LEUCADIA WASTEWATER DISTRICT | LEADERS IN ENVIRONMENTAL PROTECTION

Hazard Communication Program

Date: January 4, 2018

CONTENTS

ATTACHMENTS

I certify the Hazard Communication Policy for the Leucadia Wastewater District (LWD) has been reviewed and revised as necessary.

General Manager

1/4/2018
Date Certified

1.0 PROGRAM REVIEW AND CERTIFICATION

The Hazard Communication Program at the LWD will be reviewed and revised as necessary to ensure the program is current. All revisions are documented on Attachment A – Program Review and Certification Log.

2.0 PURPOSE

This procedure outlines employer, employee and contractor Hazard Communication *Right-To-Know* information and responsibilities with respect to workplace hazardous substances including an awareness of harmful physical, chemical, and biological (toxic) health effects; adequate personal protective measures, and emergency actions in accordance with California Code of Regulations, Title 8 (8 CCR), Section 5194 and OSHA 1910.1200.

3.0 APPLICATION

Any employee, including contractor employees, who are exposed to hazardous substances in the workplace have the right to be informed of the hazards and risks associated with those hazardous substances. This includes the use of chemical products, and using equipment and performing work tasks associated with hazardous substances. Therefore, the hazardous communication requirements apply to all employees and contractor employees who may be working with, or otherwise exposed to, hazardous substances used or stored by LWD.

4.0 DEFINITIONS

Chemical - means any substance, or mixture of substances.

Classification - means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Common name - means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than **by its chemical name.**

Container - means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engine fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Consumer Use Product: A substance that meets the following criteria and therefore is considered a consumer product and not covered under the OSHA Hazard Communication Standard:

- Defined as such under the Consumer Products Safety Act;
- Used in the workplace as intended by the manufacturer, and
- Used with the same frequency and duration of exposure expected of a typical consumer.

Reference: OSHA Directive CPL 2-2.38D – Inspection Procedures for the Hazard Communication Standard; Appendix A (b)(6)

Exposure (Exposed) - Exposure or exposed means that an employee is **subjected** (in the course of employment) to a chemical that is a physical or health hazard and includes potential (e.g. accidental or possible) exposure. **Subjected** in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.

Foreseeable Emergency - means any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical into the workplace.

GHS – Globally Harmonized System of Classification and Labeling of Chemicals which provides a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets.

Hazard category - means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as a comparison of hazard categories more generally.

Hazard class - means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard not otherwise classified (HNOC) - means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section. This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under a GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazard statement - means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Hazardous chemical - means any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Health hazard - means a chemical which is classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard. The criteria for determining whether a chemical is classified as a health hazard are detailed in Appendix A to §1910.1200 -- Health Hazard Criteria.

Immediate use - means that the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Label – An appropriate group of written, printed or graphic informational elements concerning a hazardous chemical that is affixed to, printed on, or attached to the immediate container of a hazardous chemical, or to the outside packaging.

Mixture - means a combination or a solution composed of two or more substances in which they do not react.

Physical hazard - means a chemical that is classified as posing one of the following hazardous effects: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.

Pictogram - means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical.

Portable (Secondary) Container – Container that is not provided by the original supplier. Hazardous substances are dispensed into smaller secondary containers for ease of use and transporting.

Primary Container – The supplier's original container.

Precautionary statement - means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Product identifier - means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used must permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Safety Data Sheet (SDS) - means written or printed material concerning a hazardous chemical. The Safety Data Sheets are similar to Material Safety Data Sheets but contain information that is in compliance with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) requirements.

Signal word - means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Substance - means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Work Area - A room or defined space in a workplace where hazardous substances are produced or used, and where employees are present.

Workplace - means an establishment, job site, or project, at one geographical location containing one or more work areas.

5.0 NEW HAZARD SUBSTANCES – HAZARD DETERMINATION

Before employees work with, or around, any new hazardous substance, the Field Services Supervisor will review the SDS to determine if the substance will present a new or unique hazard to affected employees. If there are new or unique hazards, employees will be informed of any possible hazards, the required PPE, correct handling procedures, and other safety precautions. This information will be reviewed with all affected employees within 30 days through tailgate training, or other information sharing methods.

6.0 HAZARDOUS SUBSTANCE INVENTORY

All hazardous substances that do not qualify as a consumer use product are listed in LWD's hazardous substance inventory list. The hazardous substance inventory list will be updated according to the procedures described in the "SDS Procurement & Tracking Procedures" (Attachment B). The most current hazardous substance inventory list is located inside the SDS Binders.

7.0 SAFETY DATA SHEETS (SDS)

7.1 General Information:

7.1.1 Purpose: A Safety Data Sheet (SDS) is a document prepared by the manufacturer or importer of a hazardous substance that describes the physical and chemicals properties of the product. The SDS is designed to provide information on the product's health hazards, reactivity with other chemicals, flammability, spill clean-up procedures, protective equipment requirements, ingredients, and physical characteristics. Although SDS's must be in English, additional copies in other languages may be made available to employees as appropriate.

7.1.2 Location: Hard copies of the SDA for hazardous substances which are stored or used by LWD are kept in an SDS Binder. SDS Binders are located at the following two locations:

- Administration Office – Field Services' computer area (1st floor)
- Building 200

7.1.3 Access: All employees have immediate access to the Safety Data Sheets. If employees do not know where or how to obtain an SDS, or if an SDS is not available for hazardous substance that they may be exposed to, employees are to refer to the *SDS Procurement and Tracking Procedure* (Attachment B), or see their immediate supervisor who will provide this information.

7.1.4 Medical emergencies involving hazardous substances: If an employee is exposed to a hazardous substance and needs medical attention, the treating physician will be given a copy of the appropriate SDS. This may be sent with the injured employee, or an electronic or faxed copy of the SDS may be emailed to the treating physician/medical care facility.

7.2 Procurement Procedures

Employees are responsible for reviewing new purchases of hazardous substances to determine if an SDS is needed as outlined in the *SDS Procurement & Tracking Procedures* (Attachment B).

If an SDS is not available for a new hazardous substance, is incomplete, or is provided by the vendor in a hard copy format, the employee will see their immediate supervisor, and/or follow the procedures outlined in the *SDS Procurement & Tracking Procedure* (Attachment B).

If an online or other electronic copy is not immediately available, the Manufacturer will be asked to mail or fax a clean copy within 7 working days. When a new or revised SDS is obtained, it will be filed in accordance with the *SDS Procurement and Tracking Procedures.* SDS information for new hazardous substances will be reviewed with affected employees within 30 days.

7.3 Archive Procedures

Outdated Safety Data Sheets, or SDS for discontinued products, will be archived for 30 years as outlined in the *SDS Procurement and Tracking Procedure* (Attachment B).

8.0 LABELS AND OTHER FORMS OF WARNING

8.1 Primary Labeling

8.1.1 LWD will ensure that each container of hazardous substances used or stored in the workplace will be properly labeled, tagged, or marked with one of the following labeling systems:

8.1.1.1 Manufacturer's labeling information

- Manufacturer's Name, Address and Telephone Number
- Product Identifier (e.g. chemical name, code number or batch number)
- Signal Word (Danger or Warning)
- Hazard Statement(s)
- Precautionary Statement(s)
- Pictogram

8.1.1.2 Or, with the product identifier and words, pictures, symbols, or a combination which provides at least general information regarding the hazards of the chemicals, and which, in conjunction with the SDS provides employees with the specific information regarding the physical and health hazards of the hazardous chemical.

Note: *Refer to Attachment F and G for information on words, pictures and symbols required on a hazardous substance label.*

8.1.2 As appropriate, other forms of labeling may be used such as signs, placards, batch tickets, operating procedures, or other written materials as long as the method identifies the container and conveys the information required in 8.1.1.

8.1.3 All labels and alternative warning signs will be in English. Another language may be added as long as the information is also presented in English.

8.1.4 No product will be released to the work area until it has been properly labeled in accordance with Section 8.0 labeling requirements.

8.1.5 Containers with illegible or missing labels shall either be reported to the manufacturer and a replacement label obtained; or a suitable label or sign that meets the above criteria will be used.

8.2 Secondary Labeling

Hazardous substances that are transferred from a labeled container into a portable (secondary) container require a label unless the following conditions are met:

8.2.1 The hazardous substance is in the immediate use of the employee who performs the transfer.

8.2.2 Secondary labels will describe the product identifier and words, pictures, symbols, or a combination which provides at least general information regarding the hazards of the chemicals.

8.2.3 The SDS will be used for additional information.

8.3 Pipe Labeling and Identification

8.3.1 All exposed piping systems used to transport hazardous gases, vapors, liquids, or semi-liquids, shall be identified at points where confusion would introduce hazards to employees using one of the methods below:

- Painting all visible parts of the pipe & using a color code system
- Color bands at various levels and at each outlet valve or connection & using a color code system.

8.3.2 The name (or an abbreviation) of the materials transported shall be lettered or stenciled on the pipe near the valves or outlets. If labeling tags are used, they shall be securely fastened and legible.

8.3.3 To safeguard exposed employees during new construction or engineering modifications, the following will be implemented when working on pipes or equipment containing hazardous substances.

- A pre-hazard review will be performed to review the modifications and the hazards that they pose
- Operations will be notified before any system is modified or interrupted.
- All lines, pipes, and equipment will be de-energized, depressurized, drained, purged or otherwise flushed by operations to the extent possible before working on these systems.
- Temporary or new systems will be identified and labeled in order to sufficiently warn employees and contractors of the hazards.

8.4 Restricted Labeling Activities

8.4.1 It is not permitted to pour a chemical into a container that previously contained another chemical or has a label that does not accurately reflect the chemical in that container.

8.4.2 No one will remove or intentionally deface existing labels on incoming containers of hazardous substances, unless the container is immediately marked with the required information.

9.0 NON-ROUTINE TASKS

Infrequent or new job assignments pose potential danger for workers because of their intermittent or unfamiliar nature. Examples include: working on, near, or with unlabeled piping; unlabeled containers of an unknown substance; confined space entry where a hazardous substance may be present; and/or a one-time task using a hazardous substance differently than intended.

9.1 All employees will be provided with information about hazardous substances, including equipment or processes that involve hazardous substances, before performing non-routine tasks.

9.2 Prior to commencing any non-routine work, Field Service Supervisor will discuss the following employees:

- Potentially hazardous chemicals that may be encountered.
- Safety measures to be followed.
- Administrative, engineering, or personal protective equipment measures that have been taken, or are required, to reduce the hazards. This includes things such as, but not limited to; work rotation, forced ventilation, safety attendants, emergency procedures, respiratory protection, hazardous energy control procedures, or other necessary personal protective equipment.

9.3 Every reasonable precaution shall be taken to do each job safely.

9.4 Affected personnel will perform a hazard review prior to beginning each non-routine hazardous job assignment.

10.0 CONTRACTORS

Host employers are required to provide hazard information to all employees sharing the same work area (i.e. contractor employees) when they are exposed to work site hazardous substances. Likewise, contract employers who use or bring hazardous substances at the work site must provide hazard information to the host employer. In an effort to communicate and coordinate work involving hazardous substances between all parties the following will be followed:

10.1 The Contractor will complete the "Contractor Hazardous Substance SDS Request Form" (Attachment E) for all hazardous substances they plan to bring on site, or as requested by LWD.

10.2 LWD will provide all contractors with access to Safety Data Sheets for hazardous substances that they may be exposed to. This will be provided at the request of the Contractor.

10.3 LWD will inform the Contractor of any precautions and protective measures that their employees should take to avoid exposures.

10.4 LWD will inform the Contractor of LWD's emergency response notification and evacuation procedures when working on, or near, hazardous substances.

10.5 LWD will request an SDS for any hazardous substance (other than consumer use products) that a contractor brings on site that may directly affect the safety & health of LWD employees, or the general public.

10.6 Contractors are responsible for providing all SDS and emergency response information to their respective employees and/or subcontractors.

10.7 LWD will inform contractors on the labeling system used in the workplace for hazardous substance containers and will require contractors to implement similar labeling requirements as required in section 8.0.

10.8 Contractors will notify the Technical Services Manager, or designee, of any emergency conditions involving hazardous chemicals. This includes, but is not limited to, hazardous substance spills or release, potential hazardous substance releases, or medical emergencies involving hazardous substances.

10.9 LWD will provide contractors with LWD's Chemical site plan diagram. (See attachment H)

11.0 RESPONSIBILITIES

11.1 Employees

- Following the procedures of this program.
- Knowing how to access a Safety Data Sheet.
- Reading and understanding the SDS information, or requesting assistance from their immediate supervisor if the information is not understood. Reviewing the appropriate SDS when working with a new or an unfamiliar chemical or hazardous substance.
- Following personal protective measures stated on the SDS when using or exposed to chemicals.
- Knowing and following correct procedures for using, storing, and labeling hazardous substances in the work area.
- Taking precautions when performing infrequent or new job assignments that involve hazardous substances.
- Communicating hazardous substance exposures to co-workers verbally and through secondary labeling practices.
- Following the SDS Procurement Procedures found in *Attachment B*

11.2 Contractors

- Notifying LWD supervisors or management of changes in hazardous substances, equipment or processes which introduce new hazards to LWD Department employees.
- Providing copies of Safety Data Sheets for any hazardous substance that is brought onto LWD properties, when requested.
- Providing all SDS and emergency response information to their respective employees and/or subcontractors.
- Following LWD's hazardous substance storage and labeling requirements.
- Notifying LWD of any emergency conditions involving hazardous chemicals.

11.3 **Technical Services Manager**: The Technical Services Manager has the overall authority and responsibility for implementing the provisions of this Hazard Communication Program for LWD. Specific responsibilities include, but are not limited to:

- Ensuring that program requirements are enforced.
- Ensuring that funding is provided to successfully implement the program requirements.
- Ensuring the program is updated when/if it becomes necessary.
- Requesting an SDS from Contractors for any hazardous substance that they bring (or plan to bring) on site.
- Ensuring that the Hazard Communication Program requirements are implemented.

11.4 **Field Services Superintendent**: The Field Services Superintendent is responsible for:

- Monitoring the effectiveness of the Hazard Communication program by performing an annual program review and completing the *Program Review and Certification Form* (Attachment A).
- Scheduling initial Hazard Communication training for new employees.
- Scheduling refresher training for all affected employees when a new hazardous substance is introduced into the work place
- Monitoring Hazard Communication training to ensure its effectiveness
- Informing contractors how to access an SDS for hazardous substances that they may be working with, or near.
- Informing contractors of hazardous substance labeling system requirements and ensuring that the contractors implement similar labeling requirements.
- Obtaining Safety Data Sheets for new or existing hazardous substances that do not have a current SDS on file.
- Ensuring that all new hazardous substance's Safety Data Sheets are properly filed in a timely manner.
- Maintaining the Hazardous Substance Inventory List.
- Providing and/or explaining SDS information to employees upon request.
- Providing supplemental safety information and resources as needed.
- Providing labels and/or other forms of warning for portable (secondary) hazardous substance containers.
- Ensuring that new hazardous substance products are not released into the work area until it has been determined that the container is properly labeled and that an SDS is available (or obtained) for that product.

11.4 **Field Services Supervisor:** Field Services Supervisor is responsible for:

- Providing information and/or training employees on how to obtain an SDS for any hazardous substance that they may be exposed to.
- Ensuring that Safety Data Sheets are available and accessible to their respective employees.
- Determining if hazardous substances present a new or unique hazard to their employees, and providing this information to employees within 30 days.
- Monitoring the facility for proper use, storage and labeling of hazardous substances.
- Providing employees with information on any hazardous substances in their respective work areas, the associated safety measures to be taken, and the administrative, engineering or PPE control measures that are to be used.
- Providing employees with the necessary information before employees perform non-routine work assignments.

12.0 EMPLOYEE INFORMATION AND TRAINING

12.1 Initial Training: Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Program and the safe use of hazardous substances as part of LWD's new employee safety orientation. This training includes the following information:

- An overview of the Hazard Communication Program.
- Information on any operations in their work area where hazardous substances are present.

- The location of the written Hazard Communication program and how to access Safety Data Sheets.
- How to read and interpret the information contained in a Safety Data Sheet including:
  - Chemical and physical properties and hazards of hazardous materials
  - Health hazards, including signs and symptoms of exposure associated with exposure to chemicals
  - Emergency and first aid procedures in case of overexposure
  - Recommended engineering and personal protective equipment controls
- Work procedures to follow to protect themselves from hazards when working with (or near) hazardous substances such as safe work practices, emergency response procedures, and any required personal protective equipment.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the workplace
- Employee's rights when working with hazardous materials

12.2 Refresher Training: Retraining will be provided when there are changes to hazardous substances use in the workplace, or when a new hazardous substance is introduced into the work place. Refresher training will also be provided as necessary to insure the continued effectiveness of the program.

13.0 EMPLOYEE RIGHTS:

Employees have the right to know the workplace hazards that they may be exposed to. Specifically, employees will be informed of the following rights as they pertain to hazardous substances in the workplace.

Employees have the right to:

- Personally receive information regarding hazardous substances to which they may be exposed to.
- For their physician or collective bargaining agent to receive information regarding hazardous substances to which they may be exposed to.
- Not be discharged or discriminated against for exercising their rights afforded them pursuant to the provisions of the Hazardous Substances Information and Training Act.
- Be informed of any new or revised Safety Data Sheet within 30 days if the new information indicates significant increased risks to, or measures necessary to protect employee health as compared to those stated on an SDS previously provided.

14.0 RECORD KEEPING

14.1 Safety Data Sheets: Archived SDS's will be maintained at LWD for a minimum of 30 years.

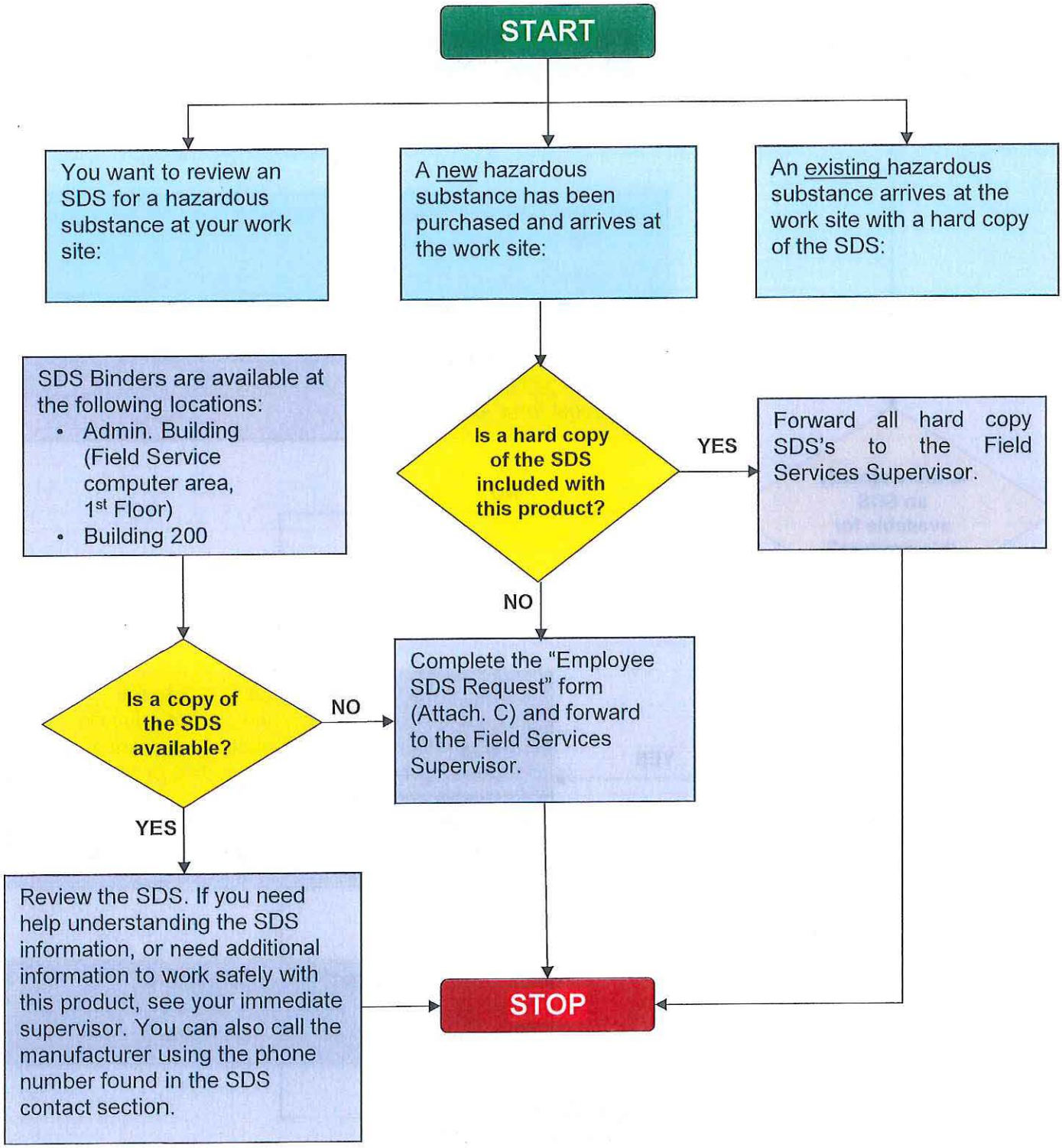
14.2 Hazard Communication training records, including new employee safety orientation, will be maintained at LWD for a minimum of three years.

ATTACHMENT A
Program Review and Certification Log

Hazard Communication Program - Review and Certification Log		
Date	**Identify the Hazard Communication Program Sections/Attachments Revised**	**Initial**
09/01/2017	Update for compliance with GHS requirements	

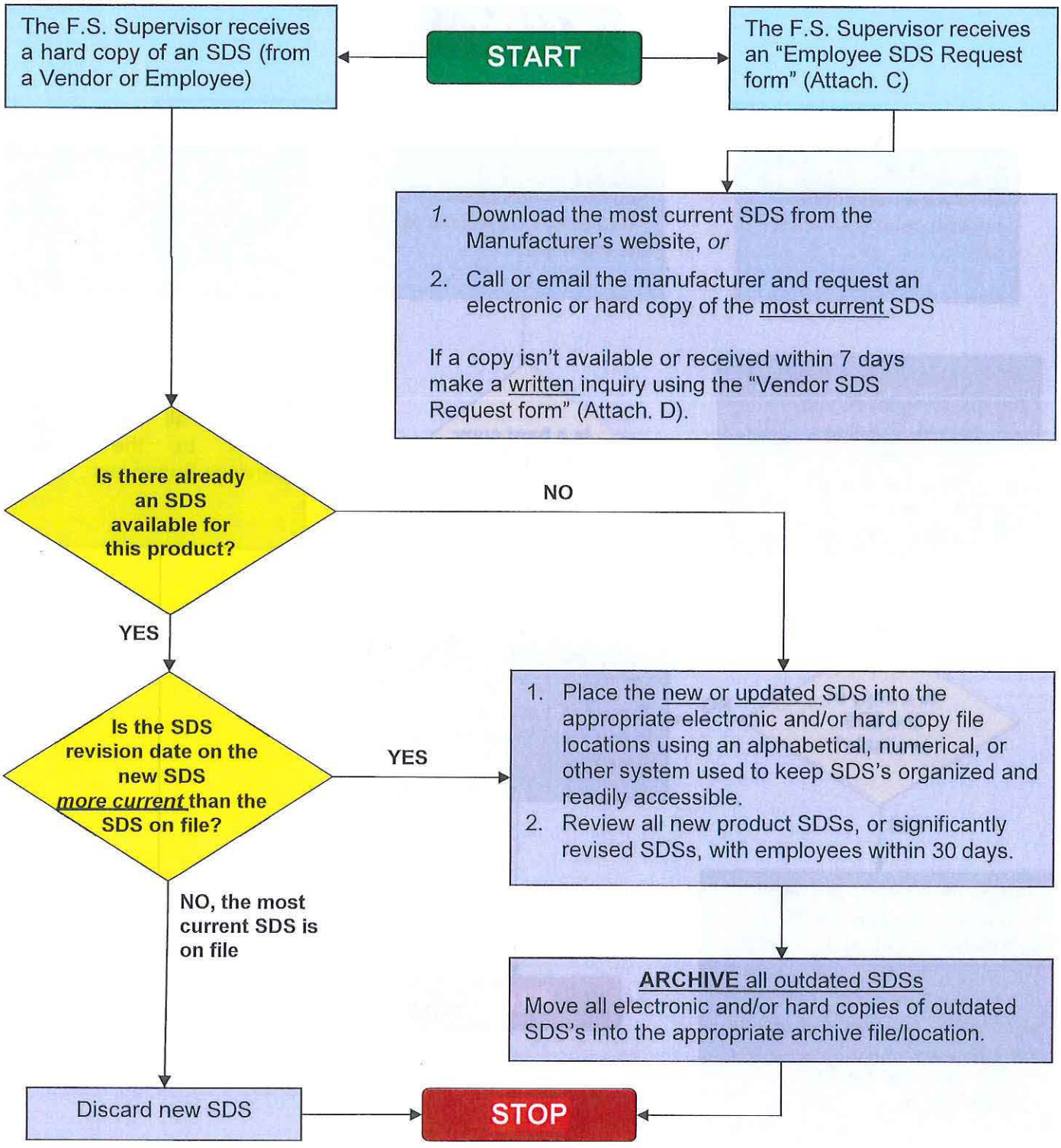
ATTACHMENT B-1

SDS Procurement Procedures



ATTACHMENT B-2

SDS Tracking and Filing Procedures



ATTACHMENT C

Employee SDS Request Form

Instructions:

1. Employees complete this form whenever there is an existing or new hazardous substance that does not have/come with an SDS. Refer to Attachment B-1 for SDS procurement procedures.
2. Forward the completed form to the Field Service Supervisor so that an SDS can be obtained.

Product Name: _____

Product Number (must include): _____

Manufacturer Name: _____

Manufacturer Address: _____

Manufacturer Phone Number: _____

Manufacturer Fax Number: _____

Date Product Arrived or was purchase: ____/____/____

Product Purpose: _____

Has This Same Product Been Used Here Before? ☐ Yes ☐ No ☐ Unsure

Your Name: _____

Date form is completed and forwarded to Field Service Supervisor: ____/____/____

Other information: _____

_____

_____

_____

	Date: 01/04/2018

ATTACHMENT D

Vendor SDS Request Form

Internal Instructions:
The Field Service Supervisor will mail, email or fax this form to the chemical manufacturer or distributor who manufactures, sells, or distributes this substance if the Vendor does not respond to an SDS request (by telephone or email) within 7 days.

TO: Vendor Name: _____

Vendor Address: _____

Vendor Phone#: _____ Fax#: _____

From: Name: _____ Phone #: _____

Company: _____ Title: _____

Email address: _____ Fax #: _____

Method of Written Inquiry:

☐ **Fax:** Date this written request was faxed over to the Vendor: _____

☐ **Email:** Date this written request was emailed over to the Vendor: _____

☐ **Mail:** Date this written request was mailed to the Vendor: _____

Our agency recently received/has the following product(s) without a Safety Data Sheet. As required by CalOSHA, section 5194(g)(12) we are requesting a current copy of the SDS sheets for the product(s) listed below. Please email an electronic copy of the SDS(s) listed below to my email address. If an electronic version is not available, please fax a copy at the fax number noted above.

Product Name _____ **Product #:** _____

Product Name _____ **Product #:** _____

Product Name _____ **Product #:** _____

Product Name _____ **Product #:** _____

ATTACHMENT E
Contractor Hazardous Substance SDS Request Form

Agency Instructions:

1. The Field Services Superintendent provides the form to Contractors who plan to bring hazardous substances on LWD properties of whose work activities may expose LWD employees to hazardous substances.
2. This form to be completed for EACH hazardous substance, or as requested by LWD.
3. The Field Services Superintendent reviews for completion and ensures an SDS has been attached and is made available to affected LWD employees before the hazardous substance is opened or used on LWD properties.

Person Submitting Information:_____ Position: _____

Company Name: _____

Telephone Number:_____ Email: _____

Chemical Name: _____

Quantity: **Drums**: # drums_____ drum vol (gal) _____ Total:_____gallons
Bulk: # tanks: _____ tank vol (gal) _____ Total:_____gallons
Gas: # cylinders _____ cylinder vol (ft^3) _____ Total_____ft^3

Other: Total lbs or gallons _____

Chemical to be used and/or stored on District properties by: General Contractor [ ]
Subcontractor [ ]
Other:_____ [ ]

What will chemical be used for? _____

Approximately how long will chemical be used/stored at the LWD properties? _____

Type of Hazard Rating System: ☐ NFPA ☐ HMIS Rating

Rating Value (number): Health ___ Flammability ___ Reactivity ___ Other/PPE
_____

Where will chemical be stored?
_____

Will chemical be stored using secondary containment? _____

Contractor Instructions:

1. Make a copy of this form and complete the bottom section for each chemical/hazardous substance that will be stored or used on LWD properties, or as requested by LWD.
2. Attach the respective SDS(s) to each completed form

I understand that it is the responsibility of the Contractor to remove and properly dispose any hazardous substances that are brought onto LWD properties by the Contractor, or their Sub-Contractors.

_____
Signature

ATTACHMENT F
Hazard Communication Standard Pictogram

OSHA® QUICK CARD™

Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame**  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark**  • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  • Gases Under Pressure	**Corrosion**  • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb**  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	**Environment** (Non-Mandatory)  • Aquatic Toxicity	**Skull and Crossbones**  • Acute Toxicity (fatal or toxic)

ATTACHMENT G
Hazard Communication S

OSHA® QUICK CARD™

Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). All labels are required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown on the right. Supplemental information can also be provided on the label as needed.

For more information:

U.S. Department of Labor

OSHA® Occupational Safety and Health Administration

www.osha.gov (800) 321-OSHA (6742)

SAMPLE LABEL

CODE_____
Product Name_____
Product Identifier

Company Name_____
Street Address_____
City_____ State____
Postal Code_____ Country____
Emergency Phone Number_____
Supplier Identification

Hazard Pictograms

Signal Word
Danger

Keep container tightly closed. Store in a cool, well-ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measures against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

Precautionary Statements

Highly flammable liquid and vapor.
May cause liver and kidney damage.
Hazard Statements

Supplemental Information

Directions for Use
_____
_____
_____

Fill weight:_____ Lot Number:_____
Gross weight:_____ Fill Date:_____
Expiration Date:_____

OSHA 3492-01R 2016

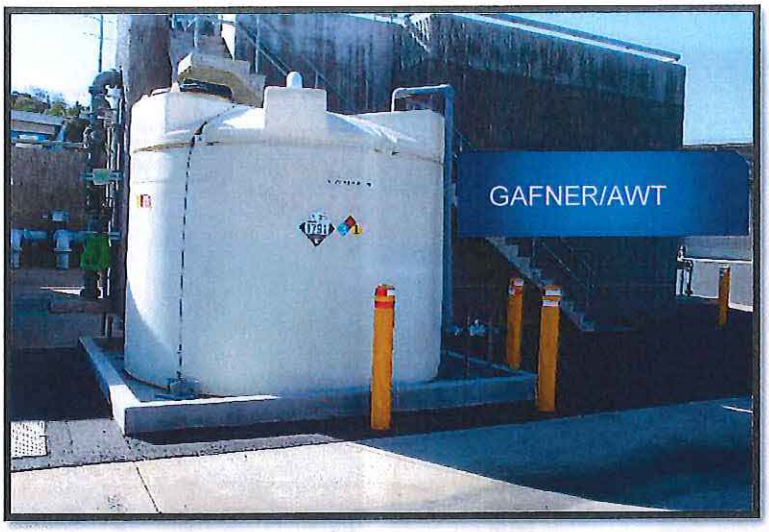
ATTACHMENT H
Chemical Locations Map

Key

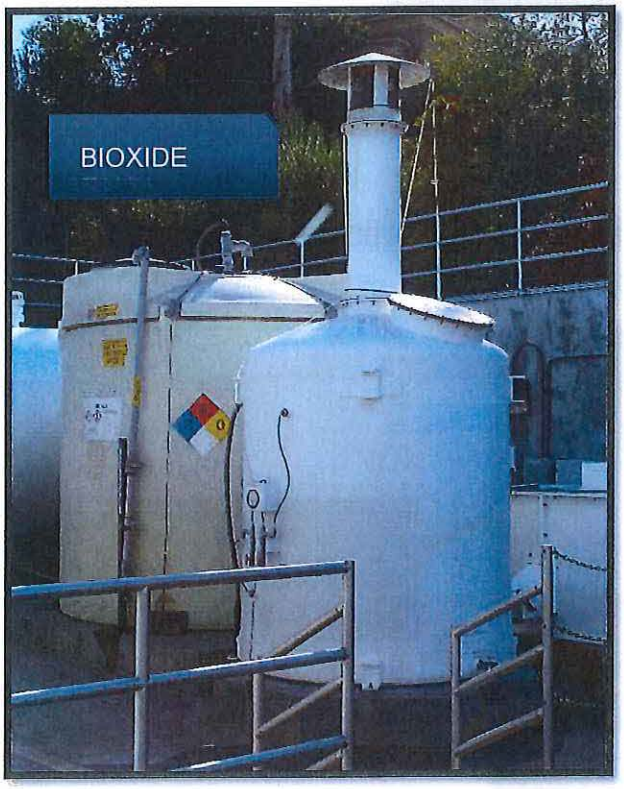
- Poly-Alum
- Sodium Hypochlorite (bleach)
- Bioxide
- Diesel Fuel
- Paint

ATTACHMENT H (continued)
Chemical Locations

Sodium Hypochlorite/Bleach Tank ▲
Location: Behind the Gafner/AWT Plant



Bioxide Tank ▲
Location: Next to the Leucadia Pump Station, behind a locked gate.

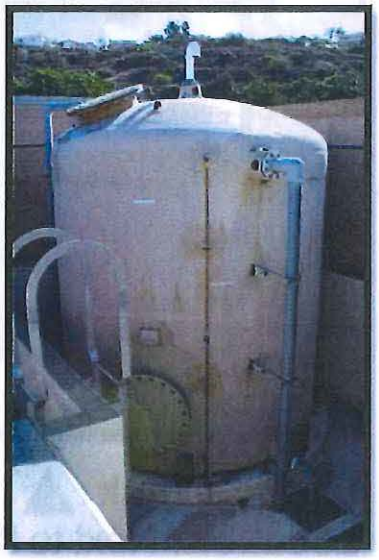


ATTACHMENT H (continued)
Chemical Locations

Poly-alum (Clarifloc) Tank

Location: The tank is located behind an access restricted closed wall on the chemical building. You need the building's access key to enter.

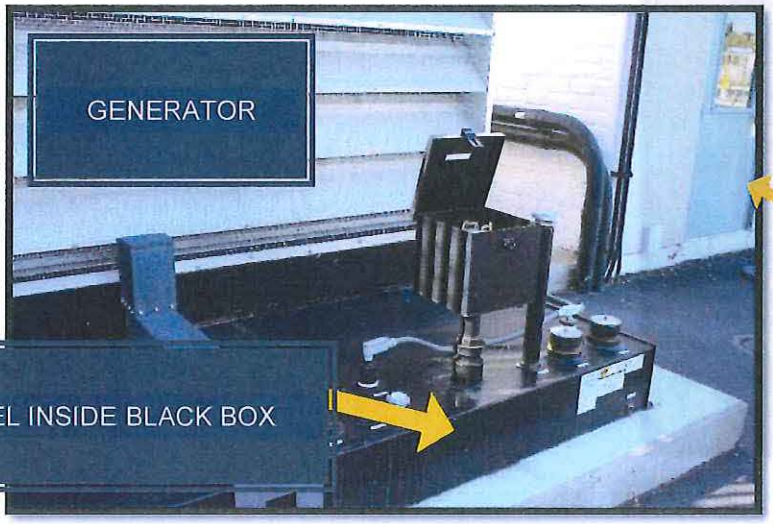
CHEMICAL BUILDING KEY IS LOCATED OPERATIONS BUILDING 200 INSIDE KEY HOLDER BOX (KEY IS LABELED)



POLY-ALUM CHEMICAL TANK ON ROOF TOP

Diesel Fuel Storage Tank

Location: The diesel fuel storage tank is located behind the Leucadia Pump Station underneath the generator.

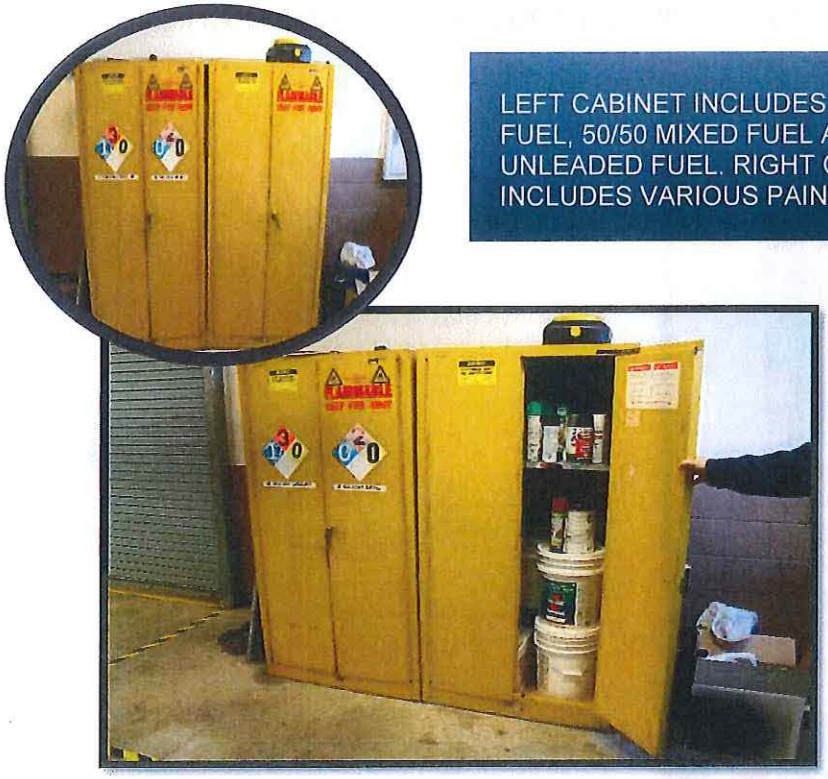


DOOR TO LEUCADIA PS

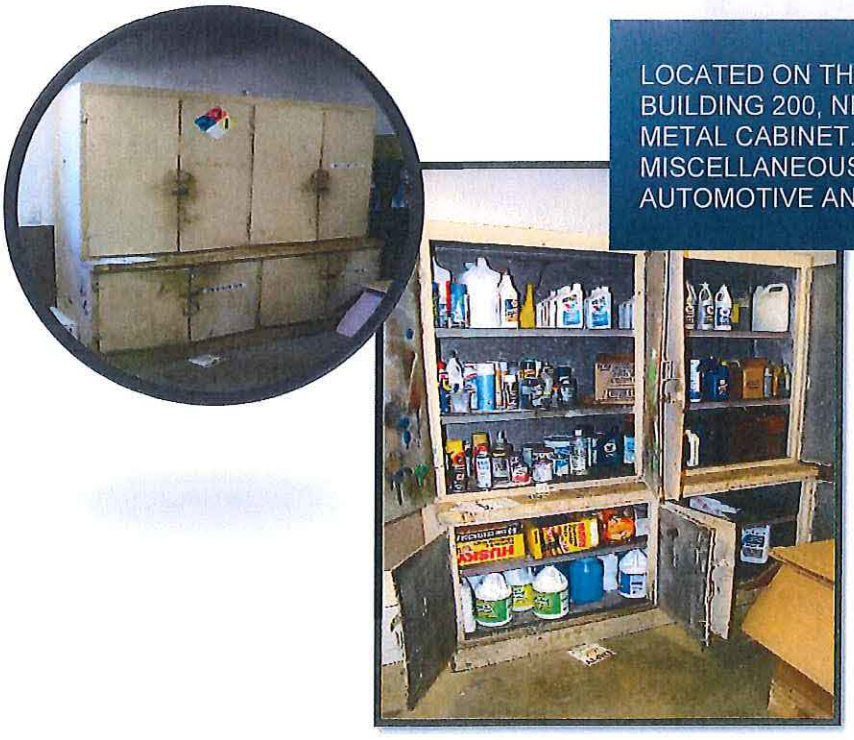
ATTACHMENT H (continued)
Chemical Locations

Diesel Fuel, Paint, and Oil (limited amounts)

Location: Minimal diesel fuel, paint, and oil are located inside the Operations Building #200. These chemicals are labeled inside of this locker



LEFT CABINET INCLUDES DIESEL FUEL, 50/50 MIXED FUEL AND UNLEADED FUEL. RIGHT CABINET INCLUDES VARIOUS PAINTS



LOCATED ON THE NORTH WALL OF BUILDING 200, NEXT TO THE YELLOW METAL CABINET. INCLUDES MISCELLANEOUS INDUSTRIAL, AUTOMOTIVE AND MECHNICAL FLUIDS.

ATTACHMENT H (continued)
Chemical Locations

Cleaning Products

Location: Various cleaning products are located inside the Administration Building in the janitorial closet. These products are labeled.