

**Regulation 5631R**

**Non-Instructional/Business Operations**

**HAZARDOUS MATERIALS**

**Purchase**

A material declared not hazardous will be approved for purchase without restriction.

A material declared hazardous will be approved for purchase with appropriate restrictions or will be prohibited. The Chemical Hygiene Officer, Curriculum Supervisor for Science, Art Coordinator or Executive Director of Operations will screen the purchases of hazardous materials and will either prohibit the purchase of specified materials or approve such purchase stating the restrictions which apply.

The above designees will authorize hazardous materials purchase orders deemed appropriate for use within the school environment. The individual initiating the purchase must request the Safety Data Sheet (SDS), (OSHA-20 form) from the vendor. The information on this form must be disseminated to all who use the material and the form must be kept on file within the department or accessible through MSDSONline 1-888-362-7416 or <https://msdsmanagement.msdsonline.com/company/0301be24-6fd5-4e87-b7db-19a6f5d4006e>

**Storage of Hazardous Materials**

Chemicals or hazardous materials should be kept in a central location as per individual department or organization. This will insure that the proper facilities and requirements for their storage, i.e. ventilation or flammability, will be available in a secure facility.

These materials should be grouped according to chemical compatibility and stored on proper shelving or in approved cabinets.

Quantities of a hazardous material or of any chemical should be limited to an as-needed basis and should be used up within one year. This will prevent excess accumulation and insure that fresh material is available.

**Use of Hazardous Materials**

Hazardous materials must be used within strict accordance of manufacturer requirements. All hazardous chemicals must be labeled from the manufacturer or internally labeled with SDS information pertaining to Flammability, Health, Reactivity and Personal Protection.

As per the "Right-to-Know" (OSHA Hazard Communication Standard pertaining to federal law (29 CFR 1910.1200)), it is the responsibility of the supervisor and/or teacher to inform all employees and students using hazardous materials of the hazards of the material based on the conditions specified on the Safety Data Sheet.

**Disposal of Hazardous Materials**

In order to be responsible in the use of hazardous substances, we must also be concerned with the safe disposal of dangerous, unwanted, or unlabeled materials.

While some materials may be disposed of easily through ordinary means, others require foresight, planning, and a safe method. Each department or organization will maintain a list of proper disposal methods for any hazardous materials it uses.

The disposal of any material denoted as hazardous must be planned before its use and/or purchase. The Executive Director of Operations is to be contacted for removal of any such substances.

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