



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Chemical Safety Coordinators

NUMBER: REF-1563.5

ISSUER: Carlos A. Torres, Interim Director
Office of Environmental Health and Safety

DATE: October 9, 2018

ROUTING

Secondary Schools
Regional Occupational Centers
Skills Centers
Local District Offices
Adult and Career Education Division
Science Centers

PURPOSE: The purpose of this Reference Guide is to provide information on the appointment of a Chemical Safety Coordinator (CSC) and implementation of the CSC program. This program is designed for schools to comply with the Occupational Exposure to Hazardous Chemicals in Laboratories Standard (California Code of Regulations, Title 8, Section 5191).

MAJOR CHANGES: This Reference Guide replaces REF-1563.4, *Chemical Safety Coordinators*, September 26, 2016 to reflect current program requirements, including due dates, updated links, and updates to Attachments A-F.

INSTRUCTIONS: I. SELECTION OF CHEMICAL SAFETY COORDINATORS

Site Administrators at secondary 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 trainings,
- establishing a laboratory safety protocol, and
- attending CSC meetings once per semester.

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.

If your site does NOT have any science chemicals, then you are NOT required to have or assign a CSC for your site. Please contact OEHS at 213-241-3199, so that we can verify and exempt your school from this requirement.



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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 August 31st of each year, and *Attachment B, "Chemical Safety Coordinator Activity Checklist"* to OEHS by May 31st of each year.

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 (2) mandatory training meetings, one each semester (after school hours) conducted by OEHS during the school year on the subject of chemical safety. These two trainings are completely different from one another.
- Provide yearly training on the *Hazard Communication Program* to ALL school staff, and on the *Chemical Hygiene and Safety Plan* to Science Department staff. Each of these two trainings requires separate sign-in sheets and agendas. The training topic needs to be clearly marked on the sign-in sheets and agendas. The Site Administrator signature is also required on the training sign-in sheets. All training documentation records must be maintained on site for at least five (5) years. Copies of *Attachment C, "Health and Safety Training Form"* must be submitted to OEHS for each training, by March 31st.
- Conduct yearly inventory of all chemicals stored in each school building and chemical storage rooms. Determine what types of chemicals are being used onsite, arrange for removal and proper disposal of outdated chemicals. Only chemicals approved for use by OEHS may be purchased or used at LAUSD schools.

Inventory information must include: a) Name of School, b) Room #, c) Date, d) Chemical Name, e) Quantity, f) Hazard Information, and g) Time Spent conducting the inventory. If desired, computer software may be used for keeping the inventory. Inventory and records of chemicals orders/invoices are to be maintained by the CSC, Site Administrator, or Science Department Chairperson, with a copy sent to OEHS by April 30th each year. CSCs may use the *LAUSD Approved Chemical Inventory List* at <http://achieve.lausd.net/Page/3987> to document their inventory.

- Maintain Safety Data Sheets. A Safety Data Sheet (SDS) is a written document that outlines information and procedures for handling and working with a chemical product and contains physical and chemical property information,



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potential hazard information, emergency procedures, and manufacturer contact information. An SDS must be kept for any chemical kept on site or documented on the inventory. These do not need to be sent to OEHS. An SDS is created by the chemical manufacturer and may be obtained from the vendor or manufacturer. Electronic copies are also available on the OEHS website at <https://achieve.lausd.net/Page/3659>.

- 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 Chemicals"* to OEHS every month. OEHS must receive documentation of the monthly inspections for the months of August through May. Aggregate submissions of monthly checklists for multiple months are not acceptable and could result in NON-PAYMENT of stipend.
- 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. **(This is the ONLY email accepted for CSC submittals and correspondence.)**
- Review the California Department of Education [Science Safety Handbook for California Public Schools](#) to assist science teachers, administrators, and other school staff members in providing safe practices and information related to chemical hazards.
- Refer to *Attachment E, "Summary of the Mandatory Activities"* for a list of the required activities and due dates to ensure compliance. Please indicate the dates completed. Checkmarks will NOT be accepted on this form.

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 in March, of every school year at various locations throughout the District. CSCs are required to one session per semester. They are scheduled from 4:00 p.m. to 5:30 p.m. The scheduled training dates and locations are e-mailed to CSCs and the Site Administrators. In addition, the training dates are also made available on the OEHS website at <http://achieve.lausd.net/Page/4263>. Non-attendance to these meetings will result in non-payment of the stipend. CSCs are required to sign the attendance sheet as proof of attendance.



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IV. PAYMENTS TO CHEMICAL SAFETY COORDINATORS

After completion of all responsibilities, including attendance at two (2) mandatory training sessions, OEHS will provide an approval letter for the stipend payment with the funding information to the School Administrative Assistant (SAA) for time reporting (See Attachment F). CSCs will be compensated with a supplemental assignment differential of maximum \$637 per semester. For general guidelines and requirements regarding payments to CSCs, refer to REF-1802.12, *Time Reporting Instructions for Lump Sum Payment of Differentials*, or the most current version issued by the Accounting and Disbursements Division.

The CSC stipend may only be processed by the SAA and certified by the Principal when OEHS sends verification to the site authorizing stipend payment. OEHS authorizes payment once all CSC required activities and documents have been submitted.

RELATED RESOURCES:

Information on the CSC program including the “*LAUSD Approved Chemical Inventory List*” may be downloaded from the OEHS website at <https://achieve.lausd.net/Page/2797>. Applicable regulatory code include:

- Education Code, Section 49340 et seq., Hazardous Materials Education: Recognizes the need for educators to increase the awareness of persons dealing with hazardous materials to minimize dangers.
- Education Code, Section 49411, Removal of Chemicals: Requires periodic removal and disposal of all chemicals whose estimated shelf life has elapsed.
- Chemical Hygiene Plan, California Code of Regulations, Title 8, General Industry Safety Orders, Section 5191, Occupational Exposure to Hazardous Chemicals in Laboratories; Requires employers to minimize employee exposure to hazardous chemicals, by means of a chemical hygiene plan.
- Hazard Communication Plan, California Code of Regulations, Title 8, General Industry Safety Orders, Section 5194, Safety Data Sheets: Requires the maintenance of a hazard communication program to provide information to employees on the hazardous substances to which they may be exposed.
- Health and Safety Code, Chapter 6.95, Section 25500 et seq., Hazardous Materials Release Response Plans and Inventory: Requires an annual inventory of chemicals and a business plan for release or threatened release of hazardous materials.

ASSISTANCE: For assistance or additional information, please contact the Office of Environmental Health and Safety at (213) 241-3199 or email csc@lausd-oehs.org or visit the website at <http://achieve.lausd.net/oehs>.

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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 certificated 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 **August 31st of each year.**

School Name: _____ Date: _____

Location Code: _____

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

Name: _____ Employee #: _____

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

School Administrative Assistant Name: _____

Site Administrator – Name / Signature

Mail to: Office of Environmental Health and Safety
333 South Beaudry Avenue, 21st Floor
Los Angeles, CA 90017

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

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 30 th	
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 all staff on site.	March 31 st	
Provide training on the Chemical Hygiene and Safety Plan to Science Department staff.	March 31 st	
Attend two mandatory OEHS Chemical Safety Coordinator meetings (one each semester) and share information with Site Administrator and staff.	March	
	October	

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 #

Date

School Name

Location Code

Site Administrator (Print Name)

Site Administrator (Signature)

Please complete, scan, and email to CSC@lausd-OEHS.org by May 31st of each year.

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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.

Location Code

School

CSC Signature

CSC Name (Print)

Site Administrator Signature

Date Completed



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ATTACHMENT E

Summary of the Mandatory Activities

<u>1st Semester Activities</u>	<u>Mandatory Due Dates</u>
CSC Appointment	August 31 st
August Monthly Checklist	August 31 st
September Monthly Checklist	September 30 th
Attend Fall Semester Meeting	October 31 st
October Monthly Checklist	October 31 st
November Monthly Checklist	November 30 th
December Monthly Checklist	December 31 st

<u>2nd Semester Activities</u>	<u>Mandatory Due Dates</u>
January Monthly Checklist	January 31 st
February Monthly Checklist	February 28 th
March Monthly Checklist	March 31 st
Attend Spring Semester Meeting	March 31 st
Provide HAZCOM Training (Sec 5194) to all <u>School</u> Staff	By March 31 st
Provide CHP Training (Sec 5191) to all <u>Science</u> Staff	By March 31 st
Chemical Inventory	By April 30 th
April Monthly Checklist	April 30 th
May Monthly Checklist	May 31 st
CSC Activity Checklist	May 31 st

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ATTACHMENT F



Office of Environmental Health and Safety
333 S. Beaudry Ave., 21st Floor
Los Angeles, CA 90017
(213) 241-3199
Fax: (213) 241-6816

To: _____ From: _____

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
			\$637.00

SAMPLE FORM ONLY

Authorized Signature

Print Name

THIS FORM IS SENT TO THE SCHOOL FROM OEHS WHEN THE CSC HAS FULFILLED ALL PROGRAM REQUIREMENTS.

Attachment F must be completed by OEHS and submitted to the SAA for processing and Principals' certification. CSC shall NOT be paid the stipend unless OEHS authorizes payment.