



Environmental Quality TFS Supplement

**HAZARDOUS MATERIAL and SOLID WASTE MANAGEMENT CHECKLIST**

School Name / ID _____	Date _____
Location _____	Investigators _____
_____	_____

**General Facility**

***Procurement***

- Purchase least hazardous products
- Purchase only as much product as is needed for each project

***Usage***

- Hazardous product labels are read and instructions are followed
- MSDSs are kept up-to-date and filed in an accessible location
- Only the recommended amounts of hazardous materials are used
- Work with hazardous materials under a fume hood or in a well-ventilated area
- Caution used when mixing powdered chemicals
- Drinking and eating are not permitted when using hazardous materials
- Wastes are not burned

***Storage and Disposal***

- Products stored in well-labeled, original containers with tight-fitting lids
- Check storage regularly for leaks and spills
- Incompatible materials (reactive, explosive, etc.) are not stored together
- Flammable chemicals are stored in fire-resistant storage containers or cabinets
- Hazardous materials are stored in locked storage areas
- Hazardous materials are not dumped down sinks or drains
- Unneeded materials are disposed of according to appropriate regulations or donated to another school

***Safety Equipment***

- Staff and students receive training on use of appropriate protective equipment when working with hazardous materials

**School Art/Theater Arts Activities**

- Water-based paints and materials substituted for oil-based paints and materials
- When painting, the following steps are taken:
  - \_\_\_ Mix only the amount of paint needed to get the job done
  - \_\_\_ Use high transfer efficiency paint guns
  - \_\_\_ Hold the paint gun six to eight inches from the work surface
  - \_\_\_ Clean paint guns in an enclosed gun cleaning station
- Solvents stored in covered containers, with lids shut when not in use
- Students instructed not to sniff or taste art room supplies
- Silver recovery unit used to reduce the toxicity of photographic processing wastewater

### **Swimming Pools**

- Personal protection used when handling pool chemicals.
- Access to chemical storage area is restricted.
- Procedures that provide special ventilation and isolation for chemical storage are followed.
- Detectors that alarm when dangerous airborne concentrations of chemicals are present and in working order.
- Warning signs are placed at entry to storage areas.

### **School Vehicle Fleet Maintenance Activities**

- The following products are not purchased:
  - Products containing chlorinated compounds
  - Corrosive cleaners
  - Products with a flash point below 140°F
  - Aerosol products
  - Terne-plated oil filters (high metal content)
- When painting, the following steps are taken:
  - Mix only the amount of paint needed to get the job done
  - Use high transfer efficiency paint guns
  - Hold the paint gun six to eight inches from the work surface
  - Clean paint guns in an enclosed gun cleaning station
- Lids on solvents, tanks, and parts washers are kept closed when not in use
- A "dry shop" is operated where all fluids are prevented from going down the drain. Dry floor cleaning materials are used instead of liquids
- Vehicle batteries are stored upright in a secure, covered location
- Tires stored out of the weather to prevent water ponding

### **School Grounds Activities**

- Native, pest- and drought-resistant plants and seeds are purchased
- Pesticide use is minimized through an Integrated Pest Management program
- All solid waste containers have lids and are constructed to minimize rodent attraction and harborage
- Solid waste containers are on easily cleaned and maintained surfaces
- Solid waste is removed from the premises at least weekly

### **School Building Maintenance Activities**

- Less hazardous cleaning and maintenance products are purchased
- Cleaning and maintenance activities involving hazardous materials are performed during unoccupied periods with adequate ventilation with outdoor air
- Low emissions carpet and carpet adhesive is purchased
- New carpet is unrolled in a well-ventilated space for at least 24 hours before installation
- Carpet is installed when spaces are unoccupied and supplied with fresh outdoor air ventilation
- Staff, students, and parents are notified before hazardous materials are used in the school building (e.g., fertilizers, pesticides, new carpet)
- A solvent sink is used to clean parts