

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Office of Environmental Health and Safety

Reference Guide No. REF-1563.5

ATTACHMENT D

**MONTHLY CHECK LIST FOR SAFE HANDLING AND STORAGE OF CHEMICALS**

**To be completed by CSC for the Month of \_\_\_\_\_ / Year \_\_\_\_\_**

<b>ACTIVITY</b>	<b>Yes</b>	<b>No</b>
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