\text{F}$ (60°C)
 - B. Material is an Oxidizer
 - C. Ignitable compressed gas
 - D. Ignitable non-liquid (vigorously burning material)
- b. Corrosivity (D002)
 - A. Aqueous and has a $\text{pH} \leq 2.0$ (strong acid)
 - B. Aqueous and has a $\text{pH} \geq 12.5$ (strong base)
 - C. Liquid that corrodes steel at ≥ 6.35 mm per year.
- c. Reactive (D003)
 - A. Normally unstable and goes through a violent change without detonating
 - B. Reacts violently or forms explosive mixtures with water
 - C. Generates toxic gases, vapor or fumes when in contact with water
 - D. Contains cyanide or sulfide that can generate toxic gases with corrosive materials
 - E. Capable of detonation or explosive reaction
- d. Toxic (D004 – D043)
 - A. It leaches toxic materials that exceed regulatory limits for 40 different contaminants.
 - 1. Listed in table 1 of 40 CFR 261.24
 - B. It falls under WAC 173 -303-100
 - 1. Toxicity value is based on $\text{LD}_{50}/\text{LC}_{50}$ value
 - 2. Toxicity Value < 3 it is Extremely Toxic
 - 3. Toxicity Value 3 -10 is Toxic

3. Basic Disposal rules

A. Training requirements

- 1) Only trained personnel may handle, label, or treat dangerous waste.
 - a. Records must be kept for 3 years.
 - b. Personnel must take:
 - i. Dangerous Waste Training
 - ii. RCRA Hazardous Waste Training
 - iii. Hazardous Communication Training
 - c. Training shall be done annually

B. Inspection Requirements

- 1) Campuses designated as Medium Quantity Generators or above must conduct a weekly inspection of the hazardous waste storage areas.

4. Central Storage Area



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- A. The central storage area is a location on each campus where waste is stored before it is disposed of by a hazardous waste transporter.
- B. The central storage area must be:
 - 1) Clearly marked with Hazardous Waste and Biohazardous waste signage
 - 2) Locked and access controlled
 - 3) Must not contain more than 1000 kg (2,200 lbs.) of hazardous waste
 - 4) Stocked with a spill kit for items in the storage area.
 - 5) Clean and organized with no clutter.
- C. Hazardous waste stored in the central storage area must be:
 - 1) In an intact container with no leaks and in good condition.
 - a. Damaged containers must be replaced or overpacked
 - 2) Be closed, except when adding more waste
 - 3) Logged using the following:
 - a. Waste description
 - b. Hazards of the waste
 - c. Marked as dangerous waste
 - d. Date waste was placed in the storage area.
 - 4) Properly segregated and stored in accordance with Section 4 subsection 10 of this program.
 - 5) Have secondary containment if the waste is liquid which could be:
 - a. Spill pallets
 - b. Trays
 - 6) Not kept in the location for more than 1 year from the date waste was placed in the area.

5. Satellite Accumulation Areas

- A. Satellite storage areas must:
 - 1) Store up to 55 gallons of dangerous waste or up to 2.2 lbs. of acutely hazardous waste near the point of generation.
 - 2) Be under the control of the operator and protected from improper additions.
 - 3) Have containers (drums) compatible with the waste generated
 - 4) Be in good condition and free from leaks.
 - 5) Always be closed unless new material is being added to the drum.
 - 6) Have required signage:
 - a. Marked as a Satellite Accumulation Area
 - b. Container marked with hazardous waste
 - c. Container must have hazards marked (ignitable, corrosive, etc.)
 - 7) Must have a spill kit available that is compatible for the waste material



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- 8) Once the satellite container is more than 75% full, notify the District Chemical Hygiene Officer to arrange pickup or have the container brought to the Central Storage Area.

6. Universal Waste

A. Types

- 1) Fluorescent and other various Lamps
 - a. Types accepted as universal waste:
 - i. Fluorescent tubes
 - ii. Compact Fluorescent lamps (CFLs)
 - iii. High intensity discharge (HID) lamps
 - iv. Neon Lamps
 - v. Mercury vapor lamps
 - vi. Ultraviolet lamps
 - b. Waste lamps must be:
 - i. Stored in a sturdy container that is designed for that purpose
 - ii. Managed so there is no breakage
 - iii. Labelled "Universal Waste -Lamps"
 - iv. Disposed of yearly
- 2) Batteries
 - a. Types accepted as universal waste:
 - i. Alkaline
 - ii. Lithium ion and Lithium Metal
 - iii. Lead Acid
 - iv. Nickel-Cadmium
 - v. Silver Oxide
 - vi. Mercury button
 - vii. Zinc-Air
 - b. Waste batteries must be:
 - i. In a container compatible with the type of battery
 - ii. In a closed container if there are any leaking batteries
 - iii. Properly labelled "Universal Waste – Batteries"
 - iv. Stored to prevent fire, short-circuiting or chemical release
 - v. Have taped terminals or stored individually if a lithium battery
- 3) Mercury Equipment
 - a. Types accepted as universal waste:
 - i. Thermostats
 - ii. Thermometers
 - iii. Switches and Relays
 - iv. Any other devices with sealed mercury ampoules



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- b. Waste Mercury Equipment must be:
 - i. Stored in a closed, structurally sound and compatible container
 - ii. Must be protected from breakage and release of mercury
 - iii. Must be disposed of within one year
 - iv. Must be marked "Universal Waste – Mercury Containing Equipment"
- c. If waste mercury is stored there must be a compatible spill kit for accidental release

B. Guidelines

- 1) All universal waste must be labelled clearly
- 2) All universal waste must be stored to prevent breakage as breakage invalidates the universal waste classification
- 3) Must not store material for longer than 1 year before disposal.
- 4) Aerosols are considered universal waste but not in the state of Washington
- 5) Certain pesticides are Universal wastes but meet criteria not expected at Seattle Colleges.
- 6) Best Practices:
 - a. Battery types should be segregated to cost less for disposal

7. Preparing Waste for Disposal

A. Hazardous Wastes

- 1) Once hazardous material is considered waste by the department, the following must occur.
 - a. Waste must be evaluated to determine if it is a dangerous waste under WAC 173-303 (Subsection 2)
 - b. Once determined to be a waste under the rules, designation process must be documented.
 - c. Waste must be in an appropriate container that is in good condition with no leaks.
 - d. Waste must be labelled as:
 - i. "Dangerous Waste" if determined to be dangerous under WAC 173-303
 - ii. With the proper DOT hazard label
 - iii. The contents of the drum must be written on the label or separately
 - iv. Accumulation dates on the drum
 - v. Material must be properly logged to track the monthly waste amounts

B. Nonhazardous Wastes

- 1) Once hazardous material is considered waste by the department, the following must occur.
 - a. Waste once found to be a nonhazardous waste it must:
 - i. Be labelled as nonhazardous waste



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- ii. With the proper DOT hazard label if required
- iii. The contents of the drum must be written on the label or separately
- iv. Accumulation dates on the drum to track disposal times.
- b. Types of known nonhazardous waste
 - i. Used Oil
 - ii. Waste Antifreeze
 - iii. Latex paint

C. Treatment by Generator

- 1) Seattle Colleges Allows treatment by generator for corrosives (D002) only.
Treatment is limited to elementary neutralization, which is the adjustment of pH to remove the corrosivity characteristic.
- 2) Corrosives are treated by basic neutralization to adjusting the pH from 6 – 9 so that the material can be disposed of into the sewer system. Neutralized waste may be discharged to the sanitary sewer only if it meets local pretreatment limits and contains no other dangerous waste constituents (e.g., metals, solvents, toxics, listed waste).
- 3) Wastes eligible for neutralization:
 - a. Corrosive aqueous waste with a pH ≤ 2 or pH ≥ 12.5
 - b. Waste that becomes corrosive when mixed with water
 - c. Waste material that does not exhibit another waste code characteristic and is not a listed waste.
- 4) Requirements for neutralization
 - a. A neutralization tank must be utilized for this purpose, and it must be:
 - i. In good condition free of leaks and deterioration
 - ii. Compatible with the waste and neutralization agents
 - iii. Clearly marked with:
 - A. Dangerous Waste
 - B. Corrosive label
 - C. Neutralization Tank
 - b. A record must be kept with the following information:
 - i. Condition of the tank before use
 - ii. Treatment amount
 - iii. Treatment date
 - iv. Starting and ending pH
 - v. Name/initials of person performing the treatment
 - vi. Disposition of the treated waste

D. Disposal of Waste

- 1) Annual Main Campuses Disposal Events
 - a. South & North



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- i. Occur in December during the fall-winter break period
 - ii. Notification of annual event will occur in November
- b. Central
 - i. Typically, twice a year April and December (based on waste levels)
 - ii. Notification of coming event will occur one month before the shipment date
- 2) Other smaller campus disposal events
 - a. Georgetown, Seattle Maritime Academy, Wood Technology Center
 - i. Once a year based on waste levels
- 3) Random events
 - a. Typically, when needed for a satellite drum disposal, clean-out, spill cleanup removal
 - i. Contact District Chemical Hygiene Officer to set up and schedule.
 - b. Full Oil or Antifreeze tanks
 - i. Contact District Chemical Hygiene Officer to set up and schedule.

8. Prohibited Disposal Methods

A. Purpose

- 1) Seattle Colleges is an institution of higher learning and therefore we must take steps to prevent pollution to our environment by disposing of our wastes responsibly. Therefore, we adopt strict prohibitions on improper disposal. These prohibitions ensure compliance with EPA Dangerous Waste Regulations (40 CFR), Washington State Dangerous Waste Regulations (WAC 173-303), local sewer discharge rules, and the OSHA Laboratory Standard.

B. Employees must never dispose of hazardous chemicals in the following methods:

9. Waste Minimization

Section 6 – Emergency Response

4) Goals and Responsibilities

- A. This section outlines the required actions for responding to chemical spills, exposures, releases, fires, and other laboratory emergencies. All personnel must know and follow these procedures to protect themselves, students, and the environment.
- B. Responsibilities
 - 1) Laboratory Personnel
 - a. Stop all work during any chemical emergency
 - b. Ensure all individuals in the location are notified of the emergency
 - c. Initiate spill or exposure response procedures if safe to do so



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- d. Make the required emergency notifications
- e. If evacuation is necessary, follow the Emergency Action Plan
- 2) Department Chemical Hygiene Officer
 - a. Assist with chemical response activities
 - b. Maintain emergency response equipment and ensure it is accessible
 - c. Document incidents on an accident report form
 - d. Notify the District Chemical Hygiene officer and external agencies if required:
- 3) Campus Public Safety
 - a. Respond to emergency calls
 - b. Assist with evacuation and scene control
 - c. Contact fire department or hazardous materials contractors when needed.
- 4) District Chemical Hygiene Officer
 - a. Provide training on emergency procedures
 - b. Ensure compliance with the emergency procedures
 - c. Manage incident reporting and documentation
 - d. Lead post-incident investigation and provide corrective actions
 - e. Provide directional and logistical support during a chemical emergency

5) Pre-Planning and Hazard Awareness

A. Hazard Recognition

- 1) All employees must understand the hazards of the chemicals they are working with by reviewing the Safety Data Sheets (SDS) and container labels.
- 2) Employees must know what chemicals are flammable, corrosive, toxic, reactive or have an explosion hazard.
- 3) Employees must identify chemicals with significant hazards and follow all enhanced precautions required for their safe use, as indicated by the SDS, hazard assessment, or CHP procedures.

B. Awareness

- 1) All employees that work with chemicals must know the location of emergency equipment and how to utilize it in case of an emergency. These devices are as follows:
 - a. Eyewash stations
 - b. Safety Showers
 - c. Spill kits
 - d. Fire extinguishers
 - e. Alarm boxes
 - f. All exits used in evacuation
- 2) Access to emergency equipment must be maintained
- 3) Employees must know evacuation routes and muster locations.



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C. Planning for Emergencies

- 1) Follow all quarterly college drills for emergencies
- 2) Each year employees should refamiliarize themselves with the Emergency Action Plan.
- 3) In locations with many different chemicals a periodic tabletop drill is recommended to practice emergency response.
- 4) Review emergency contacts annually to ensure correctness.

D. Prevention of Emergencies during Chemical Work

- 1) Gather and inspect appropriate PPE before handling chemicals
- 2) Ensure spill kits and any chemical spill agents are stocked and available.
- 3) Review labels and storage requirements
- 4) Review process ensuring chemicals that are utilized are compatible with each other.
- 5) Segregate incompatible chemicals
- 6) Check engineering controls for proper functioning (fume hoods, guards etc.)

6) General Emergency Response Procedures

A. Immediate Actions

- 1) Stop and secure all work involving chemicals if safe to do so.
- 2) Alert all personnel in the workspace of the emergency, activate building alarms.
- 3) Assess the situation and determine whether evacuation is required.
- 4) Initiate spill, exposure, or fire response procedures as appropriate.
- 5) For emergency procedures and evacuations unrelated to chemicals consult the EAP for guidance.
- 6) Make notifications to security and the department supervisor.

B. Evacuation

- 1) If conditions are found to be unsafe for continued occupation of the workspace, then proceed to evacuate to the nearest safe exit. Follow designated routes found in the building Emergency Action Plan.
- 2) Assist students and any visitors in evacuating the location.
- 3) Close doors behind you once evacuated, if possible, to contain vapors, smoke or fire.
- 4) Assemble at designated muster point and remain until cleared
- 5) Provide any pertinent information to responders upon arrival. (chemical SDS, fire source, known injuries)
- 6) Do not reenter workspace until authorized by Safety/Security or emergency responders.

7) Spill Response Procedures

A. Immediate Actions

- 1) Protect yourself and others
 - a. Clearly shout a warning so that others are aware of the accident



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- b. Move away from the spill and assess the spread of the material.
 - c. If able, block off drains with spill equipment (berms, socks)
 - 2) Secure the area
 - a. Make the determination if evacuation of the workspace is necessary.
 - b. Restrict access to the location if evacuation is not needed.
 - c. If the spill occurred in a fume hood, close the sash
 - d. Turn off all ignition sources if flammable material is spilled
 - e. Shut down equipment and other experiments.
 - 3) Spill assessment (if not evacuated)
 - a. Identify the chemical involved using the label on the container or the SDS
 - b. Determine the amount spilled.
 - c. Evaluate if vapors, odors or any possible reactions are present.
 - d. Identify any injuries or exposures.
 - e. Determine the potential spread of the spill into other locations or the environment.
- B. Spill response for small spills
 - 1) If all the following are true, then employee cleanup of the spill is required:
 - a. Spill is less than a gallon in size
 - b. Spilled material is known
 - c. Spill is contained to one single area and is not a threat to enter any drain or in locations that are inaccessible.
 - d. Spilled material is not:
 - i. Highly toxic
 - ii. Highly reactive
 - iii. A particularly hazardous substance
 - e. Employees conducting the cleanup are trained in that chemical and have an SDS or the chemical label available to them.
 - f. There are enough of the correct spill cleanup supplies.
 - 2) Procedures for small spill cleanup
 - a. Retrieve the proper spill kit for the material spilled
 - b. Wear PPE ensuring it is in good condition and appropriate for the chemical that has been spilled.
 - c. Place a barrier around the spill with the appropriate material (berms, booms, floor dry)
 - d. Remove any solid material (broken glass or plastic, other items that are contaminated)
 - i. Use appropriate engineering controls (grabber stick, tongs)
 - ii. Glass must be disposed of in the broken glass container
 - e. Cover spill area with absorbent material (pads, spill dry, litter, other absorbent)



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- f. Allow absorbents to soak in spilled material, mix material with tools to ensure maximum absorbency.
 - g. Collect the materials in the spill kit bucket or a chemical waste bag.
 - h. Label bag with material and contact facilities to bring material to the storage area for disposal.
 - i. Ensure District Chemical Hygiene Officer is aware of the waste so that it can be properly disposed of.
- C. Large/ Unknown Spill Response (Emergency Spills larger than a gallon)
 - 1) Immediate response
 - a. Notify others and stop all work
 - b. Evacuate and assist in evacuating the workspace following the Emergency Action Plan (EAP)
 - c. If spilled material is extremely flammable or toxic sound building alarm.
 - d. Close doors behind you as you evacuate to slow spread or contain smoke
 - 2) Once evacuated make all appropriate notifications
 - a. Contact Security/ 911 and report
 - i. Location of spill
 - ii. Chemical name
 - iii. Quantity spilled
 - iv. Any known injuries or exposures.
 - b. Provide first responders with the following information
 - i. Chemical spilled (SDS)
 - ii. Any known or observed reactions (fire/ pressure/ reactivity)
 - c. Report incident to Departmental and District Chemical Hygiene Officer
 - 3) Cleaning the spill
 - a. Security or District Chemical Hygiene Officer will hire a contractor for spill response and work closely to ensure the spill is properly cleaned.

8) Emergency Chemical Exposure

- A. Immediate actions
 - 1) Stop all work and remove affected person away from the exposure source if safe
 - 2) Alert all others and request assistance from others
 - 3) Call campus Security for assistance
 - 4) Consult the chemical SDS (section 4) for medical assistance and information on first aid
 - 5) Provide SDS to first responders.
- B. Skin Contact
 - 1) Immediately flush the affected area with water for 15 minutes using a sink or safety shower.



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- 2) Remove all contaminated clothing, jewelry or PPE while flushing area.
- 3) If chemical is corrosive do not apply neutralizers unless directed by SDS.
- 4) Seek immediate medical evaluation after flushing

C. Eye Contact

- 1) Escort affected person to the eyewash and flush eyes continually for 15 minutes while holding eyes open.
- 2) Remove contact lenses only if they come out easily while flushing
- 3) Ensure affected person is escorted to get medical assistance.

D. Inhalation Exposure

- 1) Evacuate affected person to a location with fresh air.
- 2) Do not let the person re-enter the contaminated area.
- 3) Call security for assistance.

E. Ingestion

- 1) Call security/ first responders immediately.
- 2) Keep the person calm, seated and monitored until help arrives.
- 3) Do not induce vomiting unless directed by the SDS or medical personnel
- 4) Do not give anything by mouth unless directed by the SDS or medical personnel

F. Post-Exposure Process

- 1) Secure the location until hazards are assessed and cleaning is completed to the satisfaction of the safety team.
- 2) Report the exposure to Department Supervisor (Dean), District Occupational Health Manager, Department CHO, District CHO and any other personnel with a need to know.
- 3) Document the exposure on an accident report form, work with District Occupational Health Manager for continual monitoring.
- 4) All waste from cleaning including contaminated PPE, clothing or equipment must be properly decontaminated or disposed of in accordance with this plan.

Section 7 – Exposure Monitoring

1) Routine Monitoring

A. Workspace Air Monitoring

- 1) Seattle Colleges is not required to conduct routine air monitoring as hazardous material work is done in a certified, functioning fume hood.

B. Routine Medical Surveillance

- 1) Seattle College is not required to conduct routine employee health monitoring because:



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- i. All hazardous chemical work must be performed in certified and functioning fume hoods.
- ii. PPE must be worn for all chemical handling
- iii. Exposures are expected to remain well below the OSHA action levels and Permissible Exposure limits.
- iv. No college employee may work with chemicals that require mandatory periodic surveillance under OSHA substance-specific hazards.

2) Conditions that Could Trigger Monitoring

A. Air Monitoring

- 1) A chemical spill, release or an uncontrolled reaction
- 2) A failure in engineering controls (fume hoods or ventilation)
- 3) Unexplained odors, vapors or unexplained chemical emissions
- 4) Employee symptoms or diagnosis consistent with chemical exposure
- 5) Request from a department CHO or District CHO based on a hazard assessment.

B. Medical Surveillance

- 1) Employee develops signs or symptoms associated with chemical exposure
- 2) If Air Monitoring is completed and reveals levels above an action level or PEL
- 3) A spill, release or uncontrolled reaction results in potential over-exposure
- 4) A physician or licensed health care professional recommends evaluation

3) Monitoring Actions

A. Air Monitoring

- 1) Monitoring must be done by a qualified and trained contractor by a competent industrial hygienist. This person must:
 - a. Be qualified by training and experience
 - b. Be knowledgeable in industrial hygiene sampling methods.
 - c. Be able to select the appropriate sampling media and interpreting results.
- 2) Results are properly documented and communicated to affected employees within the timeframe allowed (15 days).
- 3) If a PEL was found to be exceeded, then announcement must also include corrective actions taken or planned to reduce exposure.

B. Medical Surveillance

- 1) Department must provide the medical provider with:
 - a. The SDS
 - b. Exposure information
 - c. Incident Documentation
- 2) The employee must receive a written medical opinion as required
- 3) Any follow-up monitoring or restrictions are implemented if recommended.



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- 4) Records must be retained by the college for the required period based on the record retention requirements. Typically, this is the duration of employment plus 30 years.

4) Employee Monitoring Rights

A. Medical Surveillance

- 1) Employees have the right to:
 - a. Obtain medical evaluation without retaliation
 - b. Access all monitoring reports
 - c. Receive copies of medical opinions related to the exposure
 - d. Request evaluation if they believe they have been over-exposed

Section 8 – Specific Training requirements

1) Goal

A. Purpose

- 1) This section establishes a training curriculum for all employees, faculty, student workers, and any other personnel who work in laboratories or other instructional spaces where hazardous chemicals are used. This training is to ensure the individuals who work with materials understand chemical hazards, protective measures, emergency procedures and what safety responsibilities they have under this plan, OSHA's Laboratory Standard (29 CFR 1910.1450), Washington Administrative Code (WAC 296-828-20015) and Washington's Hazard Communication Standard (WAC 296-901-14016).

2) Training Requirements

A. Training must be provided:

- 1) At the time of initial assignment to a laboratory or workspace where hazardous chemicals are used.
- 2) Prior to any potential exposure to hazardous chemicals
- 3) Whenever a new chemical hazard is introduced into the work area.
- 4) Whenever procedures change in a way there are new hazards
- 5) After an incident where there is a near-miss or injury resulting from deficiencies in safe practices.

B. Training requirements

- 1) Methods and procedures used to detect the presence or release of hazardous materials
- 2) Physical and health hazards of chemicals that are present in the work area
- 3) Specific protective measure employees can take to reduce or eliminate the chemical hazards:
 - a. Elimination of chemicals



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- b. Substitution of hazardous materials to reduce hazards
 - c. Engineering Controls
 - d. Administrative controls
 - e. Safe work practices
 - f. Selection of personal protective equipment (PPE)
 - 4) Proper use, limits and maintaining PPE
 - 5) Labelling, storing and proper handling of hazardous chemicals
 - 6) How to properly handle and dispose of hazardous waste
 - 7) Identifying unsafe conditions or incidents and required reporting.
 - 8) All training must be interactive, allow for questions and be appropriate for the specific hazards in the laboratory.
- C. Competency
- 1) Trainees shall be able to:
 - a. Identify the chemical hazards and know where hazard information is located
 - b. How to locate SDSs for all chemicals used in the laboratory.
 - c. Where to find information on PPE and how to use it properly.
 - d. Where to locate, request an SOP.
 - e. Use Engineering controls correctly.
 - f. Responding to emergencies.
 - g. Apply all safe work practices consistently
 - h. Know the steps in handling and disposing of hazardous waste.
 - i. Report unsafe conditions, accidents and near misses.
- D. Training Frequency
- 1) All Faculty and employees that handle chemicals for the colleges must receive the following training:
 - 2) Hazardous Communications
 - a. On initial appointment before beginning any work that may involve exposure to hazardous chemicals.
 - b. A biennial refresher to maintain awareness of chemical hazards, labeling requirements, SDS access, and protective measures.
 - c. Retraining is required if an incident, near-miss, or unsafe condition occurs where Hazard Communication or Chemical Hygiene Plan (CHP) guidance was not followed.
 - 3) Chemical Hygiene Training
 - a. On initial appointment before beginning any work that may involve exposure to hazardous chemicals.
 - b. A biennial refresher to maintain awareness of chemical hazards, labeling requirements, SDS access, and protective measures.



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- c. Retraining is required if an incident, near-miss, or unsafe condition occurs where Hazard Communication or Chemical Hygiene Plan (CHP) guidance was not followed.
- d. Chemical Hygiene Training may be delivered concurrently with HazCom training, provided all required elements of both programs are met.

Section 9 Annual Review and Plan Updates

6. Annual Review and Updates

A. Purpose

- 1) Seattle Colleges will maintain an up-to-date Chemical Hygiene Plan (CHP) through an annual review process to ensure continued compliance with OSHA, WAC, and district safety requirements. This section outlines how the CHP is reviewed, updated, and approved.

B. Annual review

- 1) The District CHO will conduct an annual review once per year to update or clarify this document.
- 2) The review will check:
 - a. Regulatory changes
 - b. Campus operational or instructional changes
 - c. New hazards or processes that need to be included
 - d. Feedback from faculty, staff and safety committees.
- 3) Notification
 - a. Once review and changes are made, notification will be given to all employees of changes to the plan before a final draft is posted.
 - b. Once all issues related to the updates have been resolved, the revised CHP will be considered enacted
 - c. Until the updated CHP is enacted, the previous version remains in full effect.

C. Revision History

- 1) Initial approval date : TBD