

**Policy 3514.1: Hazardous Substances**

**Status:** ADOPTED

**Original Adopted Date:** 10/16/2007 | **Last Reviewed Date:** 10/16/2007

The Board of Education recognizes that potentially hazardous substances are used in the daily operations of our schools. The Superintendent or designee shall ensure these substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property and shall substitute less dangerous materials for hazardous substances.

**Hazard Communication Program**

The Superintendent or designee shall develop, implement and monitor a written hazard communication program in accordance with state law. As part of this program, he/she shall ensure that employees are fully informed about the properties and potential hazards of substances to which they may be exposed and that material safety data sheets are readily accessible to them.

The Superintendent or designee shall ensure that school staff purchase, use, store, transport, 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) must be kept on file and must be readily available for each hazardous material received. The Superintendent or designee must approve all hazardous materials purchased and disposed of by the district. All staff and teachers must stress the importance of proper protection and handling, storage, and disposal of potentially hazardous materials.

At each school offering laboratory work to students, the principal shall designate a trained certificated employee as the school science laboratory consultant. The school science laboratory consultant shall review, update, and carry out the school's procedures for laboratory safety. Disposal of laboratory chemicals shall be accomplished in accordance with the guidelines set forth in the district's Hazardous Materials Guide and the Science Safety Handbook for California Public Schools.

Teachers shall instruct students about the importance of proper handling, storage, disposal and protection when using any potentially hazardous substance.

---