

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

Reference Guide No. 1563.1

ATTACHMENT B

CHEMICAL SAFETY COORDINATOR ACTIVITY CHECKLIST

REQUIRED ACTIVITIES FOR THE FISCAL YEAR	DATE DUE	DATE COMPLETED
Inspect storage rooms, submit chemical inventories to OEHS and arrange for removal of outdated chemicals. Time Spent Inventorying Science Chemicals: _____ Hours Time Spent Arranging for Science Chemical Removals/Pick-ups: _____ Hours	May	
Inspect hazardous waste storage areas for housekeeping, chemical storage compatibility and request chemical waste pick-up (e.g. auto shop, graphic arts and photography).	Monthly	
Provide Hazard Communication Training to staff on site.	March	
Provide training on the Chemical Hygiene Plan to science department staff.	April	
Attend three OEHS Chemical Safety meetings each year and share information with site administrator and staff.	October February May	

CERTIFICATION: I hereby certify that I have completed all of the above activities in fulfillment of my responsibilities as the Chemical Safety Coordinator (CSC) for my school.

CSC (Print Name)

CSC Signature

Employee #

School

Date

Site Administrator Signature

Please complete and return this form to OEHS, 333 S. Beaudry Avenue, 20th Floor, Los Angeles, CA 90017, by June 30 of each year.