



Best Management Practices (BMPs) Checklist For Chemicals in NH Schools

School: _____
Contact Name: _____ Phone: _____ Fax: _____
Address: _____
E-mail: _____

Area 1: Purchasing

- | | | |
|---|---|---|
| 1. Do you centralize chemical purchasing so duplicate purchases do not occur? | Y | N |
| 2. Have you created a chemical inventory to help you screen purchase orders against what is already in stock at the school? | Y | N |
| 3. Do you instruct staff to purchase only what is needed for the next school year? | Y | N |
| 4. Do you over-purchase chemicals just to use end-of-the-year budget surplus? | Y | N |
| 5. Do you accept gifts or donations of chemicals? | Y | N |

Area 2: Science Department

- | | | |
|---|---|---|
| 1. Have you switched to alternative chemistry lesson plans? | Y | N |
| 2. Do you practice micro-scale chemistry? | Y | N |
| 3. Do you seek alternatives to live laboratories, for example, film, video, computer simulations or other alternatives? | Y | N |
| 4. For biology dissections, do you purchase or use specimens preserved in formaldehyde? | Y | N |
| 5. Do you use reusable glassware? | Y | N |
| 5. Do you use solvents to wash your glassware? | Y | N |
| 6. Have you replaced all mercury thermometers with non-mercury types? | Y | N |

Area 3: Art Department

- | | | |
|--|---|---|
| 1. Do you purchase items with the CP/AP non-toxic certification when possible? | Y | N |
| 2. Do you purchase water-based products instead of solvent-based products? | Y | N |
| 3. When purchasing glazes, are they lead free? | Y | N |
| 4. Do you buy pre-mixed clay instead of mixing your own? | Y | N |
| 5. Do you buy pre-mixed glazes instead of mixing your own? | Y | N |
| 6. Do you recycle used photography film? | Y | N |
| 7. Do you properly dispose of spent fixer and developer as hazardous waste? | Y | N |

Area 4: Wood and Metal Shops

1. Do you purchase water-based products instead of solvent-based products?	Y	N
2. Do you use wood preservative containing pentachlorophenol?	Y	N
3. Do you keep materials covered to reduce chemical vapor releases?	Y	N
4. Do you recycle sawdust?	Y	N

Area 5: Facilities Department/Custodial Staff

1. Do you minimize the usage of hazardous chemicals by substituting with less hazardous products?	Y	N	
2. Do you use up existing stock to minimize hazardous waste disposal?	Y	N	
3. Have you installed abrasive mats at entranceways to reduce the need for floor cleaning?	Y	N	
4. Do you use caustic floor strippers?	Y	N	
5. Do you use chlorine disinfectants?	Y	N	
6. Do you properly segregate and store incompatible chemicals?	Y	N	
7. Do you use pesticides and herbicides?	Y	N	
8. Are grass and leaves used for mulching or composting?	Y	N	
9. Is the grass watered only when needed?	Y	N	

Area 6: Administrative/Computer Labs

1. Do you have printer settings adjusted to not print out extra blank paper?	Y	N
2. Do you print on unused side of an old copy for first drafts and practice copies?	Y	N
3. Do you recycle old computers?	Y	N

Area 7: Cafeteria

1. Do you use minimal packaging on A La Carte options?	Y	N
2. Do you reduce food waste by offering smaller portions?	Y	N
3. Do you compost food waste?	Y	N
4. Are dishes and utensils reusable?	Y	N
5. Is there an option of bringing your own mug for a beverage?	Y	N
6. Are individual packets used for condiments?	Y	N

Area 8: Nurse's Station

1. Do you use mercury thermometers?	Y	N
2. How do you dispose of any broken thermometers? _____		
3. Do you use blood pressure cuffs?	Y	N
4. How do you dispose of any old blood pressure cuffs? _____		
5. How do you dispose of your blood-pressure cuffs? _____		

Area 9: Chemical Storage

1. Are chemicals stored in containers compatible with that chemical? (For example, not storing acids in metal)	Y	N
2. Do you store acids in an acid cabinet?	Y	N
3. Do you avoid overcrowding in chemical storage areas? (For example, do you make sure you can easily access all the chemicals, and passageways are not blocked with carts or other equipment)	Y	N
4. Do you note and follow special storage requirements? (For example, light-sensitive, heat-sensitive, water-reactive, etc.)	Y	N
5. Do you store chemicals near heat and spark sources, particularly flammable chemicals?	Y	N
6. Do you store food together with chemicals?	Y	N
7. Do you store paper or other flammable materials together with chemicals?	Y	N
8. Do you store compressed gases with lids on and chained to the wall?	Y	N
9. Do you store hazardous wastes separate from hazardous materials still in use?	Y	N

Area 10: Hazardous Waste Regulatory Requirements

1. Are you a large quantity generator (LQG) _____ or a small quantity generator? _____		
2. Has your school registered with DES to obtain an EPA ID number?	Y	N
3. Have you set up labeled, segregated storage areas for your hazardous wastes?	Y	N
4. Do you properly label each container of hazardous waste?	Y	N
5. Do you dispose of your hazardous waste through a licensed hazardous waste transporter?	Y	N
6. Do you conduct school-wide emergency planning, and post written emergency information by the phone near every hazardous waste storage area?	Y	N

Area 11: Fluorescent Lamps & Batteries

1. Are spent lamps being collected for recycling?	Y	N
2. Do you have employee training for reporting and responding to broken and nonworking lamps?	Y	N
3. Are new and spent lamps being stored to prevent breakage?	Y	N
4. Do you recycle spent lead acid batteries? nickel-cadmium? lithium?	Y	N

Area 12: Student Safety

1. Do you have protective equipment (such as gloves, chemically resistant clothing, safety glasses, eyewash station) readily available?	Y	N
2. Do you have fire blankets and fire extinguishers available?	Y	N
3. Have you developed laboratory safety rules?	Y	N
4. Do you have students and parents sign these rules?	Y	N

The purpose of this checklist is to help school officials to think about safety and management in handling chemicals used and stored in schools. This checklist also serves to identify pollution prevention opportunities. Invite the New Hampshire Pollution Prevention Program (NHPPP) to visit your school and review this checklist. NHPPP is a confidential, non-regulatory assistance program which is available FREE of charge to NH businesses and municipalities. NHPPP can help you evaluate your waste generating processes to find ways to reduce your waste, liability, and impact on the environment. We can recommend proven, cost-effective options for regulatory compliance while reducing, reusing, and recycling wastes.

If you would like to schedule a visit, the first step is to complete and return the “BMP Checklist for NH Schools” form so we can assess your processes, existing pollution prevention activity, and waste information. The form can be mailed to:

**New Hampshire Department of Environmental Services
Pollution Prevention Program
6 Hazen Drive
Concord, NH 03301**

or faxed to (603) 271-2456. If you prefer, call us at (800) 273-9469 to speak directly with NHPPP technical staff about pollution prevention questions. You can also e-mail us at nhppp@des.state.nh.us. Remember, environmental planning makes good sense because it is cheaper and less time consuming to anticipate potential problems than to respond to them as they arise.