

# TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

## POLICY

### REGARDING

#### CHEMICAL MANAGEMENT

The Tri-Township Consolidated School Corporation Board recognizes the need to minimize student and staff exposure to chemicals. Therefore, in order to minimize chemical exposure, the Board has established the following policy pertaining to chemical management:

1. The Superintendent will be responsible for the implementation and enforcement of this policy.
2. Inventory:
  - a. 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.
  - b. Stock will be rotated when new purchases are received, so the oldest stock will be used first.
3. Purchasing:
  - a. Priority will be given to purchasing the least toxic chemical that is still effective for the job. Material Safety Data Sheets will be kept in a manual at each school as a reference to assist with purchases, as well as safety precautions, health effects, storage cautions, and disposal instructions. Micro and green chemistry are encouraged.
  - b. Over purchasing and stock piling is not permitted.
  - c. Chemicals listed on the Banned Chemical List shall not be purchased.
4. Use:
  - a. Chemicals will be mixed and used according to manufacturer's directions (MSDS). Measuring devices or direct mixing systems are to be used. Any warning, especially requirements for ventilation are to be followed.
  - b. When possible, use of cleaning products should be performed when students are not present.
  - c. Areas where chemicals are being used will be properly ventilated, including classrooms and laboratories.
  - d. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
  - e. Required notification procedures will be followed (i.e. pesticide applications).
  - f. When chemicals are used in the classroom, students will be provided with proper safety instructions (written and verbal) and what to do in the event of an emergency. Appropriate ventilation must also be used to minimize the student's exposure to these chemicals.
5. Storage:
  - a. Chemicals will be stored in their original containers whenever feasible. Secondary containers will not be used to store chemicals unless they are properly

- labeled and approved for such use. Containers will be labeled with the date received.
- b. Chemicals will be stored in a locked, properly ventilated area off limits to students.
  - c. Storage areas will be compatible with the chemicals being stored in them (i.e. non-metal cabinets for storing corrosive chemicals).
  - d. Incompatible or reactive chemicals will not be stored near each other.
  - e. Chemicals will be stored with their lids on tight.
6. Disposal:
- a. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
  - b. Staff will follow state regulations when disposing of chemicals. If the proper method of disposing a chemical is not known, staff will consult with the Indiana Department of Environmental Management's hazardous waste management branch (800-451-6027 ext. 2-3292 or 317-232-3292) for guidance on proper disposal.
7. Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)
- a. If necessary or in doubt, staff will call the Indiana Poison Center at 1-800-222-1222 and follow their guidance.
  - b. If necessary, call 911.
  - c. All chemical spills, which threaten the public water supply, will be reported to the IDEM Spill Line as legally required by calling 888-233-7745.
8. Use of Chemicals in Class:
- a. Where chemicals are used during class, such as, but not limited to, chemistry, biology, and shop classes, appropriate ventilation, must be used to minimize students' exposure to these chemicals.

Adopted by the Tri-Township Consolidated School Corporation School Board this 12<sup>th</sup> day of December, 2011.

Reviewed and Approved: 8/14/17