

HAZARDOUS MATERIALS MANAGEMENT

**CALIFORNIA STATE UNIVERSITY,
SACRAMENTO**

**Report Number 00-19
December 18, 2000**

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ABBREVIATIONS

CCR	California Code of Regulations
CSU	California State University
CSUS	California State University, Sacramento
EH&S	Environmental Health & Safety
EPA	Environmental Protection Agency
HAZCOMM	Hazard Awareness and Communication Program
HMM	Hazardous Materials Management
HAZMAT	Hazardous Material(s)
HMMD	Hazardous Materials Management Division
H&SC	Health & Safety Code
HWMG	Hazardous Waste Management Guide
IIPP	Injury and Illness Prevention Program
MSDS	Material Safety Data Sheet(s)
RCRA	Resource Conservation and Recovery Act
RMP	Risk Management Plan
SAM	State Administrative Manual
S&R	Shipping and Receiving
TSD	Transfer, Storage and Disposal

INTRODUCTION

PURPOSE

Our overall audit objective was to ascertain the effectiveness of policies and procedures concerning Hazardous Materials Management (HMM), determine the adequacy of controls over hazardous materials and waste, and ensure compliance with related governmental regulations.

Within the overall audit objective, specific goals included determining whether:

- ▶ administration and management of the HMM program provide clear lines of organizational authority and responsibility, include maintenance of required registrations and permits, and ensure compliance with the key regulatory reporting requirements;
- ▶ hazardous materials (HAZMAT) and waste management policies and procedures are adequately documented;
- ▶ HAZMAT purchasing and receipt processing are conducted in a controlled environment, and material safety data sheets (MSDS) are obtained and readily accessible to employees;
- ▶ a comprehensive HAZMAT communication program has been established, and effective emergency and contingency plans are in place;
- ▶ inventory records are properly maintained for HAZMAT purchases, and HAZMAT safety and equipment inspections are conducted;
- ▶ HAZMAT maintained in containers and tanks are properly labeled and adequately controlled;
- ▶ hazardous waste transfer, storage, and disposal (TSD) agreements exist between the University and TSD contractors and require the contractors to maintain adequate liability insurance;
- ▶ hazardous waste identification procedures are adequately implemented, and waste transportation and disposal processes are in compliance with governmental regulations;
- ▶ employees who handle HAZMAT or generate waste are adequately trained; and
- ▶ hazardous, biomedical and universal waste is properly labeled and not accumulated on-site for greater than the allowable time.

SCOPE AND METHODOLOGY

This review emphasized but was not limited to compliance with state and federal laws and campus hazardous materials (HAZMAT) policies, letters and directives. The audit review period was June 1999 to date. At California State University, Sacramento, the Department of Environmental Health and Safety (EH&S) has overall responsibility for hazardous materials management (HMM).

Our primary focus involved the internal administrative, compliance, and operational controls over the management of the campus HMM function and included visits to three campus units: Biology, Chemistry, and Physical Plant. Specifically, we reviewed and tested:

- ▶ procedures for HAZMAT purchasing, receiving and storage;
- ▶ the use and availability of material safety data sheets (MSDS);
- ▶ HAZMAT communication and training programs, emergency and contingency planning, and related documentation;
- ▶ HAZMAT inventory record keeping practices;
- ▶ procedures for performing HAZMAT safety and equipment inspections;
- ▶ HAZMAT and waste labeling and other forms of required warnings;
- ▶ hazardous waste identification, permit, registration, and manifesting procedures; and
- ▶ the hazardous waste disposal program.

BACKGROUND

As a result of a systemwide risk assessment conducted by the Office of the University Auditor during the last quarter of 1999, the Board of Trustees, at its January 2000 meeting, directed that *Hazardous Materials Management* be reviewed.

The proposed scope of such audits as presented in Attachment B, Agenda Item 3 of the January 25-26, 2000 meeting of the Committee on Audit, stated that the review would include the systems and procedures for controlling the purchase, generation, storage, treatment, use and disposal of hazardous materials (HAZMAT) and wastes and responding to hazardous spills. Potential impacts include environmental damage, adverse publicity, excessive costs and legal liabilities, facilities with inordinate health risks, regulatory fines and sanctions, and the inability to identify HAZMAT in emergency situations. *Hazardous Materials Management* was previously audited in 1992 and a follow-up review was completed in 1996.

In 1976, the Federal Resource Conservation and Recovery Act (RCRA) was enacted to address solid waste generated nationwide and the growing public concern regarding HAZMAT health risks; waste generation, and waste disposal. RCRA initiated the “cradle to grave” tracking and management of hazardous waste – that is, from the generator to transporter to treatment, storage or disposal. RCRA regulations addressed, but were not limited to, the following management issues: a) generation of hazardous waste, b) hazardous waste treatment, transportation, storage, and disposal, c) federal and state reporting, d) federal, state, or local permits/registration, and e) waste minimization.

RCRA provided the federal government with the authority to authorize states to develop, implement and enforce their own HAZMAT and waste management regulations. However, the state programs must be as stringent or broader in scope than the federal regulations. In 1992, California received such authority from the Environmental Protection Agency (EPA). Most of the California regulations are codified in the Health & Safety Code (H&SC) and the California Code of Regulations (CCR); specifically, Titles eight and twenty-two. The California Department of Toxic Substances Control is responsible for enforcing the enacted codes and administrative laws.

All CSU campuses purchase some amount of HAZMAT that result in the generation of hazardous waste. To limit regulatory compliance risks and control waste processing costs, the campuses enter into contracts with waste transfer, treatment, storage and disposal companies. For the most part, campus Environmental Health and Safety (EH&S) departments are responsible for developing, implementing, and monitoring programs that assure compliance with state and federal hazardous materials and waste regulations. Other services provided by EH&S include, but are not limited to, waste consulting and pick-up; transfer, treatment, storage, and disposal coordination; waste tracking and record keeping; employee and student communication and training; and emergency/contingency planning.

The systemwide report related to the 1992 Office of the University Auditor review, identified several HAZMAT and waste management topics that required further attention. Specifically, concerns were expressed over training, inspections, waste manifesting, material safety data sheets (MSDS), inventory record keeping, and the monitoring of contractors for adequate insurance and current registration. As a result, the Chancellor’s Office developed a sample Hazardous Waste Management Guide (HWMG) to assist the campus administrators in understanding and complying with applicable health, safety and environmental laws and regulations. The HWMG covered the basic elements involved in understanding hazardous materials management but was not designed to serve as a policy and procedure manual. The HWMG was intended to be a sample document that could be tailored to, and serve, local campus needs.

OPINION

We visited the CSU, Sacramento campus from August 21, 2000, through September 22, 2000, and audited the procedures in effect at that time.

In our opinion, the administration and management of the Hazardous Materials Management (HMM) program provided reasonable assurance that CSUS was in compliance with applicable regulations and, for the most part, the HMM function operated effectively. Areas in need of improvement are referenced in the executive summary.

EXECUTIVE SUMMARY

The purpose of this section is to provide management with an overview of conditions requiring their attention. Areas of review not mentioned in this section were found to be satisfactory. Numbers in brackets [] refer to page numbers in the report.

HAZARDOUS MATERIALS ADMINISTRATION [6]

MATERIAL SAFETY DATA SHEET ADMINISTRATIVE CONTROLS [6]

HAZMAT purchase orders issued by the campus and the CSUS Foundation were not routinely annotated with a request to manufacturers to include an MSDS with the shipment. Proper annotation increases the university's ability to appropriately and expeditiously respond to an emergency or an accident.

HAZARDOUS MATERIALS TRANSPORTERS [7]

The relationships between the campus and four of the five hazardous waste transporters were governed by purchase orders rather than the CSU (HAZMAT) model contract. In addition, one waste transporter (Interstate) did not provide the campus with proof of liability insurance coverage prior to the service start date. Liability exposure is reduced when HAZMAT agreements are governed by model contracts and contractors maintain adequate insurance coverage.

HAZARDOUS MATERIAL INVENTORY [8]

The Biology department did not maintain complete and accurate inventory records for hazardous materials. A complete and accurate inventory listing assures compliance with regulatory reporting requirements.

HAZARDOUS WASTE DETERMINATION, STORAGE, TRANSPORTATION AND DISPOSAL [8]

Controls over hazardous waste labeling needed improvement. Proper labeling of hazardous substances reduces the risk that operational mishaps and/or job-related injuries will occur.

HAZARDOUS MATERIALS COMMUNICATION, REPORTING AND TRAINING [10]

EYEWASH AND SHOWER EQUIPMENT [10]

In certain instances, emergency eyewash and shower equipment were not inspected in compliance with state regulations. Such compliance increases the likelihood that emergency equipment will operate effectively.

BUSINESS PLAN INVENTORY UPDATE AND CERTIFICATION [10]

The HAZMAT business plan, completed in 1999, did not include an accurate inventory and site maps. In addition, documentation was not on file to certify that an updated inventory form was submitted annually according to the regulatory timetable. Adequate documentation strengthens internal controls over the business plan and inventory review processes and reduces the risk of fines due to non-compliance with state regulations.

BIENNIAL REPORTING [11]

The campus had not prepared the 1999 Biennial Report or filed for an exemption with the California Department of Toxic Substances Control. Filing a biennial report or an exemption ensures compliance with state regulations and reduces the likelihood of penalties.

NEW EMPLOYEE, ANNUAL REFRESHER AND EMERGENCY RESPONSE TEAM TRAINING [12]

The controls surrounding HAZMAT orientation training, chemistry and biology refresher training, and emergency response team training were not adequate. When employees are properly trained, there is a reduction in job-related injuries and an increased potential for an appropriate response during an emergency.

HAZARDOUS MATERIALS SYSTEM CONTROLS [13]

Data access and file backup controls over data maintained on personal computers in the EH&S department were not adequate. Adequate system access security measures and record protection programs safeguard and preserve EH&S information assets.

OBSERVATIONS, RECOMMENDATIONS, AND CAMPUS RESPONSES

HAZARDOUS MATERIALS ADMINISTRATION

MATERIAL SAFETY DATA SHEET ADMINISTRATIVE CONTROLS

HAZMAT purchase orders issued by the campus and the CSUS Foundation were not routinely annotated with a request to manufacturers to include an MSDS with the shipment.

The CSUS Hazard Communication (HAZCOMM) Program states that purchase orders should include a statement requesting that an MSDS accompany shipments of hazardous materials.

CSU Policy Manual for Contract Services and Procurement §303.03 states that the Hazardous Substances Information and Training Act in the California Labor Code specifies that purchase orders for chemicals, solvents or other products that may contain any kind of hazardous material include a vendor requirement to furnish a MSDS for the commodity being purchased.

SAM §2590.2 states that all vendors are required to supply MSDS to departments ordering hazardous substances, and receiving clerks should be advised to follow internal departmental procedures in making the appropriate filing and distribution of the MSDS.

The manager of Procurement and Contract Services indicated that the exclusion of the MSDS resulted from the buyer not entering the proper coding. The Foundation's controller stated that she had not been informed of this requirement.

Failure to annotate HAZMAT deliveries could decrease the university's ability to respond appropriately and expeditiously to an emergency or accident.

Recommendation 1

We recommend that the campus strengthen procedures to ensure that all hazardous material purchase orders are annotated to include a request that the vendor provide an MSDS.

Campus Response

By March 31, 2001, Procurement and Contract Services and the CSUS Foundation will reinforce with the hazardous material buyers the requirement that all hazardous material purchase orders include a request for an MSDS. In addition, hazardous material buyers will work closely with the requesting department to ascertain if an MSDS is required.

In support of this corrective action, the campus will submit copies of memos from Procurement and Contract Services and the CSUS Foundation.

HAZARDOUS MATERIALS TRANSPORTERS

The relationships between the campus and four of the five hazardous waste transporters were governed by purchase orders rather than the CSU (HAZMAT) model contract. In addition, one of the five waste transporters did not provide the campus with proof of liability insurance coverage prior to the service start date.

The CSU Policy Manual for Contracting and Procurement (412.07 - Contracts Involving Hazardous Materials) states that contracts involving the handling, removal or disposal of hazardous materials shall be developed in accordance with the CSU model contract for hazardous material removal and comply with all state and federal requirements. Further, Rider F specifies that the contractor shall furnish the University certificates of insurance evidencing coverage for all required coverages.

SUAM §2520.03.01 states that “Contractor shall furnish the ... University a certificate of insurance with a combined single limit of not less than \$500,000 per occurrence.”

The manager of Procurement and Contract Services stated that business relationships with waste transporters were typically established through the use of a purchase order.

Failure to contractually protect the university and require evidence of liability insurance coverage could result in the CSU sharing responsibility for the failures and/or oversights of hazardous waste transporters.

Recommendation 2

We recommend that, with regard to hazardous waste transporters, the campus:

- a. execute written contracts for the removal of hazardous materials;
- b. obtain copies of certificates of insurance for all transporters; and
- c. ensure that all transporters maintain the required minimum liability insurance coverage.

Campus Response

As of December 2000, Procurement and Contract Services uses only the primary Hazardous Waste Disposal Agreement to remove and dispose of all hazardous material on campus. We are currently using the model agreement provided by the Chancellor’s Office.

As directed by the Office of the University Auditor, we will send a copy of the contract cover page of the agreements for hazardous waste transport and disposal for the 2001/02 fiscal year. In addition, we will submit a copy of the certificate of insurance for one of the transporters.

HAZARDOUS MATERIAL INVENTORY

The Biology department did not maintain complete and accurate inventory records for hazardous materials.

CCR Title 8 §5194(h)(1) requires that employers provide employees with the location and availability of the written *hazardous communication* program, including the list(s) of hazardous substances and material safety data sheets required by this section.

The safety coordinator indicated that the Biology department did not maintain items on the inventory that were specifically ordered for the labs.

An incomplete or inaccurate inventory listing limits the university's ability to comply with regulatory reporting requirements.

Recommendation 3

We recommend that the campus maintain an inventory listing of all items that may be hazardous.

Campus Response

The Department of Biological Sciences will update its existing inventory by March 15, 2001, to include satellite laboratories separate from the primary service center. Routine safety inspections conducted by the college's IIPP coordinator will include a spot check of inventory accuracy and the availability of MSDS sheets. To support our corrective action, we will send a copy of an IIPP safety inspection conducted during the spring 2001 semester.

HAZARDOUS WASTE DETERMINATION, STORAGE, TRANSPORTATION AND DISPOSAL

Controls over hazardous waste labeling needed improvement. Labeling practices for Biology, Chemistry and EH&S hazardous waste were not adequately controlled.

During our inspection of the waste accumulation areas controlled by Biology, Chemistry and EH&S, we observed the following:

- ▶ nine Biology and Chemistry waste containers had incomplete label information; and
- ▶ batteries in the EH&S controlled waste accumulation area were not labeled or annotated with the waste accumulation date.

The CSUS Hazard Communication Manual requires each department to ensure that hazardous substance containers are properly labeled, tagged and/or marked.

Title 22 §66262.34(e) allows a generator to accumulate hazardous waste if the initial date of waste accumulation is clearly marked and visible for inspection on each container used for accumulation of hazardous waste.

Title 22 §66262.31 requires that before transporting hazardous waste or offering hazardous waste for transportation off-site, a generator shall label each package in accordance with the applicable Department of Transportation regulations.

The safety coordinator indicated that these items were part of a waste pickup, and a faculty member had not completed the labels as required.

Failure to properly label hazardous substances could result in operational mishaps and/or job-related injuries.

Recommendation 4

We recommend that the campus re-emphasize the importance of compliance with hazardous waste labeling policies and regulations. In addition, labeling compliance should be monitored during IIPP inspections and EH&S reviews.

Campus Response

During the fall 2000 semester, EH&S properly labeled the batteries held in a waste accumulation area. Labeling requirements are described in the Hazardous Waste Management Guidelines. EH&S reviews labels for completeness prior to accepting materials into a hazardous waste storage location. In addition, an inspection checklist for hazardous waste satellite accumulation areas has been prepared.

At the beginning of the spring 2001 semester, the College of Natural Sciences and Mathematics posted information regarding mandatory labeling requirements at each of their accumulation areas. IIPP inspections will include a review of labels for appropriate documentation.

To support our corrective action, we will send a copy of the following:

- the Hazardous Waste Management Guidelines,
- Hazardous Waste Satellite Accumulation Area Inspection Checklist, and
- an IIPP safety inspection conducted by the College of Natural Sciences and Mathematics during the spring 2001 semester.

HAZARDOUS MATERIALS COMMUNICATION, REPORTING AND TRAINING

EYEWASH AND SHOWER EQUIPMENT

In certain instances, emergency eyewash and shower equipment were not inspected in compliance with state regulations.

The Chemistry and Biology emergency eyewash and shower equipment were inspected on a quarterly rather than the required monthly basis in most instances.

CCR Title 8 §5162(e) states that eyewash and shower equipment shall be activated at least monthly to flush the line and to verify proper operation.

The acting director, EH&S, indicated that the Biology and Chemistry departments were suppose to conduct monthly eyewash and shower equipment inspections.

Non-compliance with eyewash and shower equipment regulations increases the risk that emergency equipment will not operate effectively.

Recommendation 5

We recommend that the campus establish formalized procedures to ensure that monthly inspections of eyewash and shower equipment are conducted.

Campus Response

EH&S developed procedures regarding monthly inspections of eyewash and shower equipment. These procedures were implemented at the beginning of the spring 2001 semester. To support our corrective action, we will send a copy of the inspection procedures.

BUSINESS PLAN INVENTORY UPDATE AND CERTIFICATION

The HAZMAT business plan, completed in 1999, did not include an accurate inventory and site maps. In addition, documentation was not on file to certify that an updated inventory form was submitted annually.

Health and Safety Code §25505(c), *Review of business plan; modification of operation and plan; periodic review*, specifies that the handler shall at least once every three years determine if a revision is needed and shall certify to the administering agency that the review was made and that any necessary changes were made to the plan. A copy of these changes shall be submitted to the administering agency as a part of this certification.

Health and Safety Code §25505(d) specifies that any business that handles a hazardous material shall annually submit a completed inventory form to the administering agency of the county or city in which the business is located.

The acting director of EH&S indicated that the former chemical hygiene officer resigned his position at the campus prior to completion of the business plan and annual inventory certification.

Inadequate documentation weakens internal controls over the business plan and inventory review processes, increases the risk of non-compliance with state regulations, and could result in the assessment of fines.

Recommendation 6

We recommend that the campus:

- a. submit a complete business plan and inventory report/certification according to the regulatory timetable; and
- b. obtain an acknowledgement from the County of Sacramento when a business plan and/or inventory has been updated or certified. If the campus is unable to obtain an acknowledgement from the county, internal documentation evidencing regulatory compliance should be maintained.

Campus Response

The Hazardous Materials Plan was revised in accordance with the Environmental Management Department's recommendations. The plan was submitted, by certified mail, to the Environmental Management Department of the County of Sacramento, on January 23, 2001. To support our corrective action, we will send a copy of the transmittal letter addressed to the County of Sacramento.

BIENNIAL REPORTING

The campus had not prepared the 1999 Biennial Report or filed for an exemption with the California Department of Toxic Substances Control.

Title 22 §66262.41, *Biennial Report*, specifies that a generator who ships any hazardous waste off-site to a transfer, treatment, storage or disposal facility within the U.S. shall prepare and submit a single copy of a biennial report to the administering agency by April 1 of each even-numbered year.

In a January 25, 2000, memo to California hazardous waste generators, the Department of Toxic Substances Control (i.e., administering agency) instructed eligible small quantity generators to file a new exemption request, even if one was filed in a prior year.

The EH&S director indicated that the campus was considered a small quantity generator of waste and was not required to complete a biennial report.

Failure to complete the appropriate government reporting increases the risk of non-compliance with regulations and increases the campus' liability exposure.

Recommendation 7

We recommend that the campus complete and file a biennial report or file for a small quantity generator exemption. In either case, documentation should be maintained to evidence compliance with the applicable state regulations.

Campus Response

EH&S will either obtain a letter of exemption from the Department of Toxic Substances, or complete and submit the appropriate Biennial Report, in accordance with regulatory requirements, by April 1, 2001. We will provide a copy of the exemption letter or the Biennial Report in support of our corrective action.

NEW EMPLOYEE, ANNUAL REFRESHER AND EMERGENCY RESPONSE TEAM TRAINING

The controls surrounding HAZMAT orientation training, chemistry and biology refresher training, and emergency response team training were not adequate.

We noted that:

- ▶ of the twelve selected Chemistry and Biology employees and student assistants hired during the audit period, seven had either not undergone orientation training or training did not take place within the first month of hire;
- ▶ of the twenty-two Chemistry and Biology employees selected for testing, eight faculty members had not attended refresher training for fiscal year 1999/2000; and
- ▶ training documentation was not on file to evidence that the campus HAZMAT Emergency Response Team had met the annual training regulatory requirement.

Title 8 §5194(h)(1) requires employers to provide employees with information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Title 8 §5191(f) requires that employers provide Chemistry and Biology employees with refresher training on a frequency determined by the employer.

CCR Title 8 §5192(e)(8) requires that HAZMAT emergency response team members receive eight hours of refresher training annually.

The safety coordinator in the College of Natural Science indicated that the orientation and the Chemistry/Biology refresher training schedules had not continued after the former chemical hygiene officer left campus employment. The acting director of EH&S believed that the training provided to the Emergency Response Team was sufficient to meet the annual training requirements.

Failure to ensure that all employees attend required HAZMAT training increases the risk of job-related injuries and inappropriate responses in the event of an emergency or release of hazardous substances in the workplace.

Recommendation 8

We recommend that the campus strengthen procedures to track, record and monitor new employee HAZMAT orientation training, chemistry and biology annual refresher training, and emergency response team training.

Campus Response

The Injury & Illness Prevention Program (IIPP) will be revised to ensure that new employees receive the necessary initial training and existing employees receive the necessary refresher training. The revised IIPP will place responsibility with the immediate supervisor. EH&S will ensure that the necessary training resources are available. Training matrices will be utilized to record, track and monitor employee training.

The revised IIPP will be implemented by June 30, 2001. In support of our corrective action, we will provide a copy of the IIPP training procedures.

HAZARDOUS MATERIALS SYSTEM CONTROLS

Data access and file backup controls over data maintained on personal computers in the EH&S department were not adequate.

We found that:

- ▶ system access was not automatically disabled after prolonged inactivity;
- ▶ users were not forced by the system to periodically change their passwords;
- ▶ backup data files were maintained in the Facilities Management department rather than taken to an off-campus location; and
- ▶ a terminated employee was listed on the system as a user.

SAM §20050 requires, in part, that there be a plan that limits access to state agency assets to authorized personnel who require these assets in the performance of their assigned duties.

SAM §4819.31 requires state agencies to protect the integrity of its information management capabilities and databases and ensure the security and confidentiality of information it maintains.

SAM §4989.7 requires that information maintained in a work group computing configuration must be subjected to the same degree of management control and verification of accuracy provided for information in other automated files.

The IT analyst/programmer indicated that the security features were available but had not been enabled. He also indicated that he had not considered storing the backup data off campus and failure to delete a former employee's system access was an oversight.

Inadequate system security could result in unauthorized access to campus systems.

Recommendation 9

We recommend that the campus:

- a. enable the available automated system access control features; and
- b. remove system access of those employees who are no longer in the EH&S department.

Campus Response

As of November 10, 2000, EH&S enabled automated system access control features, including mandatory password changes every 30 days and disabling system access after prolonged inactivity. We will provide screen prints of these automated system access control features in support of our corrective action.

As of December 15, 2000, EH&S developed a procedure to ensure that system access is deleted for those employees who are no longer assigned to the department. We will provide a copy of this procedure in support of our corrective action.

APPENDIX A: PERSONNEL CONTACTED

<u>Name</u>	<u>Title</u>
Donald Gerth	President
Denny Allison	Supervisor, Property Accounting
Bruce Balon	Manager, Work Control, Facilities Management
Corynn Converse	Instructional Support Assistant, Biological Sciences
Tom Custer	Safety Coordinator, College of Natural Sciences & Mathematics
Michael Gray	Associate Systems Analyst, Facilities Management
Howard Harris	Associate Vice President, Facilities Management
Laurel Heffernan	Chair, Biological Sciences
David Hill	Director, University Computing Services
James Hill	Chair, Chemistry
Jeanine Jenovino	Service Center Coordinator, Chemistry
Stewart McConnell	Management Auditor
Kathi McCoy	Senior Management Auditor
Gary McRoberts	Lead Groundsworker, Facilities Management
Paul Noble	Associate Dean, College of Natural Sciences & Mathematics
Donna Parenti	Controller, CSUS Foundation
Mario Ruiz	Director of Plant Services, Facilities Management
Jonathan Self	Associate Vice President for Finance
David Shannon	Manager, Procurement and Contract Services
Nancy Shulock	Associate Vice President, Academic Affairs
Suzanne Swartz	Buyer, Procurement and Contract Services
Roman Worobel	Acting Director, EH&S
Peggy Yasukochi	Senior Medical Technician, Student Health Center



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

February 16, 2001

Larry Mandel
University Auditor
The California State University
401 Golden Shore
Long Beach, CA 90802-4210

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The California State
University

Dear Mr. Mandel:

We submit the following as our response to audit report #00-19 concerning Hazardous Materials Management.

Recommendation 1: "We recommend that the campus strengthen procedures to ensure that all hazardous material purchase orders are annotated to include a request that the vendor provide an MSDS."

Campus Response: By March 31, 2001, Procurement and Contract Services and the CSUS Foundation will reinforce with the hazardous material buyers the requirement that all hazardous material purchase orders include a request for an MSDS. In addition, hazardous material buyers will work closely with the requesting department to ascertain if an MSDS is required.

In support of this corrective action, the campus will submit copies of memos from Procurement and Contract Services and the CSUS Foundation.

Recommendation 2: "We recommend that, with regard to hazardous waste transporters, the campus:

- a. execute written contracts for the removal of hazardous materials;
- b. obtain copies of certificates of insurance for all transporters; and
- c. ensure that all transporters maintain the required minimum liability insurance coverage."

Campus Response: As of December 2000, Procurement and Contract Services uses only the primary Hazardous Waste Disposal Agreement to remove and dispose of all hazardous material on campus. We are currently using the model agreement provided by the Chancellor's Office.

As directed by the Office of the University Auditor, we will send a copy of the contract cover page of the agreements for hazardous waste transport and disposal for the 2001/02 fiscal year. In addition, we will submit a copy of the certificate of insurance for one of the transporters.

Recommendation 3: "We recommend that the campus maintain an inventory listing of all items that may be hazardous."

Campus Response: The Department of Biological Sciences will update its existing inventory by March 15, 2001 to include satellite laboratories separate from the primary service center. Routine safety inspections conducted by the college's IIPP coordinator will include a spot check of inventory accuracy and the availability of MSDS sheets. To support our corrective action, we will send a copy of an IIPP safety inspection conducted during the spring 2001 semester.

Recommendation 4: "We recommend that the campus re-emphasize the importance of compliance with hazardous waste labeling policies and regulations. In addition, labeling compliance should be monitored during IIPP inspections and EH&S reviews."

Campus Response: During the fall 2000 semester, EH&S properly labeled the batteries held in a waste accumulation area. Labeling requirements are described in the Hazardous Waste Management Guidelines. EH&S reviews labels for completeness prior to accepting materials into a hazardous waste storage location. In addition, an inspection checklist for hazardous waste satellite accumulation areas has been prepared.

At the beginning of the spring 2001 semester, the College of Natural Sciences and Mathematics posted information regarding mandatory labeling requirements at each of their accumulation areas. IIPP inspections will include a review of labels for appropriate documentation.

To support our corrective action, we will send a copy of the following:

- the Hazardous Waste Management Guidelines,
- Hazardous Waste Satellite Accumulation Area Inspection Checklist, and
- an IIPP safety inspection conducted by the College of Natural Sciences and Mathematics during the spring 2001 semester.

Recommendation 5: "We recommend that the campus establish formalized procedures to ensure that monthly inspections of eyewash and shower equipment are conducted."

Campus Response: EH&S developed procedures regarding monthly inspections of eyewash and shower equipment. These procedures were implemented at the beginning of the spring 2001 semester. To support our corrective action, we will send a copy of the inspection procedures.

Recommendation 6: "We recommend that the campus:

- a. submit a complete business plan and inventory report/certification according to the regulatory timetable; and
- b. obtain an acknowledgement from the County of Sacramento when a business plan and/or inventory has been updated or certified. If the campus is unable to obtain an acknowledgement from the county, internal documentation evidencing regulatory compliance should be maintained."

Campus Response: The Hazardous Materials Plan was revised in accordance with the Environmental Management Department's recommendations. The plan was submitted, by certified mail, to the Environmental Management Department of the County of Sacramento, on January 23, 2001. To support our corrective action, we will send a copy of the transmittal letter addressed to the County of Sacramento.

Recommendation 7: "We recommend that the campus complete and file a biennial report or file for a small quantity generator exemption. In either case, documentation should be maintained to evidence compliance with the applicable state regulations."

Campus Response: EH&S will either obtain a letter of exemption from the Department of Toxic Substances, or complete and submit the appropriate Biennial Report, in accordance with regulatory requirements, by April 1, 2001. We will provide a copy of the exemption letter or the Biennial Report in support of our corrective action.

Recommendation 8: "We recommend that the campus strengthen procedures to track, record, and monitor new employee HAZMAT orientation training, chemistry and biology annual refresher training, and emergency response team training."

Campus Response: The Injury & Illness Prevention Program (IIPP) will be revised to ensure that new employees receive the necessary initial training and existing employees receive the necessary refresher training. The revised IIPP will place responsibility with the immediate supervisor. EH&S will ensure that the necessary training resources are available. Training matrices will be utilized to record, track, and monitor employee training.

The revised IIPP will be implemented by June 30, 2001. In support of our corrective action, we will provide a copy of the IIPP training procedures.

Recommendation 9: "We recommend that the campus:

- a. enable the available automated system access control features; and
- b. remove system access of those employees who are no longer in the EH&S department."

Campus Response: As of November 10, 2000, EH&S enabled automated system access control features, including mandatory password changes every 30 days and disabling system access after prolonged inactivity. We will provide screen prints of these automated system access control features in support of our corrective action.

As of December 15, 2000, EH&S developed a procedure to ensure that system access is deleted for those employees who are no longer assigned to the department. We will provide a copy of this procedure in support of our corrective action.

If you have any questions or require additional information, please contact Kathi McCoy at 916 278-7439.

Sincerely,



Edward C. Del Biaggio
Vice President for Administration

cc: D. Gerth
R. Grant
H. Harris
M. O'Leary
K. McCoy
J. Self

THE CALIFORNIA STATE UNIVERSITY

OFFICE OF THE CHANCELLOR

BAKERSFIELD

CHANNEL ISLANDS

April 5, 2001

CHICO

MEMORANDUM

DOMINGUEZ HILLS

FRESNO

TO: Larry Mandel
University Auditor

FULLERTON

HAYWARD

FROM: Charles B. Reed

HUMBOLDT

SUBJECT: Draft Final Report Number 00-19 on *Hazardous Materials Management*,
California State University, Sacramento

LONG BEACH

LOS ANGELES

MARITIME ACADEMY

In response to your memorandum of April 5, 2001, I accept the response
as submitted with the draft final report on Hazardous Materials
Management, California State University, Sacramento.

MONTEREY BAY

NORTHRIDGE

CBR/amd

POMONA

Enclosure

SACRAMENTO

SAN BERNARDINO

cc: Dr. Donald R. Gerth, President

SAN DIEGO

SAN FRANCISCO

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS