

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
10910 Clarksville Pike  
Ellicott City, MD 21042

Circular No. 20  
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Chief Operating Officer

Products and Health/Environmental Issues

To: All Staff

From: Camille Jones, Chief Operating Officer

Your cooperation in addressing this important issue will assist in maintaining a safe and healthy learning environment for all.

Many chemical products are introduced into the school environment through classroom instruction, building maintenance activities, contractors, and the public. Chemical products must have safety data (material safety data sheets) on file, as required by federal and state regulations, **prior** to their introduction into the school environment.

Products purchased from bid lists through the Purchasing Office such as science, art, custodial, and maintenance materials have the required safety information on file, and are accepted for use in the school environment. Any products typically purchased at the local hardware or grocery store, or used at home (i.e., paint, soap and hand sanitizers) must receive approval **before** being used in the school environment. To obtain approval, please submit a material safety data sheet to the Office of Safety, Environment and Risk Management. The data sheets may be obtained from the vendor, by calling the manufacturer of the product (label 1-800 number), or from the manufacturer's website.

Please be aware that air fresheners and latex gloves can create a health hazard and thus are **not permitted in HCPSS facilities**. Any **air fresheners** in the building must be removed, not only for environmental reasons, but because they can mask a building deficiency that requires attention. Prohibiting latex gloves is an exposure prevention measure for those staff and students that have latex allergic reactions.

CJ/RAM/fhl