

**POLICY NO. ASD-W-450-1****CHEMICALS – STORAGE AND DISPOSAL****Category:** Facilities**Effective:** April 2014
Revised May
2019**Policy Statement**

Anglophone West School District shall ensure safe storage and disposal of chemicals. The procedures under this policy provide for the systematic disposal and safe storage of chemicals.

Definition

For the purpose of this policy, reference to “chemicals” means all chemicals, cleaning products and solvents.

Application

This policy applies to all chemicals in schools including those used in science labs, vocational areas, classrooms, custodial rooms and other rooms of the school.

Procedures

1. The Principal or designate shall ensure that the only chemicals used are those approved by the Department of Education and Early Childhood Development to support curriculum outcomes and those used for cleaning which are to be ordered through the school district.
2. The Principal or designate shall ensure that all approved chemicals for curriculum are stored in the original containers in a cabinet designed for chemical storage. All chemicals are to be correctly labeled using the WHMIS 2015 system (Workplace Hazardous Material Information System). The SDS (Safety Data Sheets) are to be kept in both the storage area and the WHMIS school binder. In the event of an injury, these sheets must accompany the person to the hospital.
3. The Principal or designate shall ensure that all approved cleaning products and solvents are stored neatly in the original containers in a secured area identified for storage. All cleaning products are to be correctly labeled using the WHMIS (Workplace Hazardous Material Information System). The SDS (Safety Data Sheets) are to be kept in both the storage area and the WHMIS school binder. In the event of an injury, these sheets must accompany the person to the hospital.
4. The Principal or designate shall ensure that all chemicals are inventoried by name, supplier, quantity, expiry date and location and the list kept both in the storage area and in the School Office. Inventory will be completed semi-annually.

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5. The Principal or designate shall ensure proper disposal of all chemicals upon their expiry date or when the chemicals are surplus to the school.
6. The Principal or designate shall contact an approved Environmental Disposal Service for the removal of surplus/expired chemicals. The disposal contractor will need to be provided with the following:
 - a. name of chemical
 - b. quantity of each chemical
 - c. container size
 - d. room number and room description of where chemical is stored (ex. Room 146, Science lab storage room)

The chemicals are to be stored in an appropriate storage cabinet until they are picked up for disposal.

7. At the end of the school year each school will be required to report on the status of storage and disposal of chemicals to the Joint Health and Safety Committee.

Reference

- [Education Act 28\(2\)\(c\)](#)
- [WHMIS](#) – Workplace Hazardous Material Information System
- [SDS](#) – Safety Data Sheets
- Department of Environment [National Building Code](#)

Environmental Disposal Services

Possible sources to use for Chemical Disposal:

- ❖ **Terrapure Environmental**– June Jorgeson, Sussex Facility – 506-432-5851
- ❖ **Clean Harbors Environmental Services** – Debert, NS – 902-662-3336