

CHEMICAL MANAGEMENT

The purpose of this policy is to reduce student staff exposure to hazardous chemicals used or kept in Lafayette School Corporation Facilities. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

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

Inventory

Each year, the school corporation 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 superintendent or designee.

Purchasing

Chemical purchases shall adhere to the following protocol.

The Lafayette School Corporation has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:

- a) Only department heads and supervisors may purchase chemicals.
- b) First in first out policy is followed. (Over purchasing and stock piling are prohibited)
- c) The least toxic chemical that is still effective for the job is selected. (Material Safety Data Sheets are reviewed to make the determination). This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry are encouraged.
- d) Chemicals listed on the Banned Chemical List shall not be purchased. The banned chemical list can be found here [DisplayFile.aspx \(lsc.k12.in.us\)](http://lsc.k12.in.us/DisplayFile.aspx) and in school buildings.

MSDS (Material Safety Data Sheets) will be available at all facilities and by web access at the following URL: <http://www.msdsonline.com/>. The MSDS books and website are updated annually and as new chemicals are purchased.

Chemical Use

- a) Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirement 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 notifications)

Storage

- a) Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
- b) Storage areas will be properly ventilated.

- c) Storage areas will be compatible with the chemicals being stored in them.
- d) Reactive chemicals will not be stored near each other.
- e) Hazardous chemicals will be stored in locked areas at all times.
- f) All original containers will be labeled with the date received.

Disposal

- a) Unwanted, unused, and outdated chemicals should be identified as soon as possible and not less than annually. They should be marked for disposal.
- b) Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable for proper disposal in most instances.

Spills, explosions, and accidents, including inhalations, ingestion or direct contact will call one or both of the following numbers:

- a) 911
- b) Indiana Poison Center at 1.800.222.1222

The Lafayette School Corporation has a budget for proper disposal of hazardous waste.

If staff, teachers, parents, and students donate chemical products, these must be routed through an appointed chemical manager or administration.

Legal Reference: 410 IAC 33-4-8
Board Adopted: September 10, 2012
Board Revised: March 13, 2023