

A. Purpose:

The Milford School Board's objective is to ensure a healthy, clean, and safe learning and working environment for students, employees, and all others present on school property. This policy achieves this goal in two primary ways:

1. Establishing standards for the use and handling of toxic chemicals related to cleaning and pest control.
2. Directing the development of a Chemical Hygiene and Safety Plan (the Plan) for managing hazardous substances on district property and addressing emergencies involving such substances.

The Plan shall encompass all locations on Milford School District property where hazardous substances are used or stored, including, but not limited to:

- Chemistry and other science laboratories,
- Art rooms,
- Shop classes,
- Food service areas,
- Facilities and grounds keeping operations, and
- Custodial services.

For the purposes of this policy, "Hazardous Substances" refers to any material designated as hazardous under state or federal law or any substance or mixture of substances that may be explosive, ignitable, corrosive, reactive, or toxic.

B. Plan Preparation and Contents

The Board directs the Superintendent or designee to prepare a **Chemical Hygiene Plan** that complies with all local, state, and federal laws and regulations regarding hazardous materials management. When necessary, the district shall consult the **United States Environmental Protection Agency (US EPA)** and/or the **New Hampshire Department of Environmental Services (NHDES)** for guidance.

The Plan shall address at a minimum the following components:

1. **Identification and Inventory of Hazardous Materials**
 - Processes for identifying and inventorying hazardous substances.
 - Classification systems for acquisition, storage, use, disposal, record-keeping, and emergency response.

2. General Emergency Response Provisions

- Protocols for responding to hazardous substance emergencies, including:
 - Designated responsible personnel.
 - Required resources.
 - Decision-making hierarchies.
 - Communication templates.
 - Parental notification procedures.
 - Media plans.
- These provisions shall be integrated into the **District Crisis Prevention and Response Plan** and **site-specific Emergency Operations Plans** prepared under Board policy 6010 (EBCA).

3. Special Provisions for Specific Substances

- Criteria for acquisition, storage, use, and disposal.
- Incident prevention measures.
- Emergency protocols for accidental release or similar incidents.

4. Minimizing Toxic Chemical Use

- Strategies to minimize the use of toxic chemicals for cleaning and pest control.
- Prohibition of unauthorized cleaning products, chemicals, or pesticides on District property.

5. Procedures to Obtain Approval

- Procedures required for staff to obtain written approval from school administration in order to bring cleaning products, chemicals, or pesticides onto District property;

6. Implementation Protocols

- Clear delineation of staff responsibilities by position or general roles.

7. Staff Training

- Individualized and general training requirements.
- Responsibilities for ensuring and updating training.
- Training frequency and development of syllabi.
- Encouraging safer alternatives to hazardous substances and minimizing waste generation.

8. Compliance and Consequences

- Remedies or consequences for staff failing to adhere to the Plan or procedures.

9. Student Training and Sanctions

- Incorporation of student training in applicable class safety contracts.

- Sanctions, remedies, or interventions as appropriate.

10. Non-Emergency Reporting Protocols

- Procedures for reporting general concerns regarding hazardous substances.

11. Audit and Report

- Requirement for an annual chemical hygiene plan audit and report.

C. Prohibition of Unauthorized Cleaning Products, Chemicals, or Pesticides

No employee or designated volunteer may bring cleaning products, chemicals, or pesticides onto district property without prior approval from the school administration.

D. Biennial Review and Update

The superintendent or designee shall ensure the Plan, the annual audit reports required under B.11 above, and all procedures and protocols, are reviewed no less than every two (2) years and updated as necessary. Updated copies of the Plan and procedures shall be provided to the Board no later than the start of each school year. Any recommendations requiring Board policy changes shall be submitted to the policy committee and Board as soon as feasible.

NH Dept of Ed Regulation

Description

N.H. Code Admin. Rules Ed 320

School Facility Approval Process

Reference: NH Ed 320.02(b)(8) for guidance on Chemical Hygiene Plan content.

Adopted: 2/17/2025

Revised: 11/4/2025