

On-Site Compliance Audit Checklist

Chemical Safety in Science - Chemical Storage Room

District/Charter: _____ Reviewer: _____

School: _____ Date: _____

Legislation/Regulation Authority:

14 DE Admin. Code 885 Safe Management and Disposal of Chemicals in the Delaware Public School System

Relevant sections from this regulation:

Section 2.0 Storage of Chemicals

2.1 The storage of all chemicals shall conform to the specifications stated in Safety First: Guidelines for Safety in the Science or Science Related Classrooms.

Section 3.0 Inventory of Chemicals, Hazardous and Nonhazardous

3.1 All laboratories and science storage in the Delaware public schools shall be inventoried each year during the month of March. The list of the chemicals shall be kept by the school principal. The inventory of chemicals both hazardous and non-hazardous shall contain the following information:

- 3.2 Who may handle the chemical and/or use it;
- 3.3 The name of the chemical;
- 3.4 The amount on hand;
- 3.5 The location where the chemical is stored;
- 3.6 The date purchased; and
- 3.7 The date discarded.

Intent of the Legislation/Regulation:

The purpose of this legislation is to safely manage and dispose of chemicals in Delaware public schools according to the Safety First manual referenced in the law.

Focus of Review:

Safe storage of chemicals.

Method of Assessment: (Check all that apply)

- Document Review
- Observation
- Interview

Location of Audit: (Check all that apply)

- LEA Office..... Excludes Charters
- Elementary School..... Excludes Charters
- Middle School Excludes Charters
- High School..... Excludes Charters
- Other Agency

Over the past three years, what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

This regulation has been provided in hard copy form and discussed with the Delaware Science Coalition curriculum directors and science specialists. All districts received a copy of the Safety First manual on CD.

Required District and Charter School Compliance Items of Chemical Safety in Science - Chemical Storage Room	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
A chemical binder is in the principal's office and includes all MSDS sheets for chemicals stored in the building.	MSDS binder is in principal's office.					
An inventory of chemicals is kept in the storage room. The inventory list must include the following: <ul style="list-style-type: none"> • name of the chemical • amount on premises • date of purchase • potential hazard • appropriate method for disposal • storage information Notes: The potential hazards, disposal and storage notes may be located in a binder of MSDS (Materials Safety Data Sheets). Purchase dates may use the phrase "purchased prior to 20xx" if the exact date is not known.	Inventory is posted in chemical storage room and contains outlined information.					
The NFPA (National Fire Protection Association) diamond is posted on the chemical storage room entrance.	Fire protection diamond is posted on door of chemical storage room.					
Shelves in the chemical storage room that contain chemicals are attached to the walls and have a lip on the edge to prevent bottles from slipping off shelves.	Free standing shelves are attached to the walls and have a lip on the edge.					

Materials for cleaning up spills in the chemical storage room are available.	Broom, dustpan, paper towels, etc... are present.					
The chemical storage room is dry, well ventilated, and protected from sunlight or other localized heat (heating vent pipes) sources.	Ventilation ducts are present, no water or spilled chemicals are present, and no direct source of heat is present in the room.					
The chemical storage room is locked at all times. <ul style="list-style-type: none"> Only the teacher, building administrators, and custodial staff have keys to the chemical storage room. Students are never to be in the chemical storage room. 	Teacher confirms that keys to the storage room are limited to administration, custodial staff, and science teachers.					
The chemical storage room has cabinets for the storage of corrosive and flammable chemicals. No chemicals are to be stored on the floor.	Cabinets are present. The floor is not used to store chemicals.					
The chemical storage room has a carbon dioxide or dry chemical fire extinguisher available in the immediate vicinity of the store room.	Fire extinguisher is located near or in the chemical storage room.					
Chemicals are separated according to organic and inorganic families. All containers are clearly labeled with the name of the chemical and the date of purchase. (Purchase dates may use the phrase "purchased prior to 20xx" if the exact date is not known.)	Chemicals are separated according to families and contain necessary labeling information.					