

CHEMICAL MANAGEMENT POLICY

The purpose of this policy is to reduce employees and staff exposure to chemical hazards from hazardous chemicals used or kept at the Organization. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

Inventory

Each year, corporation personnel as assigned by the superintendent or designee shall conduct a corporation-wide chemical inventory. During the inventory, expired and unwanted chemicals are to be identified for proper disposal.

Purchasing

Chemical purchases shall adhere to the following protocol.

1. This Organization has identified the following procedures and guidelines for purchasing chemicals in an effort to minimize employees and staff exposure to chemical hazards:
 - a. All Purchases of chemicals shall be approved by the organization administration.
 - b. Donated items such as hand sanitizers and any products employees want to bring into the organization must be approved by organization administration.
2. First in first out method will be followed. Over purchasing and stock piling are not permitted.
3. The least toxic chemical that is still effective for the job is to be selected. Material Safety Data Sheets should be reviewed to make this determination. This includes selection of cleaning supplies as well as working tools for process. Micro and green chemistry are encouraged.
4. Chemicals listed on the Banned Chemical List shall not be purchased.

Material Safety Data Sheets (MSDS) will be available at the corporate office and in any rooms/ area where chemicals are stored. The MSDS books are to be updated annually and as new chemicals are purchased or disposed of.

Use

1. Chemicals will be mixed and used according to manufacturer's directions. Measuring devices or direct mixing systems are to be used. Any warnings, especially requirements for ventilation are to be followed.
2. When possible, use of cleaning products should be performed when Employees are not present.
3. Areas where chemicals are being used will be properly ventilated, including process and laboratories.
4. Only properly trained staff may use hazardous chemicals. Staff will receive annual training and when required, certification (i.e. pesticide applicators).
5. Required notification procedures will be followed (i.e. pesticide notifications)

Storage

1. Secondary containers will not be used to store chemicals unless they are properly labeled and approved for such use.
2. Storage areas will be properly ventilated.
3. Storage areas will be compatible with the chemicals being stored in them.
4. Reactive chemicals will not be stored near each other.
5. Hazardous chemicals will be stored in locked areas at all times.
6. All original containers will be labeled with the date received

Disposal

1. Unwanted, unused, and outdated chemicals should be identified on a regular basis but at least annually. These identified chemicals should be marked for disposal.
2. Disposal will follow state regulations. Pouring down the drain or throwing in the trash is not acceptable or proper disposal in most instances.

Spills, Chemical Explosions, and Accidents (including inhalation, ingestion, or direct contact)

1. Notify the building administrator.
2. Follow guidelines outlined in Hazardous Materials section of Crisis Response Plan.



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