



Chemical Management Policy

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. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

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

C. Steps:

a) Inventory

1. Each year, the school corporation conducts a site-wide chemical inventory. During this inventory, expired and unwanted chemicals are identified for proper disposal. Compliance with this policy is reviewed.

b) Purchasing

1. Chemical purchases shall adhere to the following protocol:
 - a. This school has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize student and staff exposure to chemical hazards:
 - b. First in first out policy is followed. (Over purchasing and stock piling are not permitted.)
 - c. The least toxic chemical that is still effective for the job is selected. (Material Safety Data Sheets are reviewed to make this decision.) This includes selection of cleaning supplies as well as teaching tools for classrooms. Micro and green chemistry is encouraged.
 - d. Donated items such as hand sanitizers and any products staff want to use to bring into the school must be approved by school administration.
 - e. The school will not purchase chemicals listed on the Banned Chemical List.

2. Material Safety Data will be in the administration offices at each site and at school administration office. MSDS books are updated annually, and as new chemicals are purchased.

D. Use:

1. Chemicals will be mixed and used according to the manufacturer's directions.
Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when students are not present.
3. Areas where chemicals are being used will be properly ventilated.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e., pesticide applicators).
5. Required notification procedures will be followed (i.e., pesticide notifications)

E. Storage:

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be always stored in locked areas.
6. All original containers will be labeled with the date received.

D. Miscellaneous:

1. Unwanted, unused, and outdated chemicals should be identified as soon as possible, and no less than annually. They should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.
3. The needs to have a budget for proper disposal of hazardous waste.
4. Spills, Explosions, and Accidents (including inhalation, ingestion, or direct contact)

- **Call 911**
- **Call Indiana Poison Center at 1-800-222-1222**