

## Use of Chemicals Policy

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(SJA)

Department:	Facilities
Number:	500.9
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I. Purpose of Policy:

This policy outlines the expectations for ensuring that proper procedures are employed when chemicals are stored or used.

It is our policy that the Academy wants to ensure the proper purchasing, storage and used of chemicals to protect the health and nutrition of the children and staff participating in our program.

II. Procedures:

- A. All chemicals and their uses are listed in the Manufacturer Safety Data Sheets (MSDS) book.
- B. All chemicals must be purchased through an approved vendor. MSDS sheets are to be maintained for all chemicals for at least thirty years.
- C. All chemicals must be stored in the original container and have all manufacturing, chemical makeup, and emergency information listed.
- D. All chemicals must be locked and out of reach of the children.
- E. Bleach is not an approved product. A quaternary sanitizer or company specified sanitizer must be used.
- F. All chemicals placed into spray bottles must be labeled with the chemical name.
- G. Red sanitizer buckets are provided for daily use of sanitizer in the kitchen. Solution should be changed at the beginning of a shift or after 4 hours or when visibility dirty or cloudy.
- H. Green buckets are used with soapy water only. This is used to prewash areas and then sanitize with red bucket sanitizing solution.
- I. Sanitizer strength must be tested one time per day and recorded on log.

J. Personal Protection Equipment (PPE) is provided to ensure safe use of chemicals. PPE is located in janitor's closet.

L. Janitor's closet must be neat and orderly.

M. All staff will be trained on chemical safety and use annually.

**Sanitizers/Disinfectants:**

Household bleach and water is used as a sanitizer/disinfectant:

1. Bleach concentration and bleach/water solution ratio is posted.
2. Bleach /water solution is made fresh daily.
3. Bleach/water solution is made according to dilutionratio required.

**Sanitizer/Disinfectant other than household bleach is used:**

1. Sanitizer/disinfectant is EPA registered.
2. Sanitizer/disinfectant is the least toxic option for use around children.
3. Sanitizer/disinfectant is prepared and used according to manufacturer's instructions, including appropriate contact time.

Approved by: Tabay Owens  
President/CEO

Date 3/11/24