

# INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

## Chemical Management

### Policy O-62

**Policy:** The School Board of the Indiana School for the Blind and Visually Impaired is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from exposure to toxic chemicals used in the classroom as a part of an instructional program, as well as toxic chemicals used for cleaning or maintenance or from the presence of asbestos materials used in previous construction.

**Procedure:** At the start of each school year, a site-wide chemical inventory will be conducted by the Physical Plant Director. During the inventory, expired and unwanted chemicals will be identified for proper disposal. Compliance with this policy will be documented and submitted to the Superintendent within 30 days of the start of the school year.

Purchasing:

- 1) Chemical purchases shall adhere to the following protocol:

The ISBVI has identified the following procedures and guidelines for purchasing and accepting chemicals to minimize student and staff exposure to chemical hazards:

- a) All chemicals will be purchased through the Facilities Operations Director who will provide the original Material Safety Data Sheets to the School Safety Specialist. The Facilities Operations Director will maintain a copy in his/her office and provide copies to the Health Center and Power House.
- b) Any products with hazardous chemicals that are donated or brought into the school by staff must be approved by school administration.
- c) The least toxic chemical that is still effective for the job will be selected. Material Safety Data Sheets (MSDS) will be used to make this determination. This includes selection of cleaning supplies as well as teaching tools for the classrooms.
- d) The school will not purchase chemicals listed on the Banned Chemical List (e.g. Asbestos, Benzene, Biphenyl-4,4'-diamine, Chloroethene, Crude oil, 1,2-dibromoethane, 3,3'-dichlorobiphenykylenediamine, 3,3'-dimethylbiphenyl -4,4'-diamine, Mercury alkyls, Naphthalen-1-amine, Naphthalen-2-amine, 4-nitrobiphenyl, 2-nitronaphthalenes, Nitrosamines, Nitrosonaphthalenes, and Nitrosophenols).
- e) Any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date will be immediately banned from use on school property.

Spillage:

- 2) The Chemical Spill Team will be responsible for the cleanup and removal of chemical spills and will consist of the Physical Plant Director, the Facilities Operations Director, the Maintenance Foreman and other trained individuals assigned.
  
- 3) In the event of a spill, please contact the following staff at the numbers listed on the below Addendum.

**Adopted by ISBVI Board: 5/15/17**