
FACILITY MANAGEMENT PROGRAM – CHEMICAL MANAGEMENT

Adoption Date: November 10, 2015; October 9, 2018

Legal Ref: 410 IAC 33-4-8

Cross Ref:

A. Purpose:

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

B. Applicability:

This policy applies to all chemicals purchased for use in or near student occupied school buildings.

C. Steps:

a. Inventory

- i. Each year, Westfield Washington Schools (WWS) conducts a site-wide chemical inventory. During the inventory, expired and unwanted chemicals are identified for proper disposal. Compliance with this policy is reviewed by the Facilities Director.

b. Purchasing

- i. Chemical purchases shall adhere to the following protocol:
 1. WWS has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - a. All chemical purchases must be approved by the Facilities Director with the exception of chemicals used in classroom laboratories. The purchase of classroom laboratory chemicals must be approved by the building principal.
 - b. Donated items such as hand sanitizers and any products staff want to bring into the school must be approved by school administration.
 2. First in first out policy is followed. (Over purchasing and stock piling are not permitted.)
 3. The least toxic chemical that is still effective for the job is selected. Safety Data Sheets are reviewed to make this determination. This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
 4. WWS will not purchase chemicals listed on the Banned Chemical List. WWS will follow the recommendations of the EPA as to what chemicals are banned.
- ii. Safety Data Sheets (SDS) will be available at the Facilities Management office and where the chemicals are stored. The SDS books are updated annually and as new chemicals are purchased.

c. Use

- i. 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.
- ii. When possible, use of cleaning products should be performed when students are not present.
- iii. Areas where chemicals are being used will be properly ventilated.
- iv. Only properly trained staff may use hazardous chemicals. Staff will receive annual training, and when required, certification (i.e. pesticide applicators).
- v. Required notification procedures will be followed (i.e. pesticide notifications).

d. Storage

- i. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
- ii. Storage areas will be properly ventilated.
- iii. Storage areas will be compatible with the chemicals being stored in them.
- iv. Reactive chemicals will not be stored near each other.
- v. Hazardous chemicals will be stored in locked areas at all times.
- vi. All original containers will be labeled with the date received.

e. Disposal

- i. Unwanted, unused, and outdated chemicals should be identified as soon as possible, and no less than annually. They should be marked for disposal.
- ii. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.
- iii. WWS has a budget for proper disposal of hazardous waste.

f. Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

- i. Contact building principal or appointed designee.
- ii. Call 911.
- iii. Call Indiana Poison Center at 1-800-222-1222.