Southwest Florida

Local Emergency Planning Committee

For

Hazardous Materials

LEPC LOCAL EMERGENCY PLANNING COMMITTEE
For Hazardous Materials
DISTRICT 9

School Chemical Cleanout Toolkit

What is Hazardous Materials?

OSHA's definition includes any substance or chemical which is a "health hazard" or "physical hazard", including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system: agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water–reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics.

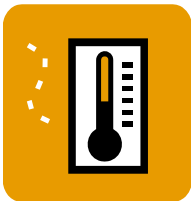
Schools generate many types of hazardous wastes in different areas of the school. Examples include the following:

School Department	Hazardous Materials
Science Rooms and Laboratories	Flammable liquids (acetone) Oxidizers (bleach) Reactive (picric acid) Toxics (cyanides, phenol)
Technology Education (Graphic Arts, Printing)	Photographic chemicals Dyes Petroleum-based inks Cleaning products
Industrial Arts (Woodworking, Auto Repair and Metal Shops)	Degreasing solvents Petroleum solvents, stains, and paints Cleaning Products Welding gases Used Oils
Maintenance and Grounds-keeping	Cleaning products Petroleum solvents Paints Pesticides Aerosols
Art	Petroleum solvents Glues and adhesives Oil-based paints Glazes with toxic metals Pigments with toxic metals Acids for etching

Mercury in Schools "A problem chemical in Southwest Florida"

Elemental mercury is quite volatile, especially when heated, and the vapors are very toxic. Incidents in schools throughout the region have illustrated that costs resulting from a mercury spill can be in the thousands of dollars.

Elemental mercury, mercury compounds and mercury-containing devices may be found in many different areas throughout a school. In the past, elemental mercury has been a common chemical in school science laboratory experiments. The following table lists examples of areas within a school where mercury, mercury compounds, and mercury-containing devices can be located.



Science Labs	Maintenance	Nurse's Office
Elemental Mercury	Fluorescent Lamps	Fever Thermometers
Mercury Thermometers	Mercury Thermostats	Blood Pressure Devices
Mercury Barometers	Mercury Vapor Lamps	
Mercury Compounds	Mercury Light Switches	Home Economics
Mercury Oxide	Mercury Switches & Relays	Cooking Thermometers
Mercury Chloride		
Mercury Nitrate	Art Rooms	Other
Mercury Sulfate	Paint (True Vermillion)	Mercury Batteries

Southwest Florida School Chemical Cleanout Tool Kit
CHECKLIST FOR LABELING OF CHEMICALS

To be completed by _____

ADMINISTRATION: LABELING	Yes	No
1. All original containers of chemicals properly labeled, indicating all the hazards of the chemical. Label states the hazard property and precautions to be taken, including protective equipment to be used when handling chemicals.		
2. All chemicals labeled properly when removed from original containers and placed in reagent bottles or other containers.		
3. Labels color-coded to show health hazard, reactivity, flammability, etc.		
4. Waste containers labeled as "Hazardous Waste", marked at initial date of accumulation, with product name or names and percentages when mixed.		
5. Chemical name completely spelled out correctly with no abbreviations.		
6. When the chemical is in solution, the solution's molarity or strength is indicated.		
7. When the date prepared is known it is included.		
8. Labels are permanent and colorfast on quality adhesive label paper.		
9. Labels replaced if damaged or faded.		

Number of Yes answers?

Number of No answers?

Are corrections needed?

Southwest Florida School Chemical Cleanout Toolkit

CHECKLIST FOR CHEMICAL MANAGEMENT

To be completed by _____

ADMINISTRATION: CHEMICAL MANAGEMENT INTRO	Yes	No
1. School has a Chemical Management Plan or Program.		
2. School has an individual or team responsible for chemical management or environmental health and safety *(see questions #15-16 below).*		
3. School has a chemical emergency response plan.		
4. Staff is trained annually in chemical safety and emergency response.		
5. School has an inventory of the hazardous materials used in the school *(see #17-18)* .		
6. School has adequate and proper chemical storage areas and cabinets *(see #20-21).*		
7. School has Material Safety Data Sheets (MSDS) for all hazardous materials *(see #22)* .		
8. School conducts annual safety training for all staff handling hazardous materials *(see #23).*		
9. School has a chemical purchasing policy *(see # 24)* .		
10. If the school generates regulated quantities of hazardous waste, the school has obtained RCRA site-specific identification number.		
11. School has determined its hazardous waste generator status.		
12. If the school is a Conditionally Exempt Small Quantity Generator (CESQG), the school complies with the limited requirements applicable to a CESQG.		
13. If the school is a Small Quantity Generator (SQG) the school complies with the requirements applicable to a SQG.		
14. If the school is a Small or Large Quantity Generator (S or LQG) of hazardous waste, the school complies with the more stringent requirements.		

15. If your school has an individual or team responsible for chemical management or environmental health and safety who is it / who are they?

_____

_____

16. If applicable do these individuals do this work on their own time or are they compensated for these efforts?

_____

17. If the school has an inventory of the hazardous materials used in the school, where is it kept?

_____

18. How often is the inventory of hazardous materials updated and by whom?

_____

19. When was the last time the school had a comprehensive school wide hazardous materials clean-out to rid the school of unwanted chemicals?

_____

_____

20. What kind of storage system does the school use for its chemicals?

_____

21. What unmet storage needs exist?

_____

_____

22. If applicable, where are the MSDS sheets kept?

_____

23. What kind of chemical management or safety training has the staff received (e.g. Right-To-Know etc.)?

_____

_____

24. Who is responsible for chemical purchasing?

_____

Number of Yes answers?

Number of No answers?

Are corrections needed?