

Keene State College Hazardous Waste Contingency Plan

Section I: Facility Identification and General Information

Keene State College
229 Main Street
Keene, NH 03435

EPA ID # NHD 986474427

Office Hours:

Physical Plant 7:30 AM – 4 PM Maintenance Desk: 603-358-2202
Environmental Health and Safety Coordinator 603-358-2879

Campus Safety – 24 hour dispatch number 603-358-2228

Description of Hazardous Waste Activity: Keene State College is a liberal arts college with undergraduate programs in arts, humanities, sciences, and professional studies. Small quantities of hazardous waste are generated as a result of classroom labs for science students and printmaking/art students. Chemistry and biology departments generate small quantities of discarded commercial chemical products and spent chemicals such as acids, bases, and flammable liquids. The art and printmaking department generates limited amounts of spent mineral spirits, acids, and other solvents. Keene State College generates small quantities of hazardous waste at the end of each semester. Keene State College is a full quantity generator only due to New Hampshire (not federal) waste code NH02, which is a corrosive solid that is generated whenever the boiler tubes are cleaned out (usually annually).

II: Emergency Coordinators

Primary: Sylvie Rice
Environmental Health and Safety Coordinator
Eliot Hall Room 056
603-358-2879
603-363-4347 (home)
603-209-1362 (cell)

Secondary: Frank Mazzola
Director Physical Plant
Eliot Hall Room
603-358-2243
603-358-3982 (home)
603-313-6322 (cell)

24 Emergency Contact – Campus Safety 603-358-2228

Draft – Date written: 3/2/05

Campus Safety also maintains a list of home phone numbers of faculty responsible for satellite accumulation areas.

Coordinator's Responsibilities during an Emergency: Keene State College does not have a trained emergency response team. In the event of a hazardous waste spill, the Coordinator would assess the extent of the hazard and contact the contracted emergency response vendor, Clean Harbors, at 1-800-OIL TANK (1-800-645-8265). Depending on the size and nature of the incident, the Coordinator would also contact outside public, state, and federal agencies as required by applicable regulations.

Any incident resulting in building evacuation, employee injury, or offsite impact, will trigger notification to local, state and federal agencies at the following phone numbers:

Clean Harbors 1-800- OIL – TANK (1-800-645-8265)

City of Keene Haz Mat Team 911

New Hampshire Department of Environmental Services Spill Line 603-271-3899 or (800) 346-4009

National Response Center 800 –424-8802

U.S. EPA Spill Response Team Region I – 617-918-1279

III. Emergency Equipment

Inventory- Each satellite accumulation area has a universal spill kit containing clean up materials and personal protective equipment (gloves and eye wear). These kits are appropriate for small spills up to 5 gallons of material.

The locations of each satellite accumulation area are as follows:

Science Center Rooms 203, 205, 208, 228, 307.

Redfern Arts Printmaking Shop, 3rd floor

Hazardous Waste Shed Outside Butterfield Hall (facing Adams Technology Bldg)

Any spill larger than an incidental spill would activate the contingency plan immediately. The rule of thumb is that incidental spills are small spills (typically less than 1 gallon), not resulting in any injuries, not requiring an area evacuation, and that can be handled as part of the normal job duties of appropriately trained personnel, such as satellite area operators. Anything other than an incidental spill would be considered a large spill requiring at the minimum, contacting the contracted emergency response vendor, Clean Harbors and the Keene State College Emergency Coordinators.

IV: Evacuation Plan

When to evacuate:

A large hazardous waste spill that resulted in injury, fire, explosion, or could not be immediately contained in a secured area would require building evacuation and initiation of the contingency plan.

Signals to evacuate

The building fire alarm system (pull alarms) would be used to signal a building evacuation.

Alternate Evacuation Routes

Each building on campus has multiple evacuation routes. Department supervisors should review evacuation routes with new employees upon hire. Faculty should review with each class the predetermined evacuation meeting point at the beginning of each semester.

V. Coordination Agreements

- A. Police Department – Keene State College has a full time Campus Safety department that coordinates actions with the City of Keene Police Department. Campus Safety and City of Keene Police actions in the event of a hazardous waste spill would be defensive only, limited to assisting in evacuation, crowd control, traffic control, coordinating first aid, and assisting in setting up incident command and hot zones.
- B. Fire Department – the Hazardous Materials response unit of the City of Keene Fire Department would be the primary responders for a hazardous materials response to an initial spill, fire or explosion involving hazardous waste. The Haz Mat unit would be primary responders to contain the release.
- C. Cheshire Medical Center in Keene would be the primary hospital for injuries relating to hazardous waste. Their phone number is 354-5400.
- D. Other Emergency Response Units – Clean Harbors is Keene State College's emergency response contractor. Clean Harbors would be contacted in the event of a spill to provide clean up support to any primary response. **Clean Harbors 24 hour emergency response phone number is 1-800-OIL TANK.**
- E. Copies of this plan have been distributed to the above organizations.

VI. Implementation of the Contingency Plan

The contingency plan will be implemented in the event of a large spill, serious injury, a fire or explosion involving hazardous waste. This section covers immediate protection of life and property procedures. There are other required emergency notifications which are outlined in Section VII, Emergency Response Procedures.

Since there is no on site hazardous materials team, a large spill requires notification of the City of Keene Fire Department/Haz Mat Unit. The difference between a large spill and small/incident spill is defined below, along with the procedure for handling both types of spills.

1. Chemical Spills (applies to hazardous waste spills)

- a. **Small/Minor Chemical spill** – A minor chemical spill is considered one that laboratory staff or faculty are capable of handling safely without assistance and where there is no injury or threat of imminent injury. Typically, a minor spill would be considered less than 0.5 liter (as a rule of thumb) of a material that is not highly toxic. Spill kits are available in each laboratory and should only be used by those qualified staff or faculty with knowledge of the properties and hazards posed by the chemical, and any potential dangers posed by the location of the spill. Spill cleanup materials should be segregated for hazardous waste disposal. EHS should be contacted for advice and assistance at 358 2879.
- b. **Basic Procedure for a Small/Minor Chemical Spill:**
 - Alert all persons nearby spill area.
 - Use eyewash or safety shower if needed to decontaminate.
 - Use spill kit to clean up and segregate clean up materials for hazardous waste disposal. Use proper personal protective equipment, which at a minimum will include chemical resistant gloves and safety glasses.
 - Decontaminate spill area with water or soap/water mixture if a non-reactive chemical.
 - Wash hands thoroughly and seek medical attention if necessary.
 - Notify EHS 358 2879.
- c. **Large/Major Chemical Spills** – all other spills not described above are considered major spills. Keene State College does not have an on-site emergency response team; therefore, primary response is to evacuate, call Campus Safety at **358- 2228** or **911**, and protect human health.

The Basic Procedure is as follows:

- Avoid breathing vapors of spilled material.

- If possible and safe to do so, turn off any ignition source or gas emergency shutoff valve.
- Remove any contaminated persons from spill area and decontaminate via eyewash or safety shower. The use of a safety shower is never a mistake – do not be reluctant to use the shower in the event of personal chemical contamination.
- Evacuate the area and close the door to the lab.
- Call **358-2228** or 911 and notify the operator of the location, nature and volume of the spill.
- Contact Campus Safety to initiate internal notifications, including EHS. EHS/Campus Safety or Keene HazMat should be directed to contact Clean Harbors at 1-800-OIL – TANK for spill clean up and disposal.

*In the event that there is a high level of uncertainty on how to categorize a situation, it is recommended to always act conservatively with consideration of human health and safety. In other words, **if there is any doubt on what to do**, choose the most protective action and **dial 358- 2228 or 911 for assistance**.*

2. Fire or Explosion

In the event of a fire or explosion,**

- Evacuate the fire area. If in the Science Center, turn off the emergency gas shutoff if it is safe to do so. (See Table 1 for the Science Center Emergency Gas Shutoff Protocol).
- Close the door behind you.
- If someone is on fire, locate the fire blanket, direct the person to ‘stop, drop, and roll’ and use the blanket to cover the person to snuff out the flames. Seek assistance.
- Notify nearby occupants and pull the nearest fire alarm to activate the building alarm system.
- Proceed in an orderly fashion to the nearest exit. Use the stairwells, not the elevator. If there is smoke, stay low to the ground as smoke and heat will rise.
- Gather at the predetermined evacuation point (determined by each department and communicated to students at the start of each semester). Stay away from the building.
- Call **358 –2228** or 911 and report the location of the fire and any additional information.

** Department protocols may required faculty or staff to be trained in the use of a fire extinguisher. There is no requirement to use a fire extinguisher in the event of a fire. However, if you have been trained, if the fire is small (rule of thumb: less than a wastepaper basket) and you feel you can capably use the fire extinguisher, locate the

nearest fire extinguisher for use. Contact Campus Safety at **358 2228** as an additional follow-up and to ensure the fire extinguisher is replaced.

If in doubt, evacuate and call 911.

3. Serious Injury/Medical Emergency

Serious injuries that require an ambulance should be reported to **358 – 2228** or 911 immediately.

Serious injuries include but are not limited to: chest pain, difficulty breathing, unconsciousness, large area of body contacted by a hazardous chemical/hazardous waste, chemical exposure to lungs, broken bone or profuse bleeding.

All other injuries should be reported to Campus Safety at 358 2228 for evaluation of the need for medical assistance. Campus Safety will also document the report and include EHS on the report distribution.

Very minor (first aid) injuries can be addressed via use of first aid kits within the lab. The instructor should complete a 'Near Miss' Accident Report to determine what happened and what can be done to prevent recurrence. For more information, see <http://www.keene.edu/ehs/accident.cfm>.

Table 1: Science Center Emergency Gas Shut off Protocol

Gas in labs is used very infrequently, ranging from 0 to 3 labs in a given semester.

- The default condition for the gas shutoff valve will be the "Off" position with the door locked. In the past, the primary safety concern has been the possible accidental or intentional opening of gas jets in an unoccupied lab. The new lab cutoff valves minimize that possibility.
- Keys for the shutoff will be issued to faculty or staff with lab responsibility and a copy kept in the Dean's Office.
- When use of gas is required, the lab instructor will check that gas jets on the benches are in the ":Off" position, unlock the shutoff cabinet, and turn the gas "On." Gas use in most laboratories is rare.
- The door to the shutoff valve will be kept open and unlocked during lab, to allow the gas to be turned off in case of emergency.
- At the conclusion of the lab, the lab instructor will check that gas jets are off, turn off the lab gas shutoff valve, and lock the door.
- This procedure will be included in the orientation of all lab instructors, and students will be instructed on how to turn lab gas off in an emergency.

VII. Emergency Response Procedures

- A. See above section for detailed emergency response procedures with respect to Immediate Notifications. Clean Harbors should be contacted for clean up response at 1-800-OIL – TANK.
- B. After steps have been initiated to protect life and property, appropriate State and Federal Notifications may still need to be made.
- C. Any incident involving hazardous waste where there can be offsite impact must be reported immediately to the following:

**New Hampshire Department of Environmental Protection 271-3899
or either 1 800 2721 3636 or 1 800 346 4009 for 24 hour response at
the State Police line**

National Response Center in Washington D.C. at 1-800-424-8802.

A courtesy call should also be made to EPA 617 918 1279. Region I Spill Response.

Notification must include:

- Name and phone of person reporting.
- Name and address of facility.
- Time and type of incident.
- Name and quantity of materials involved.
- Extent of injuries, if any.
- Possible hazards to human health or environment.

- D. Control and Containment - Keene State College is responsible to contact Clean Harbors for containment and clean up at 1-800-OIL-TANK. Clean up must be made within 24 hours.
- E. The area must be verified as remediated before operations can resume. The EHS office will work with local authorities to make this determination.

VIII. Required Reports

- A. A written report detailing the incident and root cause is required to be submitted within 15 days to the NHDES. The report must include:
 - Name and phone of person reporting.
 - Name and address of facility.
 - Time and type of incident.
 - Name and quantity of materials involved.
 - Extent of injuries, if any.
 - Possible hazards to human health or environment.
 - Quantity and disposition of material involved.

Draft – Date written: 3/2/05

- B. See website at www.des.state.nh.us/sis/hazrdsmat.htm
- C. Send completed report to:

NHDES – Special Investigations Section
29 Hazen Drive
Concord NH 03301