

Chemical Storage, Maintenance, Training and Safety

1. As much as possible all chemicals will be stored in a central location that is secured and controlled.
 - a. Chemicals in the central location will be stored in a safe and appropriate manner.
 - b. The central location storage area will be able to be locked or otherwise restrict access and ensure control of chemical distribution.
 - c. Large containers that will be used for mixing or refilling smaller use containers will have the MSDS sheets attached in a clear and visible area.
 - d. Each chemical storage area, where chemicals are mixed or containers filled, will have an OSHA compliant eyewash station and other required safety equipment present.
 - e. A catalog will be kept and maintained that lists each and every chemical, its location and will include the corresponding MSDS catalog.

This catalog will be maintained in the central chemical storage area and the district office.

2. When it is necessary for chemicals to be stored outside the central location:
 - a. Staff will be trained in their responsibilities related to chemicals/MSDS within the district and in their specific areas of responsibility.
 - (1) This training will include:
 - (a) Chemical safety practices;
 - (b) How to read and use MSDS;
 - (c) Proper storage requirements;
 - (d) Catalog maintenance;
 - (e) Other items as appropriate.
 - b. Chemicals will not be moved from the central location without an MSDS sheet and the proper change to the MSDS catalog.
 - c. Each classroom, office, workspace or chemical storage area will have an individual MSDS catalog specific to that room.
3. Removal of chemicals from district inventory.
 - a. A review of existing chemicals will be conducted each year to determine what chemicals need to be removed from the district inventory. Such removal will include, but not be limited to:
 - (1) Chemicals that are past shelf/storage life;
 - (2) Chemicals no longer to be used;

- (3) Chemicals that due to federal and state guidelines have to be removed;
 - (4) Other chemicals as determined by appropriate district personnel.
- b. All chemicals to be removed from the inventory will be disposed of in a manner consistent with applicable state and federal law.
 - c. The MSDS catalogs will be adjusted, as appropriate.