

BACKGROUND Maintenance of chemical stockrooms is an ongoing activity, the aim of which should be the safe storage of sufficient supplies of chemicals needed for hands-on instruction without the accumulation of large quantities of hazardous materials. Because teaching assignments can change from year to year, as well as turnover in staff and department leadership, it is necessary to have an established procedure for the acquisition, inventory, storage, and disposal of chemicals.

ACQUISITION The following are procedures for the acquisition of chemicals:

1. Chemical stores should not exceed that required for two years' worth of student activity. Purchasing in small quantities helps prevent chemicals from degrading and remaining in use past their shelf-life.
2. Department chair or designee will analyze every chemical purchase in terms of the hazards, thresholds and storage requirements associated with the particular chemical as well as the instructional usefulness of the material. The Flinn Scientific Catalog/Reference Manual is an excellent resource.
3. All chemicals must be added to the inventory upon receipt, and the date of receipt must be written on the container.
4. Material Safety Data Sheets (MSDS) for every chemical must be kept on file and accessible near the chemical storeroom. MSDS should be checked annually to ensure that all acquisitions are included.

INVENTORY The following procedures, as well as written guidelines and training for department chairs, are designed to ensure the safe storage and inventory of chemicals:

1. An inventory of all chemicals must be maintained and updated annually. It is **required** by the Texas Hazardous Communication Act that a list of workplace chemicals is kept and made available to all employees within a workplace. The district science coordinator will supply an inventory template to department chairs.
2. A copy of the chemical inventory is kept on file by the department chair, principal or designee, and submitted to the District Science Coordinator by May 1 annually. The District Science Coordinator will forward this inventory to the District Emergency Management Coordinator.

STORAGE The following procedures, as well as written guidelines and training for department chairs, are designed to ensure the safe storage and inventory of chemicals:

1. Chemicals must be kept in locked, well-ventilated storage areas and grouped according to chemically compatible families, as outlined in the Chemical Inventory Form Instructions.
2. Each chemical storage room must have the MSDS, Emergency Response Guidebook, and the Flinn Scientific Catalog/Reference Manual nearby and easily accessible.
3. Any time chemicals are placed in a secondary container they must be labeled in accordance with accepted safety protocols, and must include the chemical name, concentration (if in solution), date of preparation, summary of associated hazards, and initials of preparer.
4. Campuses must establish a written check-out and tracking procedure for removing chemicals from the primary storage area and provide the Science Coordinator with a copy of their procedure.
5. When chemicals are removed from the primary storage area for classroom use, they must be replaced within 48 hours.

DISPOSAL

The following are procedures for the proper disposal of chemicals with procedures addressed through written guidelines and training for department chairs.:

1. All chemicals must be disposed of according to accepted safety protocols as outlined in MSDS or Flinn Scientific Catalog/Reference Manual.
2. Chemicals that cannot be disposed of by the end-user should be clearly marked and placed in chemically compatible groupings.
3. An inventory of chemicals needing disposal must be prepared by the department chair no later than May 1 each year and forwarded to the District Science Coordinator. The inventory should include the common name, chemical formula, concentration of solution (if applicable), quantity (mass or volume as appropriate), and location within the building.
4. Emergency Management will coordinate the collection of materials from campuses.
5. Disposal lists will be compiled by the District Science Coordinator and forwarded to the bid vendor for a price quote. District Science Coordinator will serve as contact for any information needed to complete the quote, and to coordinate with Emergency Management and bid vendor.

6. Each principal must designate a contact-person to facilitate the removal of chemicals during the summer. This person will serve as a contact for the bid vendor to coordinate date and time for the work to be performed.
7. Once chemicals have been removed from campus premises they must be deleted from the campus chemical inventory; updates must be forwarded to the District Science Coordinator.