

CHEMICAL MANAGEMENT POLICY

This policy applies to all chemicals purchased for use in child occupied school buildings.

The purpose of this policy is to reduce student and staff exposure to chemical hazards from chemicals used or kept in the school building.

Each year, school corporation personnel as assigned by the Superintendent or designee shall conduct a corporation wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal through "TOX-DROP" associated with the Department of Public Works, Office of Environmental Services. Contact with the previously mentioned association will occur through MSDPT Grounds Department at 317-780-4333.

Chemical purchasing shall adhere to the following protocol.

1. Schools have identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to hazardous chemicals:
 - a. Science Department chairperson is responsible for purchase of chemicals used in experiments that are approved for experiments through NIOSH/OSHA.
 - b. Director of Custodial will purchase all cleaning chemicals and distribute to schools.
 - c. Have Material Safety Data Sheets (MSDS) on site and with Assistant Director of Custodial.
 - d. Donated items such as hand sanitizers and any products employees want to bring into the school must be approved by the Principal.
2. First in first out method will be followed.
3. The least toxic chemical that is still effective for the job is to be selected. MSDS sheets will be reviewed to make this determination. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased.
5. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation, are to be followed.
6. When possible, use of cleaning products should be performed when students are not present.
7. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.

8. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required certification. (i.e. pesticide notifications)
9. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
10. Storage areas will be properly ventilated.
11. Storage areas will be compatible with the chemicals being stored.
12. Reactive chemicals will NOT be stored near each other.
13. Hazardous chemicals will be stored in a locked area at ALL times.
14. If an explosion or spill or accident (including inhalation, ingestion or direct contact) occurs, call 911 immediately. Inform Principal of emergency. Principal informs Superintendent
Follow emergency plan of Internal Building Emergencies in your Crisis Response Procedures flip chart.
15. Call Indiana Poison Center at 1-800-222-1222