

2007-08

BA #27
Date Issued 8/07

TO: ALL PRINCIPALS, SCHOOL OFFICE PERSONNEL, and DIRECTORS

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs
Dwayne Odvody, Director of Purchasing**

SUBJECT: HAZARDOUS MATERIAL PURCHASES

Hazardous material is defined as a material that would cause injury or death to a person or could damage or pollute land, air, or water.

The purchase of hazardous materials is **prohibited** except as follows:

1. The purchase of gasoline, oil, and other common petroleum based projects are approved for purchase for appropriate instructional and non-instructional use.
2. The purchase of custodial and food service cleaning agents as specified and approved by the Director of Operations and the Director of Nutrition Services are approved for purchase for appropriate non-instructional use.
3. Curriculum Specialists should approve the purchase of possible hazardous art materials, science chemicals, and industrial technology chemicals.
4. Toxic chemicals or toxic materials require authorization for purchase by the department specialists, directors, administrators, or Purchasing Department prior to purchase.
5. The completion of personnel training and the availability of necessary protective devices for those personnel handling or otherwise utilizing hazardous materials are required.
6. Disposal costs for unauthorized products may be charged to individual schools.