**ANNEX C**

****

**HAZARDOUS MATERIALS**

**RESPONSE PLAN**

**The following MoDOT policies relate to this plan:**

[**Hazard Communication Training Policy**](http://lnapp1/RI/RIManual.NSF/2cfd1a8d7c4213d7862562d900795ea7/6ad6e206f63c696486256e7500480526?OpenDocument)

And

[**Hazard Spills Training Policy**](http://lnapp1/RI/RIManual.NSF/2cfd1a8d7c4213d7862562d900795ea7/5f52346dcc56c69b86256efc00652d9f?OpenDocument)**TABLE OF CONTENTS**

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**HAZARDOUS MATERIALS PROCEDURES**

These procedures are intended for Haz-Mat Responders or Maintenance Supervisors. The procedures are as follows:

1. A hazardous materials spill is considered an emergency situation. Remember to approach the scene cautiously.

2. Secure the scene, if it is not already. Use your eyes and the [*Emergency Response Guidebook*](http://hazmat.dot.gov/pubs/erg/erg2004.pdf)[[1]](#footnote-1) to attempt to identify the hazards. Stay upwind of the vehicle, containers or spill and do not walk into, touch or inhale any spilled material.

3. Contact the appropriate local authorities: MDNR¸fire, police, ambulance, etc.

4. Remember, MoDOT is not in the business of cleaning up hazardous spills. If the spill is close to a stream or waterway, and you can positively identify the spilled material, and it can be done without jeopardizing anyone, build a dike or dam to contain the spilled material. Use the [*National Institute of Occupational Safety and Health (NIOSH) Pocket Guide*](http://www.cdc.gov/niosh/npg/)[[2]](#footnote-2) and the Emergency Response Guidebook to identify the specific chemical hazards if possible.

5. Contact the MO Department of Natural Resources’ Environmental Emergency Response Unit **(MDNR) 24-hour emergency** **hotline (573) 634-2436**. MDNR will inform the Local Emergency Planning Committee (LEPC). Have information regarding the spill ready such as the location, company, material, amount, etc.

6. **Cleanup is the responsibility of the owner/operator** of the transportation unit. If the driver is injured or unable to contact a cleanup company, contact MDNR with the information and they will contact a cleanup company.

7. If the material spilled is petroleum and **less than 50 gallons**, the owner/operator may not have to clean it up, but we do recommend aerating the soil at a minimum. As a courtesy, MoDOT will contact MDNR and notify them of the spill.

8. If the material spilled is petroleum and **over 50 gallons**, it is mandatory that the owner/operator of the transportation unit contact MDNR and also inform the owner/operator that we expect them to clean up the spill in accordance with state and federal regulations. MoDOT shall contact MDNR as a courtesy and insure the owner/operator has made his contact.

9. Missouri Law requires any petroleum product spill/release to the environment in **excess of 50 gallons**

 or **any quantity entering a water body** be reported to the Missouri Department of Natural Resources

 and the National Response Center.

**MDNR has a list of available cleanup companies. If the transportation unit needs to contact a cleanup company, they should call MDNR for a list.**

10. Keep the District Hazardous Materials Coordinator, or their back up, informed of the situation. They will inform the districts assigned Environmental Specialist and/or Environmental Compliance Manager in Design-Environmental Section.

#### Hazardous Material Reporting Procedures

**A. Introduction**

MoDOT has the responsibility of maintaining a safe and usable highway system. MoDOT employees, however, have not been trained in non-department hazardous waste identification, investigation, and/or removal. It is MoDOT’s policy to take all reasonable precautions to protect both its employees and the public from being exposed to unidentifiable materials or to identify materials that may be dangerous to health, safety, or the environment. For these reasons, the following emergency procedures emphasize rapid communications with the Department of Natural Resources (DNR) and other emergency service agencies.

**B. Definition of Hazardous Substance Release Emergency**

A release of a hazardous or suspected hazardous material or waste non-owned by the department that requires initiation of the Emergency Communications Procedures for Hazardous Substance Release *(Section C below)* is one or more or the following incidents:

* Spill of an unidentified material on highway right of way (ROW);
* Spill of an identified hazardous material or waste on ROW.
* Abandoned containers of unidentified materials on ROW.
* Abandoned containers of identified hazardous material or waste on ROW.

**C.** **Emergency Communications Procedures for Hazardous Substance Release**

During normal working hours, the first department employee to discover a hazardous material release shall immediately radio or call the information to the Hazardous Materials Coordinator. If a hazardous material release results in injuries and/or a traffic control problem, the HMC should first contact the local authorities (highway patrol, sheriffs’ department, fire department, local police, etc.).

During nonworking hours, any department employee discovering a hazardous material release that results in injuries and/or a traffic control problem, should first contact the local authorities (highway patrol, sheriffs’ department, fire department, local police, etc.), then contact the HMC. If injuries and a traffic control problem do not exist, they should contact the HMC first.

A HMC backup list developed by the district should be available when the HMC is not available. When the HMC has been informed, the following steps are to be followed:

1. HMC will call the DNR 24-hour hotline number (573) 634-2436.
2. DNR will inform the appropriate Local Emergency Planning Committee, and will advise the HMC of cleanup instructions, if any.

 3. DNR will inform the Highway Patrol, police, sheriff’s department, and fire department when necessary except in accidents that incur injuries or traffic control problems. With these types of accidents, these contacts should already be done as previously mentioned.

1. HMC will inform the field personnel of any necessary actions.

5. HMC will call the assigned Sr. Environmental Specialist/Environmental Compliance Manager.

Without risking exposure to the substance, the discoverer shall secure the sight to keep unnecessary people away and then provide all available information about the risk to the HMC for relay to the DNR and the Office of Risk Management. Other previously mentioned agencies will be informed by DNR, unless already informed in the case of accidents that have injuries or traffic control problems. This information, as a minimum, should include the following:

* Location
* Estimated quantity of spill
* Type of materials
* Phone number or radio call number where the discoverer can be contacted.
* Written notes of activity, time of occurrences, and names of those involved.

The discoverer shall remain at the site at a safe distance on a standby basis to provide communications until relieved by the HMC or his/her designee. The discoverer and/or the HMC shall be prepared to respond to requests from DNR, local authorities, etc., for additional information.

If or when a **NEWS PERSON** contacts the discoverer, be factual in your statements and any answers you provide. “I don’t know” is not a demeaning answer and should be used when it is an accurate statement or answer. Suspicion or guessing on the discoverer’s part could lead to unnecessary hysteria.

**D. Emergency Procedures for Spills and Releases.**

Follow Spill Prevention and Control Countermeasures (SPCC) Plan requirements in storage and training for all MoDOT hazardous materials and petroleum products. To ensure worker safety in the event of a spill or other unplanned release of a hazardous material or waste, the following steps are to be taken by MoDOT employees:

* 1. Do not walk into, touch, taste, or inhale the spilled material or disturb hazardous material containers. Stay upwind and upgrade of any spilled material, fumes or dust.
1. Eliminate all ignition sources (flares, operating engines, smoking, electrical sparks).
	1. Stay clear of the ends of any tanks or probable points of rupture.
		1. Do not assume that gases or vapors are harmless because of a lack of odor.
			1. Avoid confined spaces near the spill or release.
				1. Secure the area.

**E. Response to Release Emergencies on Right Of Way Resulting From**

 **Non-department Operations**

MoDOT is not in the business of containing and cleaning up hazardous substance releases caused by private carriers on highway right of way. Any MoDOT employee that discovers a release on the ROW shall follow this procedure:

1. Immediately initiate the Emergency Communications Procedure for Hazardous Substance Release *(Section C above).*

2. Stand by the field communications equipment, if available, to give information to the HMC, DNR, and the local authorities until relieved by DNR or the HMC.

 3. After the incident scene is cleared of traffic and bystanders, other MoDOT employees may attempt to block the flow of hazardous or unknown substance down the drainage way when in formed by DNR. If MoDOT personnel can positively identify the hazardous material and blocking drainage ways can be done without jeopardy to any people, the drainage way can be blocked. For odorless and colorless volatile materials, it is important to determine the extent of dangerous contamination in the field, without appropriate equipment and skills.

MoDOT employees shall not participate in the cleanup and handling of hazardous materials and wastes owned by a private business, unless directed to do so by the HMC upon direction of the assigned Environmental Specialist/Environmental Manager.

**F.** **Responsibilities for Keeping A Log of Hazardous Spills Incidents**

The HMC is responsible for keeping a log of hazardous spill incidents and reporting those incidents to Central Office Design-Environmental Section on a quarterly basis.

Procedures to Follow When Discovering Non-Department Hazardous Materials

 First, the discoverer will need to obtain the following information:

* Are there injuries or a traffic control problem?
* The location.
* Location of any waterways in near proximity to the hazardous material.
* Estimated quantity of spill.
* Type of hazardous material
* Phone number or radio call number where the discoverer can be contacted.

Discoverer obtains the above information and calls the Hazardous Materials Coordinator

**\* Duties of the HMC:**

Hazardous Materials Coordinator contacts Environmental specialist assigned to their district

HMC contacts the local authorities

Are there injuries or a traffic control problem

1. HMC will call the DNR 24-hour hotline number (573) 634-2436.
2. DNR will inform the appropriate Local Emergency Planning Committee, and will advise the HMC of clean up instructions, if any.

3. DNR will inform the local authorities when necessary, except in accidents with injuries or traffic control problems. With these types of accidents, these contacts should be previously done.

1. HMC will inform field personnel of any necessary actions.

 5. HMC will call the assigned Environmental Specialist/ Environmental Compliance Manager.

**For additional information, contact the district**

**Hazardous Material Coordinator (HMC).**

**District Hazardous Materials coordinators**

NW District – Matthew Sonnor, S&H Manager………(816) 387-2471; Cell (816) 262-1141

 Lee Bearce, Sr. Safety Officer…………(816) 387-2467; Cell (816) 271-6936

NE District - David Taylor, S&H Manager………………(660) 385-8258; Cell (660) 651-0588

 Andrea Bland, Safety Officer……….(660) 385-8254; Cell (660) 346-8370

 Jennifer Hinson, Dist M&T Eng………………………....Cell (573) 406-8023

KC District - Marcus Slaughter, Incident MGT………(816) 247-2055; Cell (816) 863-7822

 Eric Ramsey, S&H Manager………...…(816) 607-2048; Cell (816) 288-0241

Central District - Rodney Bexton, S&H Manager……..(573) 751-6549; Cell (573) 690-2932

 Scott Campbell, Safety Officer…………………………..Cell (573) 230-9899

SL District - Owen Hasson, Incident MGT………….(314) 275-1535; Cell (314) 565-9902

 Mike Foppe, Maint. Super…………..…(314) 453-1762; Cell (314) 713-6203

SW District - Gary McLarry, S&H Manager………...(417) 895-7618; Cell (417) 766-3856

 Doug Foley, Safety Officer…………....(417) 895- 7647; Cell (417) 529-2159

SE District - Enos Criddle, S&H Manager………..…(573) 472-5263; Cell (573) 380-5582

 Amy Bryant, Sr Pave Spec………….…(417) 469-6251; Cell (417) 252-4454

**District Customer Service OPERATORS**

 NW District - St. Joseph (816) 387-2350

 NE District - Hannibal (573) 248-2490

 KC District - Kansas City (816) 607-2000

 Central District - Jefferson City (573) 751-3322

 SL District - Chesterfield (314) 275-1500

 SW District - Springfield (417) 895-7600

 SE District - Sikeston (573) 472-5333

 Central Office (573) 751-2551

**Highway Patrol**

 General Headquarters (573) 751-3313

 Troop A (816) 622-0800

 Troop B (816) 660-2123

 Troop C (314) 340-4000

 Troop D (417) 895-6868

 Troop E (573) 840-9500

 Troop F (573) 751-1000

 Troop G (417) 469-3121

 Troop H (816) 387-2345

 Troop I (573) 368-2345

**DISTRICT HAZARDOUS MATERIALS COORDINATORS**

**MoDOT’S Hazard Communication Plan**

**I. PURPOSE**

MoDOT includes some operations that use chemical substances that can be harmful, unless precautions are taken. This written Hazard Communication Plan is intended to serve as a guideline for all Districts and Central Office in developing an adequate means of informing and protecting employees. Its goal is to ensure protection of all employees involved in the handling and use of hazardous chemicals.

The effectiveness of this program depends upon the sincere support and cooperation of all those involved.

**II. POLICY STATEMENT**

All MoDOT employees exposed to hazardous chemicals shall be trained as outlined in this Hazard Communication Plan. It shall be the policy of MoDOT to maintain awareness of all hazardous chemicals encountered by its employees and to communicate any associated hazards along with the necessary safety precautions.

**III. PRINCIPAL REQUIREMENTS OF THE HAZARD COMMUNICATION STANDARD**

A. Ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked with the identity of the chemical and appropriate hazard warning. Gas cans used for other substances must be properly labeled as such.

B. Maintain copies of Safety Data Sheets (SDSs) for each hazardous chemical in the workplace, and ensure that the SDSs are readily accessible to employees.

C. Provide employees with specific information regarding hazardous chemicals in their work areas at the time of their initial assignment, and whenever a new hazard is introduced into their work area. Employees must be informed of any operations in their work area where hazardous chemicals are present, and the location and ability of the written hazard communication plan and the SDSs.

D. Provide employees with training regarding hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. This training must include at least:

* Methods and observations that may be used to detect the presence of a chemical in the work area.
* The physical and health hazards of the chemicals in the work area.
* The measures employees can take to protect themselves from those hazards.
* The details of the hazard communication plan, including an explanation of the SDSs, the labeling system, and the methods for employees to obtain and use the appropriate hazards information.

 **IV. SAFETY DATA SHEETS (SDS)**

**A**.***Obtaining SDSs:***

A Safety Data Sheet is required for each hazardous chemical on the building inventory. Chemical manufacturers and suppliers are required to provide a SDS for each chemical provided to a customer. The storeroom will provide SDSs for all chemicals that they provide. For other products received directly from manufacturers or districts, SDSs should be provided by the manufacturer or distributor.

1. ***Maintaining SDSs:***

SDSs, a copy of the written Hazard Communication Plan, and a list of hazardous chemicals in the workplace are to be maintained in a file, folder or notebook at each permanent workplace, at a location convenient and readily accessible to all employees during all work hours.

1. ***Updating SDSs:***

Supervisors or their designees shall review incoming SDS, and copies of updated SDSs shall be forwarded to affected buildings. If the SDS has not been revised, the SDS may be discarded. If the SDS has been reviewed, the new SDS must be placed in the file and the old SDS removed. The date of removal shall be written on the old SDS and it shall be placed in a file labeled Old Safety Data Sheets.

### V. CONTAINER LABELING

**A.*****Incoming Containers:***

Under the standard, chemical manufacturers and suppliers are responsible for labeling containers of hazardous chemicals. It is the responsibility of the supervisor, or designee, in each building, to ensure that each container arriving at the building is labeled or marked legibly with the following information:

* Identify (can be any chemical or common name for the agent as long as the term used is the same shown in the Department’s list of hazardous chemicals and the SDSs.)
* Appropriate hazard warnings.
* Name and address of the chemical manufacturer, supplier, or other responsible party.
1. ***Workplace Containers:***

Hazardous chemicals, which are dispensed from the original shipping container, must be dispensed into appropriate containers with the chemical identity and the hazard warning affixed. Any further dispensing must be into similarly labeled containers ultimately to the point of final use.

 **Exceptions:**

* Chemicals to be used exclusively by one employee during one work shift may be transferred to and used from unlabeled containers.
* Laboratory chemicals dispensed from a properly labeled incoming container need to be identified by name only when dispensing for use in the laboratory.
1. ***Updating of Labels:***

If MoDOT is notified of significant hazard characteristic changes on an updated SDS, the supervisor, or designee, responsible for container labeling, shall see that any outdated hazard warnings on labels are corrected and the updated information conveyed.

##  VI. NON-ROUTINE TASKS

A. Circumstances may require employees to perform tasks that involve potential exposure to hazardous chemicals that are not in the course of the regular job.

 Prior to these tasks, employees must be notified regarding:

* The nature of any hazardous chemicals present. Safety Data Sheets for those chemicals should be reviewed in detail and all recommendations followed in preparing for the task.

* Precautionary measures and personal protective equipment needed for the task.
* Any hazards associated with chemicals present in unlabeled pipes.

 **VII. NON-DEPARTMENTAL PERSONNEL (Contractors, etc.)**

A. Mutual conveyance of chemical hazard information is necessary between MoDOT and outside contractors and service personnel:

* MoDOT must be informed of all hazardous substances to be brought into the workplace by contractors and/or service personnel.
* Contractors and/or service personnel must be informed of all hazardous substances they may encounter during their activities in a MoDOT workplace.

B. It is the responsibility of MoDOT to inform its employees and provide any necessary training to deal with chemical hazards brought into the workplace. Likewise, it is a responsibility of MoDOT to provide contractors and/or service personnel adequate information on chemical hazards within the workplace, so that contractors may inform and provide their employees with any necessary training.

 In dealing with contractors, the following information shall be exchanged:

* A list of hazardous chemicals, which they may be exposed to while on the job site.
* Precautions that employees may take to lessen the possibility of exposure.
* The location of Safety Data Sheets (which must be immediately available).

**VIII. EMPLOYEE TRAINING**

A. All MoDOT employees are required to receive initial Hazard Communication training. Employees who are or may be exposed to hazardous chemicals in the workplace shall receive additional training on chemical hazards (not necessarily each chemical). New employees shall be trained as soon as possible after hiring and before they are assigned to work with hazardous chemicals.

B. Initial Hazard Communication training shall consist of a brief discussion of all sections of this Hazard Communication Plan and viewing of a Hazard Communication Video.

C. Additional training shall be conducted by supervisors on specific chemical hazards in each workplace and when a new hazard, not necessarily a new chemical, is introduced into the work area.

1. Documented records of training shall be maintained.
2. Follow-up shall be conducted by supervisors to insure that:
* Affected employees remain aware of the Hazard Communication Standard and its requirements
* Employees can show where the Safety Data Sheets are located
* Employees are generally familiar with the hazardous properties of the chemicals in their work area and the protective measures being implemented
1. Additional training is Hazardous Material Identification is available for all employees that work or travel the highways. This training consists of a four-hour class to aid employees in recognizing a hazardous material and what response needs to be taken. Contact Design-Environmental Section in Central Office for additional information.
1. Active Line Information

Link Name: *Emergency Response Guidebook*

Description: a guide to aid first responders in quickly identifying specific or generic hazards of materials involved in an incident

Location: Public Internet (http://hazmat.dot.gov/pubs/erg/erg2004.pdf)

Who maintains this document: US Department of Transportation [↑](#footnote-ref-1)
2. Active Line Information

Link Name: *National Institute of Occupational Safety and Health (NIOSH) Pocket Guide*

Description: a source of general industrial hygiene information on several hundred chemicals/classes for workers, employers, and occupational health professionals.

Location: Public Internet (http://www.cdc.gov/niosh/npg/)

Who maintains this document: National Institute of Occupational Safety and Health (NIOSH) [↑](#footnote-ref-2)