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# School Chemical Cleanup Project

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Environmental Services Program fact sheet

4/2008

The goal of the school chemical cleanout project is to remove outdated, dangerous and unstable laboratory and instructional use chemicals from science and chemistry laboratories, storerooms and other classrooms in Missouri's elementary, middle, vocational or high schools. Some of these chemicals pose a significant safety and health threat to school occupants. All of these chemicals have a potential to negatively affect the environment and public health if improperly handled, improperly disposed or accidentally released. Consequently, safe and proper disposal of these chemicals will result in a much improved environment.

This fact sheet provides:

- A description of the school chemical cleanout project.
- Enrollment information on how to be considered for the project.
- Detailed requirements and procedures for applying for participation.
- Application instructions.
- Evaluation criteria.

## Who May Apply for the School Chemical Cleanout Project?

Any Missouri public school district, public school or private school at the elementary, middle school, vocational or high school level may apply for the school chemical cleanout project.

## School Chemical Cleanout Project Information

The Missouri Department of Natural Resources currently has a limited amount of one-time funding available to use in assisting Missouri schools (elementary, middle, vocational or high schools) to properly dispose of outdated, dangerous and unstable laboratory and instructional use chemicals.

The department will use this funding to pay the chemical disposal costs for those schools that apply and are accepted into the project. Careful attention to the evaluation criteria should be given when completing the application. This program will solely address unwanted school laboratory and instructional use chemical waste only. This program **is not intended** to remove other waste such as industrial cleaners, floor waxes, paint/paint waste, thinners, road salt, pesticides or herbicides, batteries, waste oil or other wastes from shop or agricultural classes.

To participate in the project, the school must willingly accept responsibility and complete the Notification of Regulated Waste Activity form (Form MO 780-1164 (01-08)); sign as the generator; and pay a registration fee of \$100 if chosen for this project, unless the school is already registered as a hazardous waste generator. The department has included an example of a completed Form MO 780-1164. See Attachment 2. In addition, the school must complete the required reporting information in the Generator's Hazardous Waste Summary Report, Part I and II, Form MO 780-1097 (11/07) and pay any applicable hazardous waste fees after the cleanup is completed. Additional information on reporting and fees is included with this packet. See Attachment 3.

When a school is chosen to participate in this program, the department will notify the school and will require the school to pay a \$100 nonrefundable hazardous waste generator registration fee within 14 business days of acceptance notification. If the school district's or school's payment is not received by the department's Hazardous Waste Program within the required timeframe, the application approval may be withdrawn and the department may select another school.

## Project Contractor

The Missouri Department of Natural Resources will select a contractor(s) that will be assisting with the School Lab Cleanout Project. Should the school's application be selected, the department will arrange for the cleanout contractor to dispose of the school's chemical inventory. Additionally, the contractor will assist with completing any associated waste disposal paperwork.

## Evaluation Criteria

The department will use the following subjective evaluation criteria to prioritize a schools' acceptance into the project. The department will evaluate each school's application and give a point value for each criteria listed below.

Categories	Total Possible Points
• Extremely Hazardous Chemicals on Hand.	50 points
• Chemical Inventory Listing Provided.	30 points
• Special Interest Chemical on Hand.	20 points
• Quantities of Lab Waste On-site.	20 points
• Laboratory Management Program Implemented.	15 points
• Application Complete.	10 points
• Hazardous Waste Reporting and Compliance.	10 points
• School Contact/Coordinator Identified.	10 points
• Storage Area Information Provided.	10 points

The maximum number of points possible for an application is 175 points.

## Application Instructions

### Applicant Profile and Application

**1. Legal name of the organization** – This is the official name of the applicant public school district, public school or parochial school. The department recommends the name of the applicant appear on each document submitted.

**2. Name of authorized official and official title** – This is the person who is responsible for making decisions, including signing the application as the school or school district's authorized representative. Please include this person's official title on the application form. This person may enter into contracts or agreements for the school or school district, such as the school district board chair or superintendent.

**3. through 6. Authorized official's phone, fax, mailing, and e-mail addresses** – This information should be entered for the organization's authorized official. Any questions arising from the application will be directed to this individual. If a school is selected for the project, the department will use this information to send official notices concerning the project.

**7. Type of applicant** – Place a mark either an **X** or **✓** in the box that best describes the organization applying for participation in the project.

**8. Contact name and title at school.** Please list the name and title of a person, other than the Chemistry/Science Teacher, that may be contacted by the cleanout contractor. This person could include the principal or other administrative person. If this contact person is also the cleanout contractor's primary contact for the project and should be contacted to schedule the date and time for the cleanout, please mark an **X** or **✓** in the box identifying this person as the Project Coordinator.

**9. through 12. Contact's phone, fax, mailing, and e-mail addresses** – This information should be entered for the person identified as the contact at the school.

**13. Name of chemistry/science teacher knowledgeable of chemicals** – Applicants should identify a chemistry/science or other teacher who is familiar with the chemicals that are being inventoried and disposed of. If there is not a chemistry/science or other teacher knowledgeable of the chemicals to be inventoried and disposed, then mark this item as Not Applicable. The project coordinator will serve as the primary contact that will work with the cleanout contractor. The contractor will schedule the date and time for the cleanout with the project coordinator. If the primary contact and the project coordinator is the same teacher, please mark an **X** or **✓** in the box provided.

**14. through 17. Chemistry/science teacher's phone, fax, mailing and e-mail addresses** – This information should be entered for the chemistry/science or other teacher. If marked Not Applicable, please leave blank.

**18. Complete a detailed list of chemicals for disposal** – Please provide a detailed list of chemicals for disposal. See Attachment 4.

Attachment 4 lists 14 extremely hazardous chemicals and several pages of other chemicals in alphabetical order. The applicant must identify the number of containers, container size and amount filled as a percent of each chemical on hand at the school that would be disposed of. The department will use this information to evaluate the application and determine eligibility for the project. The last page is left blank to allow you to include any lab or instructional use chemicals not identified in the pre-printed list. Additionally, chemicals that are in unmarked containers should be included on this blank page. For those chemicals, include number of containers, container size and amount filled as a percent that are not labeled to allow for identification of the chemical in the container. Additional pages may be attached, as needed.

**19. Please provide proof of hazardous waste reporting and compliance** – If the school has an existing hazardous waste generator identification number, please mark the "Yes" response with an **X** or **✓** and include the identification number. If the school has completed and signed a Notification of Regulated Activity Form (Form MO 780-1164 (01-08)), please include the signed original as Attachment 5.

The department has provided an example of a completed Form MO 780-1164 as Attachment 2. Also, a fact sheet related to Hazardous Waste Reporting and Compliance can be found at Attachment 3. A blank Form MO 780-1164 and instructions are included and blank forms are available on the department's Web site at [www.dnr.mo.gov/forms/780-1164.pdf](http://www.dnr.mo.gov/forms/780-1164.pdf).

Applicants may contact David Green with the department's Hazardous Waste Program for assistance in completing this form at (573) 751-3094 or 1-800-361-4827.

If your school is chosen to participate in this project, the department will notify the school and will require the school to pay the \$100 registration fee within 14 business days of acceptance notification. If the school district's or school's payment is not received by the department's Hazardous Waste Program within the required timeframe, the application approval may be withdrawn and the department may select another school. Depending on the amount of hazardous waste the school is disposing of, the school could also be required to pay the In-State Waste Fee. The minimum In-State Waste Fee is \$150. However, if your school has more than 30 tons of waste the rate is \$5 per ton or portion of a ton. The department will bill your school for this fee, if applicable. This billing will be based on the reporting information you are required to submit after the waste is shipped from your school.

**20. Quantity of lab waste on site (in pounds)** – This item should be completed after inventorying the chemicals to be disposed of. Estimate the total amount of chemical waste to be disposed of in one of three categories, less than 10 pounds, 10 to 50 pounds, and more than 50 pounds. Please mark an **X** or **✓** in the applicable box.

**21. Does the school have extremely hazardous chemicals on hand?** – This item should be completed after inventorying the chemicals to be disposed of. The first 14 chemicals listed on Attachment 4 have been identified as extremely hazardous. Please mark an **X** or **✓** in the applicable response (i.e., Yes or No) based on the applicant's completed chemical listing. Note: The listing also details the hazard or hazards presented by these chemicals.

**DO NOT ATTEMPT TO OPEN THESE CONTAINERS!  
PLEASE TREAT WITH EXTREME CAUTION!**

**22. Does the school have elemental mercury on hand?** – Mark **X** or **✓** in the appropriate response for your school. Yes, if the school has elemental mercury on hand or No, if the school does not have any elemental mercury on hand.

Note: Mercury and most of its compounds are extremely toxic and must be handled with extreme care. It can be inhaled and absorbed through the skin and mucous membranes, therefore, containers must be securely sealed to avoid spills and evaporation.

**23. Does the school have any radioactive sources or isotopes on hand?** – Mark **X** or **✓** in the appropriate response for your school. Yes, if the school has radioactive sources or isotopes on hand or No, if the school does not have any radioactive sources or isotopes on hand.

Note: If these are released into the environment, through accident, poor disposal, or other means, these radioactive sources or isotopes can potentially cause harmful effects.

**24. Is there more than one location where chemical wastes are stored?** – Mark **X** or **✓** in the appropriate response for your school. No, indicates only one location and Yes, indicates more than one location. If Yes is marked, please write in the number of locations.

**25. Street address and location where the chemicals are stored** – Provide the street address and a map of the property and facility where the chemicals are located. If possible, include a map and written directions for the cleanout contractor to use to access the parking/dock door/facility door nearest the area where the chemicals are stored or located include as Attachment 6.

**26. Identify the county or the city of St. Louis where the project is located. Identify the state senate and house district where the project is located.** – A map identifying counties is provided as Attachment 1. Please write in the applicable county or city of St. Louis. Again, using the maps provided in Attachment 1, please write in the state senate district and state house district where the applicant school or school district is located.

**27. Please provide a written narrative, map, photos or other documentation that demonstrates current storage area(s) and any associated risks to students and school employees** – These should be included as Attachment 7.

**28. Does the school have a current Laboratory Management Program, Chemical Safety or Lab Hygiene Plan which demonstrates the school's commitment to improve how school chemicals will be handled in the future?** – Please indicate if the school has a plan by marking **X** or **✓** in the Yes box and attach a copy as Attachment 8. If no plan has been put into place, please mark an **X** or **✓** in the No box.

**29. Is the school participating in a school chemical safety education program?** - Please indicate by placing **X** or **✓** in the Yes box if the school is participating and in the No box if the school is not currently participating in a school lab safety education program.

Please note: The Missouri Center for Safe Schools, the Missouri Department of Elementary and Secondary Education, the Missouri Department of Natural Resources and other state government entities have funded and helped develop the Total Science Safety System interactive CD with JaKel Inc., similar to what has been provided in 20 other states. The CD and the associated training include information that science teachers in Missouri need regarding national and Missouri laws, codes and standards. The interactive CD also includes procedures for conducting safety audits of facilities, equipment and procedures, six safety videos, two chemical management systems (large storeroom – small storeroom), 250 Internet links to science safety Web sites, hundreds of photos of science safety issues, along with customizable inventory management tools (for producing labels, separating non-compatibles, conducting inventories, generating material safety data sheets, etc.) It may be possible to obtain the CD and training for a reduced cost or no cost by contacting the Missouri Center for Safe Schools at (816) 235-5656, or by visiting its Web site at <http://education.umkc.edu/safe-school>. You may contact JaKel directly by calling (515) 225-6317, or by sending an e-mail to [jakel@netins.net](mailto:jakel@netins.net).

**Terms of Participation and Responsible Official Signature and Date** – The responsible school district or school official should carefully read the access agreement. By signing and dating the application, the official is agreeing to these terms for project participation in the project.

**Application and supporting documents should be submitted in the following order:**

1. Applicant Profile & Application.
2. Supporting Documentation.
  - Attachment 4 — Chemical Inventory Listing.
  - Attachment 5 — Completed Notification of Regulated Waste Activity Form (Form MO 780-1164 (01-08)), if applicable.
  - Attachment 6 – Map to Physical Address of School or Location of Chemicals.
  - Attachment 7 – Written Narrative, Map, Photos or Other Documentation Detailing On-site Storage Location of Chemicals.
  - Attachment 8 – Copy of Current Lab Safety Plan (if one exists).

Note: Attachments 1 through 3 are provided for the applicant's use in completing the application process and are not required to be returned as part of the submission packet.

## **Submission of Application**

**Applications mailed must be postmarked by Tuesday, Sept. 30, 2008.** The original and two copies of the entire application and supporting documentation must be submitted. **Be sure the person who is listed as the authorized official signs and dates the application.**

### **Mail applications to:**

Missouri Department of Natural Resources  
Environmental Services Program  
P.O. Box 176  
Jefferson City, MO 65102-0176

### **Or deliver applications to:**

Missouri Department of Natural Resources  
Environmental Services Program  
2710 W. Main St.  
Jefferson City, MO 65102

### **For questions call:**

Missouri Department of Natural Resources  
Environmental Services Program  
1-800-361-4827 or (573) 526-3315