

CHEMICAL SAFETY AND CHEMICAL HYGIENE PLAN

- A. **Purpose.** The Board's objective is to help ensure a healthy, clean, and safe learning and work environment for students, employees, and others present on school property. The policy accomplishes this in two ways. First, it establishes standards regarding the use and handling of toxic chemicals for cleaning and pest control. Second, it directs the creation of a chemical hygiene and safety plan (the "Plan") for managing hazardous substances on District property and responding to any emergencies resulting from hazardous substances. This Plan shall include all points where hazardous substances might be used and or stored on District property, including, but not limited to, materials used in connection with: chemistry and other science labs, art rooms, shop classes, food services, facilities and groundskeeping, or custodial services.

"Hazardous substances" as used in this Policy shall mean and include any material specifically designated as hazardous by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive, or toxic.

- B. **Plan Preparation and Contents.** The Board directs the Superintendent or designee to prepare a Chemical Hygiene Plan that complies with all local, state, and federal laws and regulations which pertain to the proper management of hazardous materials. When necessary, the District shall contact the U.S. Environmental Protection Agency (EPA) and/or the New Hampshire Department of Environmental Services (NHDES) to obtain relevant information regarding hazardous substances.

Additionally, the Plan shall address at least the following:

1. Identification and inventory of hazardous materials - describing a process by which hazardous substances will be identified and inventoried, and may include a classification system for grouping hazardous materials for purposes of acquisition, storage, use, disposal, record-keeping, and emergency response.
2. General provisions outlining response Hazardous Substance Emergencies, with such items as responsible personnel, required resources, decision making ladders, message-specific templates, parental notification, media plans, etc.; these provisions shall be incorporated into the District Crisis Prevention and Response Plan¹ and site-specific Emergency Operations Plans prepared under Board policy EBCA;

Mr. Robert DeColfinacker, Chairman
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Adopted by the Board: 4 February 2025

3. Special provisions for specific substances, e.g., and as pertinent:
 - a. Criteria for acquisition
 - b. Storage
 - c. Use
 - d. Disposal
 - e. Incident prevention
 - f. Special provisions relative to accidental release or other emergency;
4. Provisions to minimize the use of toxic chemicals for cleaning or pest control, including the prohibition of staff bringing cleaning products or pesticides onto District property without prior approval from the administration;
5. Procedures required for staff to obtain approval from school administration in order to bring cleaning products or pesticides onto District property;
6. Protocols and procedures relative to implementation of the Plan, including staff responsibilities by individual position and/or generalized;
7. Provisions relative to staff training, including such items as individualized and general training, who is responsible for ensuring training is conducted and updated, frequency, how and by whom training syllabi are established; Additionally, employees receiving such training will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the generation of such substances;
8. Provisions proposing consequences and/or remedies for employees who fail to adhere to the Plan or established procedures;
9. Provisions relating to student training and proposed sanctions/remedies/interventions to be included in student handbook;
10. Protocols for reporting general (non-emergency concerns regarding hazardous substances on District property).

See NH Ed 320, specifically Ed 320.02(b)(8), for additional guidance on chemical hygiene Plan content.

- C. **Prohibition of Introduction of Cleaning Products or Pesticides by School Staff.** No employee or designated volunteer may bring any cleaning products or pesticides onto District property without prior approval of the school administration, or as specifically provided in the Plan.
- D. **Annual Review and Update.** The Superintendent and/or designee shall ensure that the Plan and all procedures and protocols adopted pursuant to this policy are reviewed yearly and updated as necessary, prior to the start of the new school year. The Copies of the

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updated Plan and procedures should be provided to the Board no later than the start of each school year. Recommendations requiring Board policy changes should be brought to the Policy Committee/Board as soon as reasonably practicable.

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Adopted by the Board: *4 February 2025*

Chemical Hygiene Plan for SAU101

In 1990 the Federal Occupational Safety & Health Administration (OSHA) established regulation 29 CFR 1910.1450, *Occupational Exposures to Hazardous Chemicals in Laboratories*, otherwise known as The Laboratory Standard. The New Hampshire Department of Education adopted Administrative Rule Ed 320 in October 2023 which requires a Chemical Hygiene Plan that identifies at a minimum:

- A. That all chemicals shall be properly stored and labeled;
- B. That all flammables shall be stored in a manner that meets NFPA 30: Flammable and Combustible Liquids Code;
- C. That all acids shall be stored in a cabinet constructed from corrosion-resistant materials;
- D. That all rooms and storage areas with chemicals shall have proper ventilation;
- E. That all chemical hoods used in science experiments shall be maintained in accordance with manufacturers' recommendations;
- F. That all chemicals shall be properly managed and disposed of; and
- G. That all safety data sheets, identified by Occupational Safety and Health Administration 29 CFR 1910.1200(g), are on file at the school in accordance with 29 CFR 1910.1200

The Administrative Rule includes language for all science labs, automotive shops, and other places where hazardous liquids or open flames are frequently used. (Ed 320.02(b)(6)) It also includes language for a facility maintenance plan addressing custodial training, integrated pest management plan, a healthy indoor quality plan. (Ed 320.02(b)(2)) This plan will include all departments having chemicals: art, automotive, biology, chemistry, custodial, industrial arts.

The NH Department of Labor adopted and enforces this legislation for public sector workplaces.

The legislation requires all employers with science laboratories that meet the requirements of the standard to develop a Chemical Hygiene Plan. The Plan details how each employee will be protected from overexposure to hazardous chemicals and describes specific work practices and procedures in the laboratory to minimize employee risk. Science laboratories are defined as areas where small quantities of chemicals are used on a non production basis, multiple chemical manipulations or chemicals are used, protective practices and equipment are available and used to protect lab personnel, and work with substances in which the containers used are designed to be easily and safely manipulated by one person.

The Laboratory Standard supersedes other standards within 29 CFR, including the Hazard Communication Standard and the substance specific standards (with the exception of certain elements). Students are not considered employees under this law, but prudence dictates that they should be expected to comply with all practices and procedures

Chemical Hygiene Plan for SAU101

The Wakefield School District has made a commitment to provide a safe environment. All personnel have a right to know about health hazards associated with their work. So that personnel can make knowledgeable decisions regarding personal risks, the Laboratory Chemical Hygiene Plan includes policies, procedures, and responsibilities designed to develop an awareness of potentially hazardous conditions or chemicals in the laboratory and to train personnel in appropriate safe working conditions.

It is important that employers assume responsibility for work site safety. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

Superintendent: _____

Signature: _____

Date: _____

School Board Chair: _____

Signature: _____

Date: _____

Senior Administrative Officer: Facilities Director: _____

Signature: _____

Date: _____

Building Principal: _____

Signature: _____

Date: _____

I. Responsibilities

Specific to this Chemical Hygiene Plan for Paul Elementary School, employees (teachers, staff), administrators (superintendent, principal), and students all have responsibilities to conform to this standard. The senior administrative officer, the Facilities Manager, is ultimately responsible for chemical hygiene within the institution and must, with other administrators, provide continuing support for institutional chemical hygiene. 29 CFR 1910.1450 (e)(3)(vii) and Appendix A (B)

A. Administration Responsibilities

1. Appoint a Chemical Hygiene Officer from within the school system. The Chemical Hygiene Officer is the Middle School Science Teacher.
2. Implement a Chemical Hygiene Plan conforming to the OSHA Lab Standard (29 CFR 1910.1450).
3. Ensure that employees receive training regarding the Chemical Hygiene Plan.
4. Allocate staff time for regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records. Ensure confidentiality of all personnel records.
6. Provide resources to ensure that facilities and equipment align with requirements of the Plan.
7. Phase out mercury in the school and/or school district, per Department of Environmental Protection regulations.
8. Ensure that the local Fire Department receives a copy of the annual chemical inventory.

B. Chemical Hygiene Officer Responsibilities

1. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training provided are adequate for the chemicals in use.
3. Perform regular safety audits.
4. Maintain Safety Data Sheets (SDS) for science laboratory chemicals.
5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office and local first responders.
6. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
7. Coordinate annual review of the Chemical Hygiene Plan (CHP) by Science and custodial staff.
8. Coordinate annual hazardous waste disposal for the science department.
9. Oversee maintenance of appropriate spill kit and materials.
10. Maintain communication with administration regarding the CHP.
11. Provide training to colleagues, including administrators, teachers, and facilities staff.
12. Submit budget for maintenance of lab equipment and inspections.

C. Teacher Responsibilities

1. Plan and conduct each laboratory operation in accordance with the Chemical Hygiene Plan and safe work practices.
2. Develop and model good personal chemical hygiene habits.
3. Align curriculum with Chemical Hygiene Plan. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
4. Participate in chemical inventories.

5. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting new chemicals.
6. Annually submit a list of experiments and materials needed to the Chemical Hygiene Officer (CHO).
7. Label, use, and dispose of each chemical as required.
8. Maintain laboratory safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with the Chemical Hygiene Officer.

D. Student Responsibilities

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (i.e. no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the laboratory.
8. Never work in the laboratory unless authorized to do so. Never work alone in the laboratory.
9. Report chemical spills and accidents to the teacher immediately.

E. Custodian Responsibilities

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean science laboratories and storage areas with caution.
3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training.

II. Basic Safety Rules and Procedures

"The Chemical Hygiene Plan shall include...standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals." 29 CFR 1910.1450(e)(3)(i)

Adhere to the intent and procedures of this CHP.

1. Know the safety equipment. Users of the science labs must know:
 - a. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits, and emergency exits;
 - b. How to respond in case of an emergency; and
 - c. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
2. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from a Safety Data Sheet.
3. No horseplay, games, or pranks in the laboratory.
4. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
5. Report any accidents or unsafe conditions to CHO immediately.
6. Assume any chemical mixture is more toxic than its most toxic component.

Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.

7. Do not eat, drink, or apply cosmetics in the laboratory.
8. Do not taste any chemical. Do not smell chemicals directly.
9. Do not pipette solutions by mouth.
10. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
11. Promptly flush exposed skin with water. Drench showers are located in the Science Lab (Room 414)
12. See also **Housekeeping** section of this CHP.
13. Additional basic safety rules and procedures for this school:

III. Chemical Procurement

29CFR 1910.1450 Before a chemical is procured, proper handling, storage and disposal methods must be known to those responsible.

1. Purchase the smallest possible amounts of chemical to be used. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
2. Do not accept a container without an adequate label and safety data sheet.
3. The *Paul School* will follow a purchasing policy and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
4. No chemical will be purchased in quantities greater than a two-year supply.
5. Requests for procurement of new chemicals will be made through the CHO. Any concerns about the safety of a requested chemical should be brought to the attention of the Chemical Hygiene Officer or The Senior Administrative Officer
6. All chemicals will be received in the Maintenance Office by the Chemical Hygiene Officer or The Senior Administrative Officer
7. The school will not accept donations of chemicals from outside sources without review by the CHO to insure that the material is a) needed by the school; b) useful to the school as donated; c) a quantity no greater than a two-year supply; and d) is not a hazardous waste at the donating organization. The school will follow New Hampshire's Hazardous Waste Management Rules, CHAPTER Env- Hw 100 for applicable exclusions and procedures for transfer.

IV. Control Measures

"The Chemical Hygiene Plan shall include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices...." 29 CFR 1910.1450(e)(3)(ii)

A. Engineering Controls

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. Report improper functioning of engineering controls to the Chemical Hygiene Officer immediately.

1. Laboratory Hoods - will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:

- a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
 - b. Do not store chemicals inside the hood.
 - c. Do not use hoods for disposal of volatile chemicals.
 - d. Minimize interference with the inward flow of air into the hood.
 - e. Maintain face velocity between 75 and 150 feet per minute. At this school the CHO is responsible for monitoring the hood and keeping records.
 - f. Fume hoods must be functioning properly
 - g. Ensure fume hoods are tested per manufacturer's recommendations. The Department of Labor prefers fume hoods to be tested annually
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either directly vented to the outside or not vented with gongs left in place.
 3. All acids will be stored in an acid cabinet.
 4. A general ventilation system will be maintained for each lab with air intakes and exhausts located so as to avoid intake of contaminated air.
 5. Additional engineering controls used in this school's science labs include:
 - a. Emergency Shut-offs
 6. Fire extinguishers must be inspected monthly by internal personnel, and annually by a licensed professional.
 7. Safety equipment to include eyewash stations and emergency showers must be inspected on a regular basis.

B. Protective Clothing and Equipment

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct a personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment and chemicals being used. List activities requiring PPE and type of PPE required:

Certification of Hazard Assessment

Work Area _____

Assessment Conducted By _____

Date _____

Personal Protective Equipment - Hazard Analysis - By Task

Task	Hazard	PPE Required	Notes
Chemical Lab	<ul style="list-style-type: none"> • Corrosive Damage • Skin Irritation 	<ul style="list-style-type: none"> • Safety Goggles • Aprons • Hair Ties • Gloves 	

Heating Substances	<ul style="list-style-type: none"> ● Burns ● Cuts ● Chemical Hazards 	<ul style="list-style-type: none"> ● Safety Goggles ● Aprons ● Hair Ties ● Gloves 	
Dissection	<ul style="list-style-type: none"> ● Cuts ● Scrapes 	<ul style="list-style-type: none"> ● Safety Goggles ● Aprons ● Hair Ties ● Gloves 	
Working w/ Electrical Components	<ul style="list-style-type: none"> ● Electrical Shock 	<ul style="list-style-type: none"> ● Safety Goggles ● Insulated Gloves 	

2. Students and staff will wear appropriate PPE to avoid chemical exposure.
 - a. Wear eye protection during chemical transfer and handling.
 - b. Do not wear sandals, perforated shoes, or bare feet in labs.
 - c. Shorts and skirts will not be worn unless a disposable apron is worn.
 - d. Gloves appropriate to the materials and tasks will be provided. All gloves have a breakthrough time. The teacher will check the manufacturer's recommendations.
3. The school will provide required PPE for all employees at no cost.
4. School policy on providing PPE for students:
 - a. All materials and PPE will be supplied and maintained by the Wakefield School District
5. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.
6. Each science laboratory will have
 - a. An easily accessible drench-type safety shower;
 - b. An eyewash fountain; and
 - c. An ABC fire extinguisher.
 - d. Other safety equipment at this school:
 - i. Fire Blanket
7. Fire alarms and emergency telephone are located near each lab, at Room 414
8. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.

C. Housekeeping

Each instructor is responsible for keeping his or her workspace clean and is jointly responsible for common laboratory areas.

1. Keep unobstructed access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits.
2. Keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean the work area at the end of each operation or each day. Make sure all gas and water outlets are completely shut off. Return all items used in the experiment to their proper storage location.
3. Dispose chemical wastes according to Department of Environmental Services hazardous waste or solid

waste rules (Scroll to chapters 850 and 851.), or, call the DEP directly.

4. Secure gas cylinders.
5. Clean up any spills on the floor or bench immediately.

D. Hazardous Material Handling and Storage

Follow all federal, state and local regulations for material handling and storage and waste disposal.

1. Chemicals will be stored in Room(s) 414 (Science Lab) and the Maintenance Office, the CHO will oversee the chemical storage
2. All used chemicals and hazardous waste will be stored in Room 414 or the Maintenance Office
3. All chemicals in the stockroom should be stored according to chemical compatibility. Chemicals will be segregated by hazard classification and compatibility in a well-identified area with local exhaust ventilation.
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent outdoors, do not vent the cabinet at all (leave the bungs in place).
6. Do not store chemicals on the floor (except gas cylinders) or above eye level.
7. Gas cylinders should be properly secured, segregated according to compatibility, and stored upright and away from heat sources.
8. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed in storage area unsupervised.
9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
10. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells or hallways or on desks or floors.
12. Maintain a complete inventory of chemicals in the chemical storage room. Inventory science chemicals at least annually. File the annual Inventory with the Wakefield Fire Department
13. Any chemicals identified during the inventory as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal. See **Waste Disposal** section.
14. Mark the acquisition dates on all peroxide forming chemicals and test them for peroxides or dispose of them after six months.
15. Provide spill cleanup supplies (absorbents, neutralizers) in any room used for chemical storage or use.
16. Exhaust air from the stockroom should be ducted directly to the outside. At this school, the CHO is responsible for ensuring that the exhaust air is properly ducted.
17. Use refrigerators of explosion-proof, or explosion safe design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
18. Chemicals should be dated upon receipt, dated to be disposed where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
19. Chemical containers should be periodically checked for rust, corrosion, and leakage.
20. Chemical labels should state the name of the chemical, be firmly attached to the container, list hazards, and name the responsible party (manufacturer).

21. Chemical labels must be readable and free from chemical encrustation.
22. Maintain clear access to and from the storage areas. Where possible, two separate exits shall be provided in chemical storage areas.
23. Highly toxic chemicals (LD 50 50 mg/kg) whose containers have been opened will be stored in secondary containers.
24. The CHO will examine stored chemicals at least Quarterly for container integrity.

E. Inspections

1. The CHO is responsible for activating safety showers and eyewash fountains Quarterly to flush the lines and to verify proper operation
2. The CHO is responsible for assuring that fume hoods are monitored quarterly to ensure adequate airflow (75-125 linear feet per minute).
3. The CHO is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly. Fire extinguishers should be securely mounted on the wall and a sign indicating their location posted above the fire extinguisher.
4. Users should inspect personal protective equipment prior to each use.
5. In addition to daily walk-through inspections, the CHO is responsible for conducting safety inspections in each lab Quarterly to monitor housekeeping and to make sure safety equipment is working.
6. Keep records of inspections in a form similar to the following, or directly on the inspection tag on each fire extinguisher:

Inspection Description	Date Inspected	Inspected By

V. Medical Program

"The Chemical Hygiene Plan shall include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." 29 CFR 1910.1450(e)(3)(vi) and (g)

A. Medical Consultation and Examination

When employees or supervisors suspect that an employee has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the employee. Medical records shall be retained according to state and federal laws in accordance with 29 *CFR 1910.1020*. The events and circumstances that might result in overexposure to a chemical are:

created January 2, 2025
board approved February 4, 2025

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including but not limited to rash, headache, nausea, coughing, tearing, irritation or redness of eyes, irritation of nose or throat, dizziness, loss of motor dexterity or judgment.
4. This school has arranged for Wakefield Fire/Rescue to provide medical consultations/examinations in the event of chemical exposure:

B. Exposure Assessment

1. All chemical exposure incidents shall be documented on an accident report form (attach sample form to this plan), along with any action taken. If no further action is taken, the reason for that decision should be included. In this school (*person or position*) is responsible for investigating chemical exposure incidents.
2. Method for investigating exposure incidents at this school:
 - a. Immediately administer first aid
 - b. Document details of the incident
 - c. Contact relevant authorities
 - d. Identify source of exposure
 - e. Implement preventative measures to mitigate future exposures

C. First Aid

1. Personnel trained in first aid should be available during work hours. The following have received first aid training and are expected to render first aid:

- **Nurse**
- **LNA**
- ***The Health Office will maintain a list of all CPR/First Aid trained staff.***

2. The closest emergency room with medical personnel is

*Huggins Hospital
240 S Main St.
Wolfeboro, NH 03894*

VI. Signs and Labels

29CFR1910.1450

The following signs and/or labels should be posted prominently in the laboratory:

1. Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.
 - a. Rescue: 603-522-2284
 - b. Fire: 603-522-8336
 - c. Hospital: 603-569-7500
 - d. Poison Control: 1800-222-1222
 - e. Administration: x 200
 - f. Lab Instructor: x 414
 - g. Department of Public Safety: 1-800-452-4664
2. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
3. Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.
4. Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED".
5. Warnings at areas or equipment where special or unusual hazards exist. .

VII. Spills and Accidents

29CFR1910.1450 Appendix A (D)(9)

1. In the event of a spill, staff must contact the CHO or the Senior Administrative Officer **before beginning cleanup** who will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response. The Emergency Response Plan for this school is located in the Maintenance Office
2. The responsible staff will evacuate all persons *from* the spill or accident area until certain that the spill is not hazardous to people in the general area.
3. The CHO and/or Senior Administrative Officer responsible for writing the accident report. The Senior Administrative Officer will maintain accident records.
4. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
5. At this school the CHO/Senior Administrative Officer in conjunction with Health Office Staff is responsible for promptly addressing the needs of people who may have been exposed.
6. The CHO or The Administrative Officer must report the spill to the Department of Public Safety (1-800-452-4664).
7. All waste generated from a chemical spill will be treated as hazardous waste.
8. Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. List of people trained to conduct spill response at this school, and date training was conducted:

Employees trained in spill response	Date trained

created January 2, 2025
board approved February 4, 2025

VIII. Waste Disposal

"Aim: To assure that minimal harm to people, other organisms, and the environment will result from the disposal of waste laboratory chemicals." 29 CFR 1910.1450

More information can be found from the US EPA at <https://www.epa.gov/schools/toolkit-safe-chemical-management-k-12-schools>

Environmental regulations also govern chemical waste disposal. Go to Env-HW 500 at <https://www.des.nh.gov/rules-and-regulatory/administrative-rules?keys-envhw> or call NH DES directly at 1-866-HAZWAST

1. Prior to the start of each semester, the CHO will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the Senior Administrative Officer.
2. The CHO or the Senior Administrative Officer will coordinate hazardous waste disposal. Waste will be collected for disposal at least yearly.
3. Indiscriminate disposal by pouring waste down the drain or adding them to the general trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
4. If large quantities of hazardous chemical wastes are being stored or if a container is full, a hazardous waste pick-up should be scheduled by the CHO within 180 days of the container becoming full.
5. The CHO or the Senior Administrative Officer is responsible for all hazardous waste manifests and associated paperwork.
6. No waste pick-ups will be scheduled during regular school hours.
7. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage area, Room 414, in appropriate DOT approved shipping containers and segregated for compatibility.

All containers must have the following information on the label:

- o "Hazardous Waste"
 - o The chemical contents,
 - o The date that waste was first put in and
 - o The date the container was filled.
8. When a hazardous waste pick-up is needed, this school will contact *Waste Management at 1800-449-7587* to transport and dispose of hazardous waste.

NOTE: Most schools are usually considered Small Quantity Generators by the Department of Environmental Services. Schools that do not know their regulator status should check with DES. This school is on a *municipal sewer system*.

Non-hazardous liquid may be disposed of down the drain with the permission of the sewer district (*contact name and phone number*). Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metals, solvents, etc.), and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash), Custodians must be notified of any chemical put in the trash for disposal.

IX. Information and Training

Paul Elementary School provides ongoing training sessions for our employees. Our training includes:

1. Content and location of this Chemical Hygiene Plan and The Laboratory Standard.
2. Potential hazards involved in using chemicals.
3. Signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.
4. Location and availability of chemical Safety Data Sheets (SDS).
5. Understanding of the permissible exposure limits (PELs) used in the school.
6. The proper use and location of all safety equipment.
7. The proper storage and labeling of laboratory chemicals

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 68069

Check Batch: 45624
 Check Header: (N/A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:
 Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
45624	90392	01/29/2025	8926	IRVING ENERGY	0.00	969.58
	90393	01/29/2025	8927	IRVING ENERGY-PROPANE	0.00	69.46
	90394	01/29/2025	8927	IRVING ENERGY-PROPANE	0.00	4,213.67
	90395	01/29/2025	669	EVERSOURCE	0.00	5,591.58
Totals:						\$10,844.29

WAKEFIELD SCHOOL DISTRICT Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND TREASURER APPROVALS

Robert DeColmacker
Robert DeColmacker, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Mary Collins
Mary Collins, School Board Member

Sandra Taliaferro, School Board Member

Brennan Peaslee
Brennan Peaslee, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

4 Checks Listed.