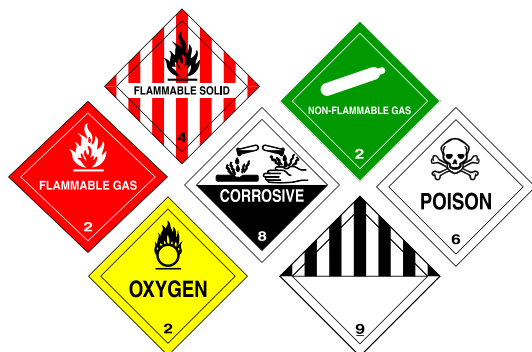

Hazardous Materials Safety and Security Plan

January 2008 ♦ Mount Holyoke College – Environmental Health & Safety

The U.S. Department of Transportation requires that the College, as a receiver and shipper of hazardous materials, have a Plan to protect against the threat of terrorists acts that could occur during the course of receiving or shipping hazardous materials on campus. This document describes the precautions that are necessary to safeguard hazardous materials shipments.

What is a Hazardous Material?

Hazardous materials are defined by the U.S. Department of Transportation based on chemical hazard definitions in 49 CFR 172.101. The shipper identifies hazardous materials on the shipping papers, and by labeling in accordance with DOT requirements. Typical labels associated with hazardous material shipments are diamond shaped warning labels.



Some hazardous materials are exempt from hazard labeling and can only be identified as hazardous materials by looking at the shipping papers sometimes called the “Shipper’s Declaration for Dangerous Goods”.

In some cases, particularly for mixed loads, there will be a column on the shipping paper labeled “HM” which is checked if the material is a hazardous material.

In all cases, the shipping papers will describe the material using DOT description requirements for shipping name, hazard class #, ID number consistent with United Nations or North American conventions and packing group, which relates to packaging requirements.

Proper Shipping Name	Class	ID No.	Packing Group
Acetone	3	UN 1090	II
Mercury	8	UN 2809	III
Sodium hydroxide solution	8	UN 1824	III
Methanol	3	UN 1230	II

Hazardous Materials on Campus

Hazardous materials transportation activities at Mount Holyoke College consist primarily of receipt of hazardous materials from vendors and shipment of hazardous waste by a contract hazardous waste transporter. Occasionally, small quantities of hazardous materials (e.g., research samples) may also be shipped from the Science Center stockroom.

Receipt of Hazardous Materials

All hazardous materials must be received and signed for by an authorized employee, as designated by the department.

All hazardous materials must be received into a secure location. Secure locations include locked rooms, closets or cabinets, and rooms occupied by authorized individuals. Hazardous material shipments should never be left in hallways or in unattended rooms.

All operations receiving hazardous materials must have procedures in place to monitor ordering and receipt information to confirm that expected delivery of hazardous material has occurred.

While on-site all hazardous materials transport vehicles must be secured when the driver is not with the vehicle. Damaged packages should not be accepted.

If packages are leaking and have contaminated College property, determine the hazard of the material and assess whether it can be cleaned up safely by department personnel. For assistance, call the Director of Environmental Health & Safety (ext. 2529), or if unavailable, contact Public Safety at 1911 or 2304.

Shipment of Hazardous Materials

To ensure, DOT requirements are met, all shipments must be done in consultation with the Science Center Stockroom Manager or Director of Environmental Health & Safety.

All hazardous materials must be stored in a secure location prior to shipment.

All hazardous materials shipment arrangements must be made by an authorized employee.

Prior to contracting for services, the authorized employee will confirm that the shipper has a Hazardous Materials Security Plan.

All hazardous materials shipping papers must be signed by an authorized employee.

While on-site all hazardous materials transport vehicles must be secured when the driver is not with the vehicle.

Responding to a Security Threat

Should an employee witness a criminal act or behaviors that they believe are suspicious, the employee should proceed to a safe location and notify Public Safety at ext. 1911.

Authorized Individuals

Each department who receives or ships hazardous materials must authorize certain individuals to oversee receipt and shipment. The names of those individual must be sent to the Director of Safety and Environmental Affairs so that those individuals receive appropriate information and training.

Before hiring a candidate for a position with hazardous materials authorization, the Human Resources Department will verify employment history, check references, and may conduct a criminal records inquiry.

Student employees who are supervised by an authorized faculty or staff member may be authorized and trained by the supervisor to receive hazardous materials, but, in no case, will student employees be authorized to ship hazardous materials.

Suspicious Packages

While not necessarily related to hazardous materials shipments, it is important to be aware of any suspicious packages that you might receive. The federal government has issued several informational documents identifying the characteristics of suspect mail as:

- ◆ excessive postage
- ◆ handwritten or poorly typed addresses
- ◆ misspellings of common words
- ◆ strange or no return address
- ◆ incorrect titles or title without name
- ◆ not addressed to a specific person
- ◆ marked with restrictions, such as “Confidential”, or “Do Not X-ray”
- ◆ sealed with excessive amounts of tape
- ◆ postmarked from a city that does not match the return address
- ◆ powdery substances felt through the envelope
- ◆ oily stains, discoloration or odor
- ◆ lopsided or uneven in appearance
- ◆ ticking sound or protruding wires or metal

Packages found left in unusual locations should also be considered suspicious.

If you receive or find a suspicious package, leave the area and call Public Safety immediately at ext 1911.

Questions?

If you have any questions regarding this Plan, please call the Director of Environmental Health & Safety at ext. 2529.