

# Santa Rosa Junior College

## Program Resource Planning Process

### Environmental Health and Safety 2014

#### 1.1a Mission

The Environmental Health and Safety (EHS) Department supports the mission of the Sonoma County Junior College District by promoting health, safety and environmental protection throughout the District with the objective of maintaining a safe learning and working environment. The department provides leadership in developing and supporting high quality policies, procedures, programs and training opportunities in support of the protection of life, property, and the environment. The department provides legal and regulatory compliance research, hazard assessment, advice and assistance to enable students, faculty, staff and visitors to protect themselves from potential health hazards they may encounter in the District. The department promotes the principles of environmental protection and sustainability by supporting responsible management of hazardous materials and wastes, including source reduction, substitution, reuse, and recycling.

#### 1.1b Mission Alignment

The mission of the EHS Department directly supports the mission of the District by promoting and maintaining a safe learning and working environment that is fundamental to student success and growth.

The mission of the EHS Department is particularly aligned with Strategic Plan Goal F: Cultivate a Health Organization, and two of its four strategic objectives:

- Establish robust programs to improve the health and wellness of students and employees
- Increase safety planning, awareness and overall emergency preparedness

The EHS Department is part of the Facilities Planning and Operations (FPO) division along with the Maintenance, Grounds and Recycling, and Custodial Services Departments, and reports to the Dean III of FPO. This alignment creates a unique synergy for accomplishing health and safety corrections and improvements throughout the District, including elimination or control of physical, chemical, and ergonomic hazards in the occupational and educational environment, as well as risks to the natural environment.

#### 1.1c Description

The EHS Department serves all members of the District's community by promoting safe and healthful facilities, equipment, grounds and procedures through the following program activities:

Injury & Illness Prevention Program (IIPP)

The Manager, EHS is responsible for the development, implementation, maintenance, and updating of the District's IIPP and other safety and health programs necessary to ensure a safe and healthy environment for faculty, staff, students, and visitors. New regular employees are provided with a comprehensive New Employee Safety Orientation as part of the Human Resources Department's new employee on-boarding process.

#### Building Safety Inspection (BSIs)

The EHS Department, in conjunction with the District Safety and Health Committee, conducts periodic BSIs for District-owned facilities. Managers, Administrative Chairs and other key employees who occupy the facility are encouraged to participate in the BSI. Deficiencies noted during the inspection are either immediately corrected, if possible, or referred to Facilities Operations, the affected department, or EHS for follow-up and correction. EHS also works with the District's property and liability insurance carrier to conduct biennial District-wide inspections of all facilities. The inspection is followed by an audit the next year to track progress on the findings of the inspection that were identified as high hazard.

#### Consultation Services

Upon request, EHS Department staff will provide consultation and assistance with developing a department-specific safety plans and policies, and will perform safety audits and exposure monitoring in conjunction with Cal/OSHA compliance. Examples of routine exposure monitoring are noise, chemicals, and temperature.

#### District Safety and Health Committee (DSHC)

The Manager, EHS chairs the DSHC, which is comprised of faculty, staff, student and management representatives as well as employees selected to represent key functions throughout District. Committee members conduct BSIs, review injuries and illnesses, review safety policies and procedures, review work conditions for accident prevention, review and respond to safety hazard reports and questions, plan corrective actions and make recommendations to management and component-level administrators.

#### Education and Training

Recent legislation substantially increases the District's responsibility to ensure that individuals are appropriately trained in injury and illness prevention principles and methods. The EHS Department provides general and specific safety courses for employees on a variety of topics.

#### Emergency Preparedness

The EHS Department collaboratively supports a comprehensive emergency preparedness plan for the District, incorporating the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS). Activities include assisting campuses, centers and departments to develop Building Emergency Plan, updating and publishing an Emergency Preparedness Handbook, and providing staff training at various levels including; component administrators to Emergency and Department Operations Center staff, to Building and Area Safety Coordinators.

#### Employee Medical Surveillance

All employees who wear respirators are evaluated by a physician to determine whether they are fit to wear one. The EHS Department provides all respirator users with annual training and proper fit-testing. The EHS Department trains all employees who are exposed to excess noise

on hearing conservation principles and practices and provides needed periodic hearing tests, the results of which are tracked over time.

### Employee Wellness

In better fiscal times, the EHS Department has sponsored and managed employee wellness presentations, workshops, trainings, and exercise contests.

### Ergonomic Workstation Evaluations (EWEs)

The EHS Department conducts EWEs to reduce the risk of repetitive motion and musculoskeletal injuries by complying with the Cal/OSHA Ergonomics standard (Title 8, California Code of Regulations, Section 5110, "Repetitive Motion Injuries" – RMIs). The EHS Department stocks and supplies ergonomic equipment such as office chairs, keyboard trays, monitor risers and arms, sit/stand desks, as well as a large variety of smaller ergonomic solutions. The EHS Department works closely with Human Resources to evaluate and support requests for reasonable accommodations.

### Hazardous Material/Waste Management

The EHS Department ensures that hazardous materials (e.g. bio-hazardous/medical, chemical and radioactive) are properly labeled, stored and that any resultant hazardous wastes are correctly disposed of in a timely manner.

### Health and Safety Hazard Evaluations

The EHS Department receives a wide array of health, safety and environmental concerns through safety reports, the DSHC, and direct communication. These are usually accompanied by requests for hazard assessment and abatement, specific training, research and program development or other consultative services. The EHS Department works closely with the rest of Facilities Operations to address any verified safety issues in a timely fashion.

### Regulatory Agency Liaison and Compliance

The EHS Department is the primary contact for agency interaction, such as Cal/OSHA, city fire departments, the Bay Area Air Quality Management District, and the Sonoma County Department of Health Services, to name a few. As new regulations are promulgated by the various government agencies responsible for employee health, safety and environmental quality, the EHS Department develops compliance programs that may involve changes in buildings, equipment, materials, processes, methods, academic instruction and training.

## 1.1d Hours of Office Operation and Service by Location

EHS Department office hours are 8:00 am to 5:00 pm Monday through Friday.

Office is closed during lunch from 12:00 pm to 1:00 pm, and closed Fridays in June and July.

Manager, Environmental Health and Safety: 8:00 am to 5:00 pm (On Call, After-Hours)

Hazardous Materials Specialist: 6:00 am to 2:30 pm (On Call, After Hours)

Administrative Assistant II: 8:00 am to 5:00 pm

The EHS Department is located at 1808 Albany Drive, on the Santa Rosa Campus, but works with all District Campuses and Centers, and has a dedicated vehicle to facilitate this work.

## 1.2 Program/Unit Context and Environmental Scan

### Cal/OSHA Hazard Communication Program Update

In 2012, Federal OSHA adopted an update to the Federal Hazard Communication (HazCom) Standard. In November 2013, California OSHA implemented the State version which is located in the California Code of Regulations, Title 8, Section 5194.

The California HazCom Standard has a number of timelines that are relevant to the District:

1. By December 1, 2013 we need to train all employees affected by this standard on the new labeling requirements and the conversion of old format Material Safety Data Sheets (MSDS) to the new format Safety Data Sheet (SDS).
2. By June 1, 2016 we need to be in full compliance with the new standard.

With regard to the first date, as of April 30, 2014 the EHS Department has been able to train 72 of the estimated 633 District employees subject to the new standard. The focus has been on the employees that are most likely to be exposed to hazardous chemicals in areas that it is relatively easy to schedule trainings. These are primarily employees in Maintenance Operations, Grounds Operations and Custodial Services at the Santa Rosa Campus, Petaluma Campus and PSTC, and several employees at Shone Farm. Many of the remaining employees are in academic departments, and will be much more difficult to schedule. There are also a significant number who are part time employees (e.g. adjunct faculty, STNCs, student employees, and professional experts) who have limited availability.

One way to address this is to be able to train these employees using an on-line Learning Management System (LMS). This would also go for the training of our entire workforce (approximately 3600 employees) on our recently updated Injury and Illness Prevention Program (IIPP) which is California Code of Regulations, Title 8, Section 3203. At this point we have 66 people trained on the new IIPP of those 3600.

With regard to the second date above, we currently have 6263 hazardous materials listed in the District's MSDS database. In order to fully comply with the new standard we need to do the following:

1. Each department that has hazardous materials would do a purge of all unwanted chemicals. (Note: One time increased disposal costs. Guess \$20,000)
2. The EHS Department would provide each department with a current list of all their hazardous materials, and each department would update that list, including adding in various information that is currently not in the database (e.g. manufacturer information, product number, California Environmental Reporting System information, etc.). For example, this task would take a Science Laboratory Technician in the Chemistry Department a minimum of 80 hours for their inventory of approximately 1,000 chemicals. Based on this, I would put the cost at 0.50 FTE for the year (6263 hazardous materials x 80 hours/1000)

hazardous materials x 1 FTE/2000 hours = 0.25 FTE doubled for untrained staff, and the fact that most chemicals in the Chemistry Department are pure and not mixtures). **Probably would be reduced down to 0.25 FTE ongoing.**

3. Once the inventory list is complete, the EHS Department would need to obtain a current SDS for all chemicals. Assume after the purge, and accounting for duplicated chemicals, there are 2000 unique hazardous materials. Hazardous material manufacturers do not have to provide SDS until June 1, 2015, so even if we get the compliant with only current MSDSs, we would have to keep culling the list and updating to achieve an inventory of fully compliant SDSs. Based on this I would estimate 0.17 FTE for the year (2000 hazardous materials x 10 minutes/hazardous material x 1 hour/60 minutes x 1 FTE/2000 hours = 0.17 FTE). **Probably would remain static at 0.17 FTE ongoing.**
4. New MSDSs and SDSs would need to be copied for distribution back to the departments, to be placed in their relabeled binders, with a copy retained in the EHS Department's duplicate binders. A typical SDS will have about 6 pages. Let's say we have 4000 SDSs that need to be copied (including duplicates for other departments). This will be about \$1,200 for one set (4000 SDSs x 6 pages/SDS x \$0.05/copy = \$1,200). You actually need two sets, one for EHS, so it is \$2,400. Then you have to add in all the staff time (printing, copying, stapling, hole punching, distributing, filing, removing the old version, archiving old version).
- 5.

## 2.1a Budget Needs

### Budget Allocation/Usage

Purchases of supplies and services are only made (1) when it is determined that there is no other option for regulatory compliance, (2) when the best value has been researched and determined, and (3) when the purchase directly relates to the mission and goals of the the District.

### Budget Statistics

EHS expenses exceeded the district average for the reasons cited in Item 1.2 above.

### Areas Where Budget Might Be Inadequate

There is an overall need to increase EHS supplies, services and staffing in order to enhance District compliance with federal, state and local regulatory requirements.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	06	07	\$30,000.00	The District is totally out of compliance with the Cal/OSHA Hazard Communication Standard (8CCR5194). In addition, changes to the standard will require the District to update all MSDSs (estimated at 2000) to SDSs by June 1, 2016. Implementation is \$30,000, on-going \$16,000/year.
0002	ALL	06	07	\$40,000.00	Purchase a Learning Management System for safety training and tracking of employees. The District is out of compliance with many Cal/OSHA regulations due to the inability to deliver training to employees in a cost effective and timely manner. It is also difficult to track the training of employees without dedicated IT staff and support.

0003	ALL	06	07	\$16,500.00	Establish an ongoing budget for First Aid/CPR/AED training to be offered 1 time/month every month. This pricing is based on the corporate rate for Red Cross level training (2013-14).
0004	ALL	06	07	\$4,000.00	Establish an on-going budget for the District's AED maintenance contract. This has been funded on a year-to-year basis for the last two years.
0005	ALL	06	07	\$7,000.00	Increase in budget to pay for disposal of perviously unidentified hazardous waste from the PSTC Firing Range. Plus general increases in waste disposal costs.
0006	ALL	06	07	\$3,000.00	EHS is a District-wide program, so our staff have to travel between campuses and sites. The vehicle support costs have not been augmented to account for the increase in this travel.
0007	ALL	06	07	\$55,000.00	Asbestos-containing building materials (ACBM) survey - the previous survey is outdated and was not properly conducted according to modern protocol. In the past several years, we have found asbestos where it was not supposed to be present according to past survey.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Hazardous Materials Specialist	40.00	12.00	Implements hazardous materials management programs, coordinates hazardous waste pickup and disposal, transports chemicals to departments, inspects facilities where hazwaste is stored to evaluate compliance, maintains hazwaste for disposal, Hazard Communication training, MSDS management, Hazardous Materials Management Plans. Provides ongoing EHS program support as assigned by the Manager and Dean.
Administrative Assistant II	40.00	12.00	Office management, Phones, copying, budget management, ordering and maintaining supplies, scheduling for trainings and meetings, organizing equipment for meetings and training, faxing, maintaining office, minutes, supervise STNC and student workers, conducts ergonomic assessments, implements and tracks ergonomic solutions jointly with the EHS Manager; customer interface; MSDS management, edits building and campus maps.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, EHS	40.00	12.00	Plans, develops, implements, administrators, directs, evaluates, and maintains policy and programs necessary to ensure a safe and healthful environment for faculty, staff, students and visitors, and consults with management team members and other supervisors to protect the District against losses and to ensure that District operations are in compliance with applicable codes and regulations.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
EHS Consultant (Professional Expert)	8.00	12.00	Researches a variety of EH&S related laws and regulations. Advises on, and/or prepares written regulatory compliance plans. Advises on, and/or provides training in a variety of EH&S related topics. Advises on, and/or provides project management monitoring, inspections, measurements, or testing pertaining to EH&S regulatory programs. Advises on, and/or prepares computer generated EH&S related regulatory compliance maps. Advises on, and/or modifies the EH&S Department website. Other EH&S related projects as assigned.
EHS Assistant (Student Worker)	10.00	12.00	General office work, mail, phones, MSDS management, photocopying, faxing, scanning rosters and other EHS documentation, may assist Hazmat Spec with chemical inventories

## 2.2d Adequacy and Effectiveness of Staffing

### 1.0 FTE Classified; Coordinator, District Emergency Preparedness

How do your program/unit staffing ratios compare to the District-wide range?

There really isn't much point in comparing EHS Department staffing ratios against the District-wide range. First of all the data is not accurate, but more important is the nature of the EHS Department. There is no other program/unit that is as complex. For example, here is a partial list of regulatory agencies that in some way the EHS Department has to work with to maintain the District's operations as well as to avoid fines, bad publicity, and litigation:

- Bay Area Air Quality Management District
- Board of Equalization – State of California
- City of Petaluma Fire Department
- City of Petaluma Industrial Wastewater Division
- City of Santa Rosa Fire Department (CUPA –Certified Unified Programs Agency)
- City of Santa Rosa Industrial Wastewater Division
- County of Sonoma Department of Emergency Services
- County of Sonoma Department of Health Services
- County of Sonoma Department of Transportation and Public Works
- County of Sonoma Environmental Health Division
- County of Sonoma Waste Management Agency
- County of Sonoma Water Agency
- Department of Toxic Substances Control (DTSC) – State of California
- Department of Transportation (DOT) – Federal
- Environmental Protection Agency (EPA) – Federal
- Environmental Protection Agency (EPA) – State of California
- Keenan and Associates (Loss Control Consultants)
- Occupational Safety and Health Administration (OSHA) - Federal
- Occupational Safety and Health Administration (OSHA) - State of California
- Statewide Association of Community Colleges (SWACC)

The EHS Department is also tasked with maintaining the District’s compliance with at least 100 different regulatory programs and standard risk management practices. Many of these programs require District policies and extensive written procedures that have to typically be reviewed and updated on an annual basis. Many of these programs have requirements for employee training including before the employee starts work, upon changes in the work procedures or materials, refresher training on both a standard frequency, and if the employee exhibits an unsafe act or accident. Let’s carry this discussion on into the next section.

Does the program have adequate classified, management, STNC staff, and student workers to support the needs?

### **1.0 FTE Classified, Occupational Health and Safety Specialist**

Currently, the EHS Department has one full-time manager, two full-time classified employees, a 0.36 FTE EHS Consultant (Professional Expert), and a 0.5 FTE EHS Assistant (Student Employee). The EHS Consultant is a stop-gap position to hire back a 0.5 FTE Administrative Assistant I (STNC) who left because he couldn’t afford to work for such low wages. It was also unfair to continue with an STNC AAI since he were greatly misclassified based on his duties. The reason there was an AAI designation was that the EHS Department had a 0.5 FTE Classified AAI in addition to a full-time AAI position (now reclassified to AAI in 2012).

With that said, here is what adequate staffing would constitute:



- 1 – Manager, EHS (1.0 FTE)
- 1 – Classified, Hazardous Materials Specialist (1.0 FTE)
- 1 – Classified, Occupational Health and Safety Specialist (1.0 FTE) **NEW**
- 1 – Classified, Administrative Assistant II (1.0 FTE)
- 1 – Student Employee, EHS Assistant (0.5 FTE)

### **Rationale (Three analyses):**

For discussion sake, assume the EHS Department has to address 100 EHS Programs. Given the historic staffing levels, EHS has been able to address roughly 30% of these with at least some consistency. There does not need to be an additional manager, so the focus on staffing would be at the classified staff level.

1. Historically, EHS had 2.5 FTE of classified staff. Let's assume that EHS has focused on the most critical programs within the 30%, so the remaining 70% would need to be discounted, so we'll say that accounts for only 40% of the remaining work, which would require 1.0 FTE of additional classified staff.
2. The 100 EHS programs can be divided into approximately 25% addressing hazardous materials, and 75% occupational health and safety. One Hazardous Materials Specialist seems to be able to address the 25%, so it would take 3 occupational health and safety professionals to take on those other duties. Synergistically, the manager can account for one, the AAI could account for another, and that leaves 1.0 FTE of additional classified staffing.
3. For the past year the manager has been working 60 hours/week to cover the management duties, and to try to bring the occupational programs that EHS has been traditionally addressing back historic compliance levels. That is 0.5 FTE of additional work. If this is combined with the 0.5 FTE from the vacant AAI position that leaves 1.0 FTE of additional classified staffing.

In all these scenarios, the additional classified staff would need to be at the same professional level as the Hazardous Materials Specialist. This would be a new title that could be best described as an Occupational Health and Safety Specialist.

Does your program/unit have any unfilled vacancies or "paused" positions? If so, how are you accomplishing the work that must be performed? What impact does this have on your program/unit?

As was mentioned above, there is currently a 0.5 FTE AAI position that was never filled. In its place was hired an AAI STNC that was paid at Step A of the Classified Salary Schedule. When it was no longer possible to hire STNCs under that arrangement EHS lost the STNC. In order to lure him back partially without him losing his current day job, we had to create a Professional Expert position titled EHS Consultant, but he can only work 3:30 pm – 6:30 pm which happens to work out since the manager works until 6:30 pm as well.

An honest answer to the second question would be that it really is impossible to perform all the work that needs to be done without adequate staffing.

The impact is that the District is at risk due to legal and regulatory mandates that can not be adequately addressed. The good thing is that this typically won't come to light unless there is an accident, and thankfully the District has been lucky.

**1.0 FTE Administrative Assistant I - Support for District Safety and Health Committee**

The District Safety and Health Committee needs AA support to cover the agenda and minutes of the DSHC and its sub-committees, building safety inspection scheduling and reports, accident investigation scheduling and reports, newsletter creation and distribution, policy drafting and revisions, and the various other administrative duties. Currently all these duties are being directed to the AAI in the EHS Department who has way more than enough departmental related duties.

**2.2e Classified, STNC, Management Staffing Requests**

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	06	07	None	Coordinator, District Emergency Preparedness	Classified
0002	ALL	06	07	None	Administrative Assistant I	Classified

**2.3a Current Contract Faculty Positions**

Position	Description

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0001	ALL	00	00		

2.4b Rational for Instructional and Non-Instructional Equipment,  
Technology, and Software

## 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	ALL	00	00		0	\$0.00	\$0.00			

## 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	00	00	District Employee Training Tracking Software	1	\$55,000.00	\$55,000.00	Douglas J. Kuula	EHS/HR	Douglas J. Kuula

## 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	Santa Rosa	00	00	Urgent	New EHS Facility	4600 sq. ft.	\$690,000.00	3-Offices (140 sq. ft. ea. Mgr. EHS; Haz. Mat. Spec.; Occ. Health & Safety Spec.) 1-Admin/Reception Area (420 sq. ft. AAI; AAI; Student EE) 1-Lunch Area (140 sq. ft. Food prep, sink, fridge, coffee, microwave, table, chairs) 1-Storage Area (500 sq. ft. Files, ergonomic furniture, testing equipment, safety equipment, safety supplies, etc.) 1-Training/Meeting Room (1000 sq. ft. CPR/AED/First Aid, Occ. Health and Safety Trainings, DSHC Meetings, etc.) 1-Bathroom (120 sq. ft.) 1-Hazardous Waste Storage and Processing Facility (2000 sq. ft.)

## 2.5b Analysis of Existing Facilities

The EHS Department is currently located in one half of a residential duplex at 1811 Albany Drive. The facility is crowded for 3-4 people. There is little room for storage of files and equipment. We are currently in the process of creating a make-shift training room in the front room of the second half of the duplex (1809 Albany Drive). We are already using one of the rooms over there to store ergonomic equipment (chairs, desks, etc.). The age of the duplex is a problem with regard to electrical and climate control.

## 3.1 Develop Financial Resources

### 3.2 Serve our Diverse Communities

EHS hires classified staff and student employees through the Human Resources, Student Employment, and the CalWORKS Departments, posting openings through those departments as well as the District's email system and the Bear Facts publication.

EHS periodically reviews the district's diversity policy and employees discuss ways of recruiting from a diverse population whenever we have an open position.

### 3.3 Cultivate a Healthy Organization

EHS classified employees are encouraged to attend staff development trainings, professional development activity days, and to take courses and workshops, both on and off campus, to improve knowledge of job related duties. The EHS Department will provide monetary support for relevant trainings.

The EHS Department arranges and pays for EHS trainings for classified employees both on and off campus.

### 3.4 Safety and Emergency Preparedness

Doug Kuula  
Toni Chase  
Jason Escher

### 3.5 Establish a Culture of Sustainability

The EHS Department supports environmental sustainability by supporting the safe and legal use, storage, recycling, and if necessary, disposal of hazardous materials. The EHS Department arranges for recycling of used motor oil, anti-freeze, tires, lead-acid batteries, alkaline batteries, fluorescent light tubes, photochemical waste, and mercury. The EHS Department has instituted a novel recycling program for the Art Department's paint thinner that reduces the amount of virgin thinner purchased by approximately 150 gallons/year. This saves the Art Department about \$2,700/year in raw material costs, and saves the EHS Department about \$450/year in hazardous waste disposal costs.



#### 4.1a Course Student Learning Outcomes Assessment

#### 4.1b Program Student Learning Outcomes Assessment

#### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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#### 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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#### 4.2b Narrative (Optional)

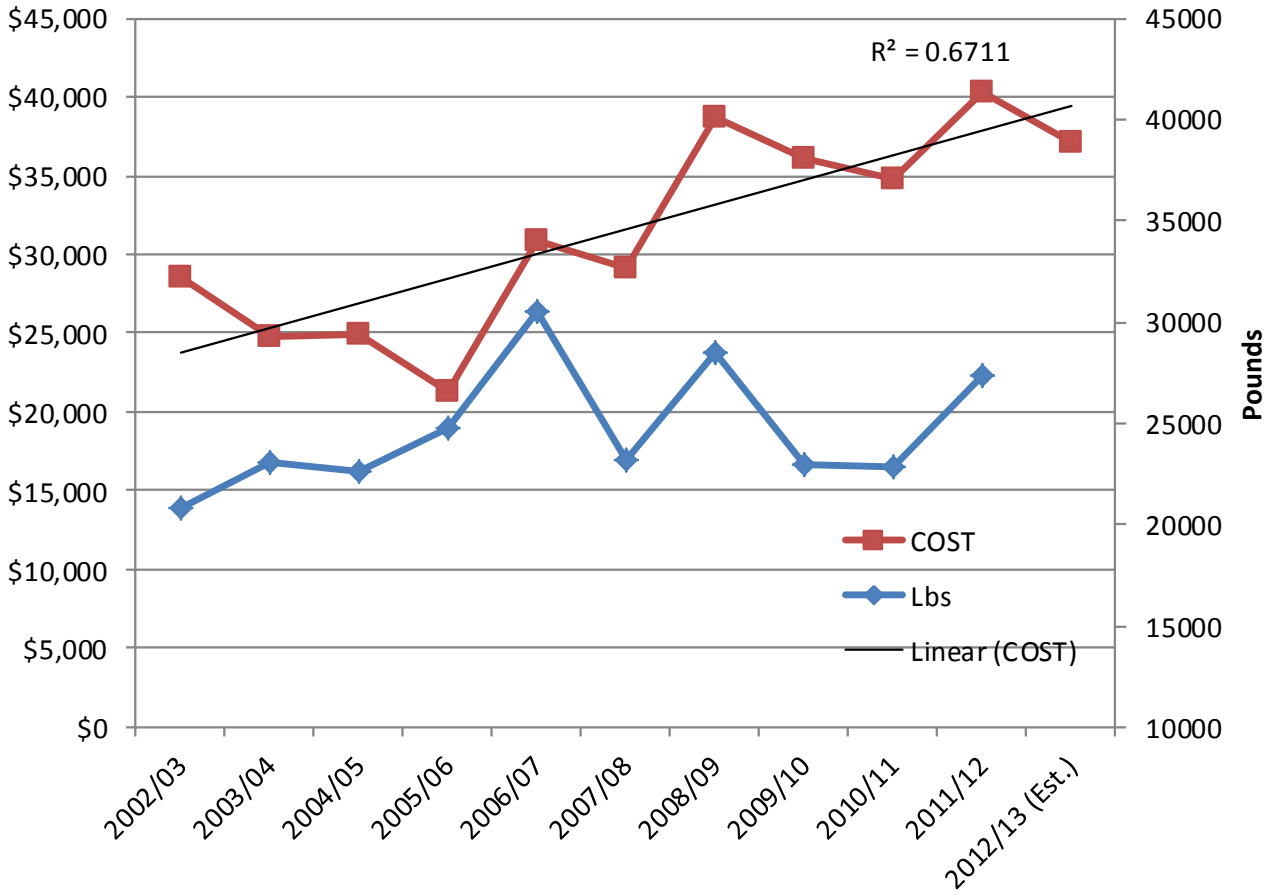
### 5.0 Performance Measures

#### HAZARDOUS WASTE DISPOSAL ANALYSIS

##### TYPE AND COSTS OF HAZARDOUS WASTE DISPOSAL

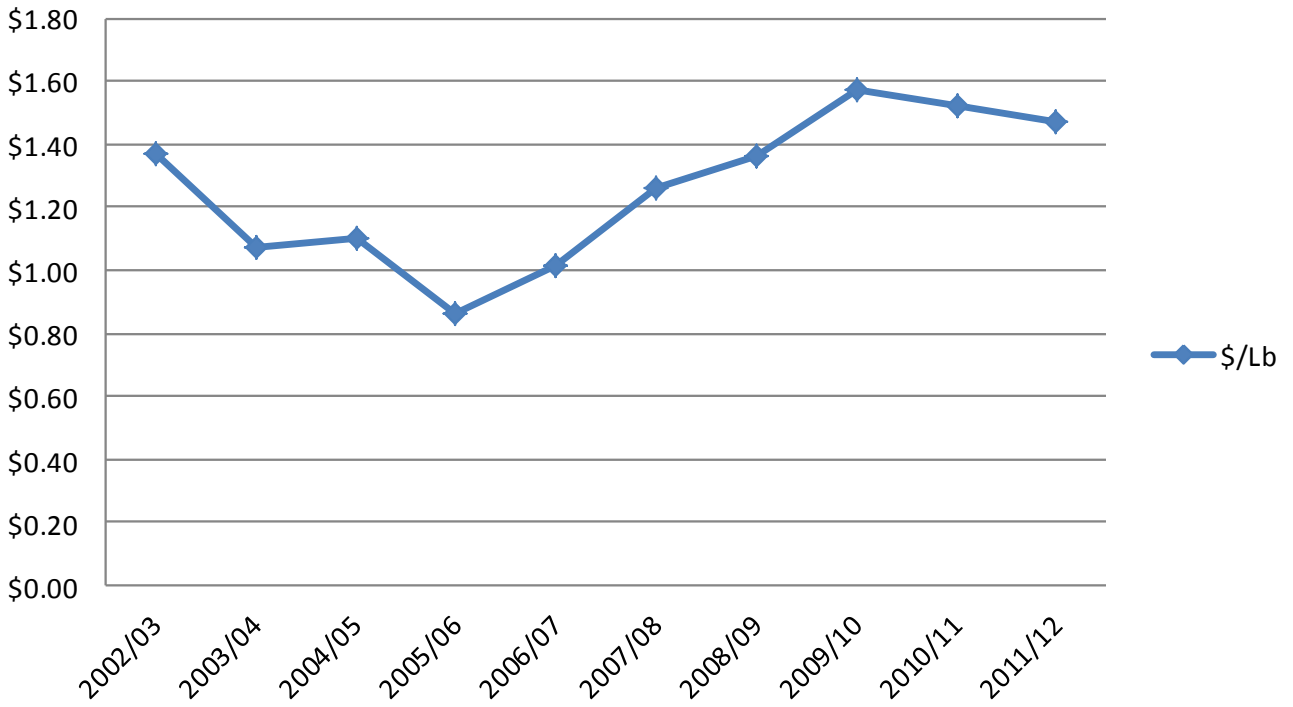
FY	Chemical (North State Env.)			Photo-Chemical (Photowaste)			Medical (Stericycle)			Universal (MDS)			Tires (DeWitt)			Automot (Maximum		
	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs	COST	\$/Lb	Lbs	C	
2002/03	7110	\$22,316	\$3.14	4920	\$1,980	\$0.40	445	\$2,546	\$5.72	1200	\$648	\$0.54	2150	\$143	\$0.07	4995		
2003/04	6565	\$18,814	\$2.87	4640	\$1,539	\$0.33	510	\$2,752	\$5.40	1750	\$720	\$0.41	2840	\$192	\$0.07	6764		
2004/05	8583	\$18,992	\$2.21	4420	\$1,338	\$0.30	815	\$2,813	\$3.45	1319	\$893	\$0.68	1760	\$158	\$0.09	5745		
2005/06	8835	\$12,769	\$1.45	5520	\$2,011	\$0.36	1180	\$3,079	\$2.61	2300	\$2,261	\$0.98	1680	\$188	\$0.11	5220		
2006/07	12068	\$18,334	\$1.52	4820	\$1,793	\$0.37	2113	\$6,504	\$3.08	2749	\$3,214	\$1.17	1620	\$183	\$0.11	7120		
2007/08	6511	\$14,516	\$2.23	4800	\$1,754	\$0.37	1965	\$9,314	\$4.74	4125	\$2,485	\$0.60	1515	\$161	\$0.11	4280		
2008/09	7082	\$19,665	\$2.78	5920	\$2,336	\$0.39	1993	\$10,256	\$5.15	5811	\$5,174	\$0.89	2160	\$202	\$0.09	5510	\$	
2009/10	5406	\$19,531	\$3.61	5760	\$2,273	\$0.39	1494	\$9,513	\$6.37	2226	\$3,902	\$1.75	2835	\$308	\$0.11	5280		
2010/11	5241	\$17,578	\$3.35	4920	\$1,941	\$0.39	1587	\$10,671	\$6.72	2198	\$3,704	\$1.69	2145	\$256	\$0.12	6760		
2011/12	7543	\$19,221	\$2.55	4800	\$1,894	\$0.39	1670	\$14,937	\$8.94	2856	\$2,801	\$0.98	3660	\$395	\$0.11	6880	\$	
2012/13 (Est.)		\$18,536			\$1,820			\$12,424			\$2,623			\$201				\$

# Hazardous Waste Disposal Cost and Weight



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## Cost of Hazardous Waste Disposal (\$/Lb)



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## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	08	06	Implement Balanced Scorecard Management System in the EHS Department.	Identify objectives, measures, targets, and initiatives for the financial, customer, internal business processes, and learning and growth legs of the balanced scorecard.	2013/14	Working on the learning and growth leg by supporting professional growth opportunities for EHS staff. Examples: Toni Chase attended an ergonomics course, and Jason Esher and I attended a laboratory safety course. In progress.
0002	ALL	06	07	Increase CPR/AED/First Aid training to once per month.	1. Contract out training.	2013/14	Secured one time funding for monthly classes. The classes were well attended, typically filling with a capacity of 18.
0003	ALL	06	07	Fall Protection	1. Review 8 CCR 1670, 1671, 3209, 3210, and 3212. 2. Contract training.	2013/14	Contracted with a vendor to provide awareness and competent person training for about 60 employees.
0004	ALL	06	07	New Employee Safety Program (NESO)	1. Secure a 4 hour block for a NESO training every month. 2. Roll out monthly NESO.	2013/14	Secured a 3 hour block for a NESO training every month. Focused on training regular faculty, staff and managers.
0005	ALL	08	07	EHS Trainers (Year 2/2 Year Plan)	1. Implement pilot project with SEIU. 2. Train two people for forklift. 3. Develop STEM Lab Safety offerings.	2013/14	Sent a second employee to an aerial lift train-the-trainer program. worked with Life Science and Chemistry to send 5 employees to a lab safety course. The 5 and 2 from last year collaborated on the development of a hazardous materials spill response class that was given at the Spring PDA. Employed 2 KAD faculty to teach KAD specific First Aid/CPR/AED/BBP program. Holding off on contract language to evaluate aerial lift trainers.
0006	ALL	06	07	Ladder Safety	1. Review 8 CCR Section 1675, 3276, and 3277. 2. Develop training. 3. Train affected employees.	2013/14	Held a ladder safety training class, inspected more than 153 ladders and removed 23 from service. Worked with Fac. Ops. to purchase 19 new replacement ladders.
0007	ALL	06	07	Respiratory Protection Program	1. Review 8 CCR Section 5144 and related regs. 2. Update written program. 3. Develop training. 4. Train affected employees.	2013/14	Updated the District's written program. Repaired and recertified the District's quantitative fit testing instrument. Identified new training materials. Training is currently in progress.
0008	ALL	06	07	Building Safety Inspection Program (Ongoing)	1. Haehl and Tauzer re-inspection. 2. Identify two more buildings for inspection and re-inspection. 3. Work with Keenan and Associates to review and correct high priority items from SWACC inspection.	2013/14	Performed a reinspection of Haehl and Tauzer. Inspected Analy and Lark Halls. Corrected several high priority items on the SWACC inspection.
0009	ALL	06	07	Aerial Lift Training	1. Identify next group to train. 2. Train identified group. 3. Set up annual inspection and certification contract for District's aerial lifts.	2013/14	Setting up the annual inspection for April/May, and identifying the next group to train.

0010	ALL	06	07	Ergonomics Program	<ol style="list-style-type: none"> <li>1. Send EHS AAI to an ergonomics course.</li> <li>2. Create a written District ergonomics program.</li> </ol>	2013/14	Sent the EHS AAI to an ergonomics course. worked with the Warehouse and Custodial to repurpose many ergonomic items, saving the District many thousands of dollars. No written program yet.
0011	ALL	06	07	Emergency Preparedness Program	<ol style="list-style-type: none"> <li>1. Work with Petaluma Campus to finalize BEPs.</li> <li>2. Work with Santa Rosa Campus, PSTC, SWSR Center and Shone Farm to complete draft BEPs.</li> <li>3. Develop EOC/DOC/BSC/ASC training series on a monthly basis.</li> <li>4. Work with Dean III FPO and the District's Emergency Management Advisor to develop and deliver necessary emergency preparedness trainings.</li> </ol>	2013/14	Working with Santa Rosa Campus to identify BSCs and ASCs. Created a "Last Friday" training series for emergency preparedness than is offered every month.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Other	

## 6.2b PRPP Editor Feedback - Optional

## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	08	06	Implement Balanced Scorecard Management System in the EHS Department.	Identify objectives, measures, targets, and initiatives for the financial, customer, internal business processes, and learning and growth legs of the balanced scorecard.	2014/15	
0002	ALL	06	07	Secure on-going funding for CPR/AED/First Aid training.	1. Identify in-house trainers or contract out.	2014/15	Increased funding to cover program.
0003	ALL	06	07	Update the District's Hazard Communication Program.	1. Review 8 CCR 5194. 2. Update District's written plan. 3. Update the District's chemical inventory. 4. Secure an on-line SDS and chemical inventory management program. 5. Train affected employees on the updated program and procedures.	2014/15	1. Need to purchase an on-line SDS and chemical inventory management program. 2. Secure start-up funding and on-going program maintenance funding.
0004	ALL	06	07	Secure an EHS Learning Management System	1. Identify and purchase an EHS LMS.	2014/15	Need start-up and on-going maintenance funding,
0005	ALL	06	07	Update Blood Borne Pathogens Program	1. Review 8 CCR 5193. 2. Update District's written plan. 3. Train affected employees on the updated program and procedures.	2014/15	LMS system to deliver on-line training.
0006	ALL	06	07	Hazardous Waste Operations and Emergency Response Update	1. Review 8 CCR 5192. 2. Create First Responder Awareness Training. 3. Create accidental chemical spill response procedures. 4. Begin annual trainings for departments with high chemical use.	2014/15	
0007	ALL	06	07	Building Safety Inspection Program (On-going)	1. Analy and Lark re-inspection. 2. Identify two more buildings for inspection and re-inspection. 3. Work with Keenan and Associates to perform SWACC inspection.	2014/15	None
0008	ALL	06	07	Aerial Lift Training	1. Identify next group to train. 2. Train identified group. 3. Set up annual inspection and certification contract for District's aerial lifts.	2014/15	Estimated \$5,000 in new on-going expenses for annual inspection and certification of aerial lifts.
0009	ALL	06	07	Ergonomics Program	Evaluate if a written District ergonomics program is worthwhile.	2014/15	None
0010	ALL	06	07	Emergency Preparedness Program	1. Work with Petaluma Campus to finalize BEPs. 2. Work with Santa Rosa Campus, PSTC, SWSR Center and Shone Farm to complete draft BEPs. 3. Develop EOC/DOC/BSC/ASC training series on a monthly basis.	2014/15	

					4. Work with Dean III FPO and the District's Emergency Management Advisor to develop and deliver necessary emergency preparedness trainings.		
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