



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Chemical Safety Coordinators

NUMBER: REF-1563.3

ISSUER: Yi Hwa Kim, Interim Director
 Office of Environmental Health and Safety

Enrique G. Boull't
 Chief Operating Officer

ROUTING

All Secondary Schools
 All Middle Schools
 All Educational Service Centers
 Adult and Career Education Division
 All Science Centers

DATE: July 7, 2014

PURPOSE: The purpose of this Reference Guide is to provide information on appointing of School-Site Chemical Safety Coordinator (CSC).

MAJOR CHANGES: This Reference Guide replaces REF-1563.2, *Chemical Safety Coordinators*, February 21, 2012, to update the Reference Guide to reflect current program requirements.

INSTRUCTIONS: I. SELECTION OF CHEMICAL SAFETY COORDINATORS

Site Administrators at secondary and middle schools with science or chemistry laboratories are required to appoint a Chemical Safety Coordinator (CSC) from onsite Certificated staff. Responsibilities of the CSC include:

- assisting the Site Administrator in complying with hazardous material management,
- conducting employee training, and
- establishing a laboratory safety protocol.

For performing these responsibilities, the CSC receives a supplemental assignment differential, as indicated in Section IV below.

The Site Administrator must select a CSC who is a Certificated staff member, preferably a science teacher or faculty member with a background in chemistry. The CSC should also have the ability to train and effectively communicate with staff about the hazardous properties of chemicals used at the school.

The Site Administrator and designated CSC must complete and return *Attachment A, "Chemical Safety Coordinator Appointment"* to the Office of Environmental Health and Safety (OEHS) by September 30th of each year, and *Attachment B, "Chemical Safety Coordinator Activity Checklist"* to OEHS by May 30th of each year.



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II. DUTIES OF CHEMICAL SAFETY COORDINATORS

In order to maintain a safe environment for students and staff, and ensure compliance with applicable regulations, the CSC is required to:

- Attend two training meetings (after school hours) conducted by OEHS during the school year on the subject of chemical safety. Submit *Attachment C, "Health and Safety Training Form"* to OEHS. These two trainings are completely different from one another and require different training materials and a different PowerPoint presentation.
- Provide yearly training on the *Hazard Communication Standard* to all school staff, and on the *Chemical Hygiene and Safety Plan* to Science Department staff. The Site Administrator's signature is required on the sign-in sheets. Document all trainings and maintain all records on site for at least 5 years.
- Conduct yearly inventory of all chemicals stored in each school building and chemical storage rooms. Determine chemical usage, arrange for removal and proper disposal of outdated chemicals. Inventory information should include: chemical name, quantity, hazard information, and storage location. If desired, computer software may be used for keeping the inventory. Inventory and chemical order records are to be maintained by the Chemical Safety Coordinator, Site Administrator, or Science Department Chairperson, with a copy sent to OEHS. CSCs may use the *LAUSD Approved Chemical Inventory List* at www.lausd-oehs.org/chemical-hygiene_documents.asp to document their inventory.
- Maintain Safety Data Sheets. A Safety Data Sheet (SDS) is written document that outlines information and procedures for handling and working with a chemical product and contains physical and chemical property information, potential hazard information, emergency procedures, and manufacturer contact information. A SDS must be kept for any chemical kept on site or documented on the inventory. SDSs received for all laboratory chemicals must be kept in the Science Chemical Safety Data Sheets binder and be readily accessible to employees. SDSs are available electronically on the OEHS website, accessible through the LAUSD.net homepage. SDSs are required to be presented in a consistent 16-section format and must provide detailed health and safety information and precautions for handling, storing and transporting hazardous substances, including emergency and first aid procedures.
- Conduct monthly inspections of chemical/hazardous waste storage areas and arrange for removal and proper disposal of outdated chemicals. Submit *Attachment D, "Monthly Check List for Safe Handling and Storage of*



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Chemicals to OEHS. OEHS must receive documentation of the monthly inspections August through May for schools on traditional calendars. Schools on non-traditional calendars must submit a monthly checklist during the months of operations. Aggregate submissions of monthly checklists for multiple months are not acceptable.

- Maintain required documents and training records. All required documents for the Chemical Safety Coordinator Program shall be submitted to OEHS by e-mailing them to csc@lausd-oehs.org.
- Assist in responding to emergencies as detailed in *Safe School Plan, Volume 2 – Emergency Procedures*, for a release or threatened release of hazardous materials at or near the school.
- Review the California Department of Education [Science Safety Handbook for California Public Schools \(*.pdf\)](#) to assist science teachers, administrators, and other school staff members in providing safe practices and information related to chemical hazards.
- Refer to Attachment E for a summary of the required activities and due dates to ensure compliance.

III. TRAINING OF CHEMICAL SAFETY COORDINATORS

OEHS will provide training and information to CSCs. Two mandatory training sessions are held annually, one in October and the other March, of every school year at various locations throughout the District. CSCs are required to attend both sessions, which are held from 3:30 p.m. to 5:30 p.m. The scheduled training dates and locations are e-mailed to CSCs and the Site Administrators are notified by a memorandum posted on InsideLAUSD. In addition, the training dates are also made available on the OEHS website at http://www.lausd-oehs.org/CSC_Meetings.asp. Non-attendance to these meetings results in non-payment of the stipend. CSCs are required to sign the attendance sheet as proof of attendance.

IV. PAYMENTS TO CHEMICAL SAFETY COORDINATORS

After completion of all responsibilities, including attendance at all required training sessions, OEHS will provide an approval letter for the stipend payment with the funding information to the Site Administrative Assistant (SAA) for time reporting (See Attachment F). CSCs will be compensated with a supplemental assignment differential of \$637 per semester. Multi-track schools are authorized a 20 percent additional payment for 12-month coverage, and payments may be allocated among more than one CSC if more than one person serves in that



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capacity to provide year-round coverage. For general guidelines and requirements regarding payments to CSCs, refer to REF-1802.10, *Time Reporting Instructions for Lump Sum Payment of Differentials*, or the most current version issued by the Accounting and Disbursements Division.

RELATED RESOURCES:

Information on the CSC program including the “*LAUSD Approved Chemical Inventory List*” may be downloaded from the OEHS website at <http://www.lausd-oehs.org/chemical-hygiene.asp>

Applicable code includes:

- Education Code, Section 49340 et seq., Hazardous Materials Education
- Education Code, Section 49411, Removal of Chemicals
- California Code of Regulations, Title 8, General Industry Safety Orders, Section 5191, Occupational Exposure to Hazardous Chemicals in Laboratories; Chemical Hygiene Plan
- California Code of Regulations, Title 8, General Industry Safety Orders, Section 5194, Hazard Communication; Material Safety Data Sheets
- Health and Safety Code, Chapter 6.95, Section 25500 et seq., Hazardous Materials Release Response Plans and Inventory

ASSISTANCE:

For assistance or additional information, please contact the Office of Environmental Health and Safety at (213) 241-3199 or visit the website at www.lausd-oehs.org.

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Office of Environmental Health and Safety

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ATTACHMENT A

CHEMICAL SAFETY COORDINATOR APPOINTMENT

Each school with a science or chemistry laboratory is required to have a trained member of the professional staff designated as Chemical Safety Coordinator (CSC). The CSC is responsible for the safe use, storage, and disposal of chemicals, the maintenance of an annual chemical inventory, and the training of school staff on the subject of chemical safety.

Please complete this form and return to the Office of Environmental Health and Safety by **September 30 of each year.**

School Name: _____ Date: _____

The Chemical Safety Coordinator appointed for the fiscal year beginning July 1 and ending June 30 of the following year is: *

_____/Employee #: _____

The Chemical Safety Coordinator's telephone number is: _____

The Chemical Safety Coordinator's e-mail address is: _____

Site Administrator

Mail to: Office of Environmental Health and Safety
333 South Beaudry Avenue, 28th Floor
Los Angeles, CA 90017

E-mail to: CSC@lausd-oehs.org

Fax to: (213) 241-6816

If you have any questions regarding this matter, please contact OEHS at (213) 241-3199.

* If more than one CSC, complete two forms and indicate track/semester of coverage.

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ATTACHMENT B

CHEMICAL SAFETY COORDINATOR ACTIVITY CHECKLIST

REQUIRED ACTIVITIES FOR THE FISCAL YEAR	DATE DUE	DATE COMPLETED
Inspect chemical storage rooms, submit annual chemical inventory list to OEHS and arrange for pick-up of outdated chemicals. Time Spent Inventorying Science Chemicals: _____ Hours Time Spent Arranging for Science Chemical Removals/Pick-ups: _____ Hours	April	
Conduct monthly inspection of chemical/hazardous waste storage areas for housekeeping, chemical storage compatibility and request chemical waste pick-up (e.g. auto shop, graphic arts and photography). Submit <i>“Monthly Check List for Safe Handling and Storage of Chemicals”</i> to OEHS.	Monthly (Aug-May)	
Provide Hazard Communication Training to staff on site.	March	
Provide training on the Chemical Hygiene and Safety Plan to science department staff.	March	
Attend two OEHS Chemical Safety meetings each year and share information with Site Administrator and staff. Submit, <i>“Health and Safety Training Form”</i> to OEHS.	October March	

CERTIFICATION: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Safety Coordinator (CSC) for my school.

CSC (Print Name)

CSC Signature

Employee #

School

Date

Site Administrator Signature

Please complete and return this form to OEHS, 333 S. Beaudry Avenue, 28th Floor, Los Angeles, CA 90017, by May 30th of each year.

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Health and Safety Training Form**

ATTACHMENT C

TRAINING LOCATION _____

DATE _____

The following employees have been trained in accordance with Title 8 of the California Code of Regulations in: (Please check one of the following.)

- Bloodborne Pathogens Standard Section 5193
 Fire Prevention & Emergency Evacuation Sections 3220-3221
 Hazard Communication Section 5194
 Injury & Illness Prevention Program Section 3203
 Occupational Exposure to Hazardous Chemicals Laboratories Section 5191

Other (specify agency and applicable codes) _____

PRINT NAME	SIGNATURE	EMPLOYEE #	JOB TITLE	WORK LOCATION
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____

Trainer or Site Administrator's Signature _____

ATTACH A COPY OF THE AGENDA AND LIST OF TRAINING MATERIALS.

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ATTACHMENT D

MONTHLY CHECK LIST FOR SAFE HANDLING AND STORAGE OF CHEMICALS

To be completed by CSC for the Month of _____ / Year _____

ACTIVITY	Yes	No
1. All chemicals are correctly and clearly labeled		
2. Unlabeled containers and chemicals wastes have been inventoried and a disposal request submitted to OEHS.		
3. Only chemicals that are being used are continually being stored.		
4. Only the amounts of chemicals which can be consumed within a year are being stored.		
5. CSC is aware of and has trained others on hazards and precautions for protection prior to using any chemical, and has reviewed the precautionary labels and contents before using any chemical product.		
6. All chemicals are stored by compatibility (see CHSP Appendix IV, Table 1: Chemical Shelf Storage Identification Chart and Table 2: Storage for Compatibility Categories).		
7. Chemicals are stored on shelves below eye level.		
8. Chemicals are NOT being stored on the floor		
9. Chemicals are being stored in approved storage cabinets.		
10. Neutralizing chemicals, absorbent and other spill control materials are readily available.		
11. Compressed gas cylinders are upright and secured to the wall with caps in place.		
12. Storage cabinets for corrosive chemicals (separated for acids and for bases) are appropriately labeled.		
13. Flammable materials are stored in approved storage cabinets.		
14. Shelving is equipped with lips to prevent products from rolling off shelves and secured to walls/floor to prevent tipping of entire sections.		
15. Storage areas/cabinets are labeled to identify the hazardous nature of the products stored within.		
16. Class ABC fire extinguishers are available in chemical storage areas and are in working order.		
17. There are no sources of ignition in the chemical storage area.		
18. Chemicals storage areas have two exits and egress (exiting) area is clear.		
19. Used and contaminated reagents are stored and labeled properly.		
20. Current and dated inventory lists are posted clearly in each storage room throughout the science department.		
21. Chemical storage cabinets are locked when laboratory classes are not in session.		

Certification: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Safety Coordinator (CSC) for my school.

_____ Date

_____ School

_____ CSC Signature

_____ CSC Name (print)

_____ Site Administrator Signature

_____ Date Completed

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ATTACHMENT E

Summary of the Required Activities

1st Semester Activities	Required
CSC Appointment	September - Mandatory
Attend Fall Semester Meeting	October - Mandatory
Completed Monthly Checklist August	✓
Completed Monthly Checklist September	✓
Completed Monthly Checklist October	✓
Completed Monthly Checklist November	✓
Completed Monthly Checklist December	✓
2nd Semester Activities	
Attend Spring Semester Meeting	March - Mandatory
HAZCOM Training (Sec 5194)	By March - Mandatory
CHP Training (Sec 5191)	By March - Mandatory
Chemical Inventory	By April - Mandatory
Completed Monthly Checklist January	✓
Completed Monthly Checklist February	✓
Completed Monthly Checklist March	✓
Completed Monthly Checklist April	✓
Completed Monthly Checklist May	✓

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ATTACHMENT F



Office of Environmental Health and Safety Laboratory
333 S. Beaudry Ave, 28th Floor
Los Angeles, CA 90017
(213)241-3945

Fax (213) 241-6816

To: _____ **From:** Greta Galoustian

Fax: e-mail **Pages:** __1__ Including this cover sheet

Phone: _____

Re: **Funding Information for CSC**
Stipend Payment

The Office of Environmental Health and Safety (OEHS) has reviewed the required documents for the CSC program for:

Site Name: _____ **Location Code:** _____

Date: _____ **Total Stipend Amount: \$ 637.00**

Funding Line: _____ **Semester:** _____

Wage Type	Job Code	Functional Area	Amount
1311	0909	1110-1000-10156	\$637.00

Authorized Signature

Print name