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Mission Statement: We are committed to the success of every student!

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To: All Schools and Support Centers
From: Wayne Hackett, Executive Director, Finance/Purchasing
Date: August 3, 2017
Re: Over-The-Counter Chemicals (P-Card Purchases)

The following chemicals are approved for P-Card purchase:

- Wasp and Hornet Killer
- Weed Killer (Premixed Only – No Concentrate)
- Ant Killer (Granular Bait Only – No Chemical Sprays)
- Bleach - to be used for **power washing** and **mop head disinfecting** only – bleach is not an approved custodial cleaning product.

The aforementioned products must be kept out of the reach of children. These products should only be applied by custodial staff wearing appropriate Personal Protective Equipment (PPE). These products are not to be applied by teachers or other staff members.

Product Safety Data Sheets (SDS) should be obtained, reviewed, and kept in a file folder where the products are securely stored. All labeling on the products must be read prior to use, and the instructions shall be adhered to during use of these products. For assistance interpreting labels and instructions, please see a supervisor or an administrator.

Custodial staff should be aware of allergic reactions.

The following Personal Protective Equipment (PPE) should be worn during application of these products:

- Safety Glasses
- Safety Goggles
- Face Shields
- Nitrile or Latex Gloves (specific to the product being applied)
- Chemical/Dust Masks

Cc: Paul White, Asst. Superintendent
Theresa Spurling-Wood, Director
Scott Jamison, Risk Management
David Watson, Custodial Coordinator