

The Board of Trustees recognizes that hazardous chemicals may be used or generated in district schools by science and photo laboratories, auto shops, art and industrial arts classes, and by the maintenance and transportation departments.

The Superintendent or designee shall ensure that school staff use, store and regularly dispose of all hazardous substances in a safe and legal manner. All employees and students shall be fully informed about the properties and potential hazards of materials to which they may be exposed. A Material Safety Data Sheet (MSDS) shall be kept on file for each chemical received in the normal course of the school year. Teachers shall stress the importance of proper protection and handling, storage and disposal of all potentially hazardous substances.

At each school offering laboratory work to students, the principal shall designate a trained certificated employee as building laboratory consultant shall review, update and carry out the school's procedure for laboratory safety. (Education Code 49341)

Disposal of chemicals may be accomplished in accordance with removal and disposal systems established by the County Office of Education or by permission of the County Superintendent of Schools. (Education Code 49411).

Legal Reference: Education Code
49341 Legislative findings
49401.5 Legislative intent; consultation services
49410- Chemical listing; compounds used in school
49411 programs; determination of shelf life; disposal

General Industry Safety Orders
5194 Material Safety Data Sheets

Health and Safety Code
25163 Registration; exemptions; inspection (re transportation of hazardous wastes)
25500-25520 Hazardous materials: release response plans: inventory

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The responsibilities for complying with labor code "Right to Know" laws as well as for promoting safe laboratory practices within the Anaheim Union High School District are the following:

- 1.0 District-level staff: Under the supervision of the assistant superintendent, business services, the warehouse and purchasing department.
 - 1.1 Accepts delivery of only those chemicals that are accompanied by appropriate MSDS forms.
 - 1.2 Sends out appropriate MSDS forms with each and every chemical that is purchased and delivered with the district.
 - 1.2.1 One copy should be sent directly to the assistant principal in charge of grounds at the school site.
 - 1.2.2 One copy should be sent with the chemicals purchased to the department chairperson who ordered them.
 - 1.2.3 One copy should be kept within the purchasing department where a master file shall be compiled.
- 2.0 The assistant principal in charge of grounds:
 - 2.1 Maintains a file of MSDS forms for all chemicals used at the school.
 - 2.2 Verifies that each department chairperson maintains an MSDS file for all chemicals used within the department.
 - 2.3 Directs the department chairpersons to instruct their department members on the proper use and storage of the MSDS.
 - 2.4 Documents the training of all site personnel (certificated and classified).
- 3.0 The department chairperson:
 - 3.1 Maintains an MSDS file for all chemicals used within the department.
 - 3.2 Instructs department members on the proper use and storage of the MSDS forms. Documents this instruction and maintains a written sign-off sheet for each department member on file.

- 3.3 Verifies that department members are properly using and storing the MSDS forms.
 - 3.4 Refuses to take delivery of any chemical that does not have an appropriate MSDS form included with it.
 - 3.5 Contacts the district Business Division in writing whenever a chemical is to be used that does not have an MSDS form available. Exacting details should be included regarding the name of the chemical and the company producing it.
- 4.0 Department Instructor:
- 4.1 Keeps a copy of MSDS forms for each chemical used in each lab. When labs are being carried out in class, the form should be readily available (such as with teachers' lesson plans, teachers' guides, lab masters, etc.).
 - 4.2 Instructs students of the dangers identified on the MSDS forms for all chemicals they will be using in individual labs.
 - 4.3 Notifies the department chairperson of any MSDS forms that need to be requested from the district.

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