

P7021 HANDLING OF HAZARDOUS CHEMICALS

BOARD POLICY:

The Director of Environmental Services, or designee, shall be responsible for the proper packaging, labeling, storing, and distributing of hazardous chemicals to all district locations. The appropriate Safety Data Sheet (SDS) and appropriate *Globally Harmonized System* (GHS label) must accompany all hazardous chemicals. A copy of each SDS must be on file in the office of the Director of Environmental Services. The building principal and/or user shall be responsible for implementing the necessary procedures to properly handle hazardous chemicals.

Administrative Implemental Procedures:

1. Hazardous chemicals should be purchased in a container with a capacity of one gallon or less, whenever economically feasible. However, some hazardous chemicals are purchased in a large container; e.g., 55-gallon drum, because of high volume usage in the district. These chemicals must be repackaged to a smaller secondary container prior to distribution to the user. When this repackaging is required, the following procedures must be in accordance with the Hazard Communication Standard, 29 CFR Part 1910.1200:
 - a. The person(s) dispensing the chemical from a primary to secondary container must wear appropriate personal protective equipment (PPE).
 - b. When a hazardous chemical is dispensed into a secondary container larger than one gallon, the container must be safety approved.
 - c. Each secondary container must be labeled before being distributed to the user. Each label must contain, as a minimum, the identity of the chemical(s) contained therein, appropriate hazard warnings, and the name and address of the manufacturer.
 - d. The appropriate Safety Data Sheet (SDS) must accompany the container when it is distributed to the user.
 - e. All chemical labels must be in compliance with the *Globally Harmonized System* (GHS) label requirements including pictogram, signal words, hazard statement, and precautionary statement.
2. Supply Department staff shall refuse to dispense hazardous chemicals into a container not properly labeled with the identity of the chemical substance previously contained.
3. Other USD 259 employees must not dispense a chemical substance into a container previously filled with another type of chemical. (Example: Fill an empty, but labeled, glass cleaner container with lacquer thinner.)
4. Should an unlabeled or improperly labeled container be found at any district location, the building principal or designee shall inform the office of Director of Environmental Services to arrange for pick up, identification, and appropriate disposal.

Administrative Responsibility: Facilities Division - Environmental Services

Latest Revision Date: February 2017

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