

REPORTING OF HAZARDS

Any employee who discovers a dangerous condition should report the condition immediately to the employee's supervisor, the Superintendent, or the Superintendent's designee.

The Superintendent names a designee to evaluate and label the toxicity of materials, including but not limited to art materials, used in the Division in accordance with criteria established by the Virginia Department of Education (VDOE). All materials which meet the criteria as toxic shall be so labeled. Such materials are not used in kindergarten through grade 5.

Staff members [In accordance with Regulation EBAA-R/GBDA-R, employees](#) submit [all](#) relevant documentation [regarding hazards and the use of hazardous chemicals](#) to the Office of Safety and Security Services through the school principal.

Adopted: October 24, 1996
Amended: September 8, 2005
Amended: November 5, 2009
Amended: April 22, 2021
[Amended:](#)

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1- 274.1.
8 VAC 20-530-10 et seq.

Cross Refs.: [EBAA-R/GBDA-R](#) [Hazardous Chemical Use and Reporting](#)
EDC Authorized Use of School Division-Owned Facilities and
Materials

***NEWLY PROPOSED ACPS REGULATION**

HAZARDOUS CHEMICAL USE AND REPORTING

I. Generally

In accordance with Policy EBAA/GBDA and Virginia Occupational Health and Safety Standard 1910.1200, the Alexandria City School Board establishes a Hazard Communication Program for all ACPS schools and departments. Written copies are available for review at each of the following locations:

- Superintendent's Office
- Office of the Executive Director of Facilities and Operations
- Office of Pupil Transportation and Fleet Management
- Office of Safety and Security Services
- Office of Maintenance and Custodial Services
- Office of Educational Facilities
- Office of Capital Programs, Planning and Design
- Office of School Nutrition Services
- School Principals' Offices

II. Program Elements

A. Container Labeling

The administrator of each facility and office will verify that all containers received for use:

1. Are clearly labeled as to the contents;
2. Note the appropriate hazard warning; and
3. List the name and address of the manufacturer/importer/or responsible party.

No container will be released for use until the information above is verified. Employees must ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identity and a block for the hazard warning. For help with labeling, please contact the Director of Safety and Security Services.

B. Safety Data Sheets (SDS)

Copies of SDS for all hazardous chemicals to which employees may be exposed are kept in the appropriate supervisor's office:

- Educational use of hazardous chemicals: SDS are kept in the principal's office;

- Maintenance use of hazardous chemicals: SDS are kept in the building engineer's office; and
- Transportation use of hazardous chemicals: SDS are kept in the Director of Pupil Transportation and Fleet Management's office.

C. Employee Training/Information

Upon starting work, each new ACPS employee receives a health and safety orientation training through the ACPS Professional Learning and Management System (PLMS) and receives information and training on the:

1. Requirements contained in the Hazard Communication Program;
2. Chemicals present in their workplace operations;
3. Location and availability of the written Hazard Communication Program;
4. Physical and health effects of hazardous chemicals;
5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
6. Use of control/work practices and personal protective equipment to lessen or prevent exposure to hazardous chemicals;
7. Steps that ACPS has taken to lessen or prevent exposure to hazardous chemicals;
8. Safety emergency procedures to follow if exposed to hazardous chemicals; and
9. Location of appropriate hazard information on chemical container labels and how to review SDS.

After the health and safety orientation, employees sign a verification form that they have received the training, that the ACPS Hazard Communication Program was reviewed, and that they will abide by the SDS for all hazardous chemicals to which they and/or students under their supervision may be exposed.

D. List of Hazardous Chemicals

A listing of "hazardous substances" as defined in OSHA's Hazard Communication Standard is located in each ACPS office listed in section I. of this regulation. Information on each chemical used within the school division may be found by reviewing the SDS as outlined in section II.B. of this regulation.

E. Hazardous Non-Routine Tasks (Work Performed by Contractors)

This information will include:

1. Specific chemical hazards;
2. Protective/safety measures the employee can take; and
3. Measures that ACPS has taken to lessen the hazards to employees if a spill hazard occurs.

BUILDINGS AND GROUNDS MANAGEMENT AND MAINTENANCE

The Superintendent has the general responsibility for the care, custody, and safekeeping of all school property, and will maintain a program of preventive maintenance. The principal of each school, in coordination with the [Office-Department of Educational-Facilities and Operations](#), ~~will be~~ is responsible for the operation, supervision, care, and maintenance of the school plant.

Each school maintains records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections is determined by the School Board in consultation with the local health and fire departments. In addition, the school administration equips all exit doors with panic hardware as required by the Uniform Statewide Building Code.

The school division maintains documentation of any pesticide application that includes the target pest, the formulation applied, and the specific location of the application.

[Testing and reporting of indoor air and water quality in ACPS facilities is conducted in accordance with Regulation EC-R.](#)

Adopted: October 24, 1996
 Amended: October 8, 2009
 Amended: March 10, 2016
 Amended: December 5, 2019
[Amended:](#)

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79 ~~(3)~~,
 22.1-132.2, ~~22.1-137~~, 22.1-293.D.
[8 VAC 20-131-260.](#)

Cross Refs.:	CF	School Building Administration
	EA	Support Services
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	EBCAB	Emergency Preparedness Response Safety-Drills
	EC-R	Indoor Air and Water Quality: Testing and Reporting
	FE	Playground Equipment
	IIBEA-R/GAB-R	ACPS Employee -Responsible Use Policy Agreement For Computer Systems
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property
	KGC	Tobacco Use on School Premises
	KJ	Advertising in the Schools
	KL	Public Complaints

KQ

Commercial, Promotional, and Corporate Sponsorships
and Partnerships

DRAFT

***NEWLY PROPOSED ACPS REGULATION**

INDOOR AIR AND WATER QUALITY: TESTING AND REPORTING

I. Generally

The health, comfort and learning environment of students and staff are important aspects of Alexandria City Public Schools' (ACPS) mission to ensure success by inspiring students and addressing barriers to learning. Working with an external environmental consultant and implementing the U.S. Environmental Protection Agency's (EPA) "IAQ Tools for Schools" program, ACPS' Indoor Air Quality (IAQ) Management Plan monitors and improves the quality of air in its school buildings. ACPS also maintains periodic monitoring of water quality in its schools.

II. Radon Measurements

In accordance with state and federal law, ACPS school buildings and building additions constructed/opened for operation after July 1, 1994, are tested for radon pursuant to EPA procedures and regulations prescribed by the Virginia Board of Education (VBOE). Each school maintains its radon test results and makes them available for review on the ACPS website. The Superintendent reports the school division's radon test results to the Virginia Department of Health (VDH) every five years.

III. Asbestos Abatement

ACPS complies with applicable state and federal laws relating to asbestos abatement.

A. Asbestos Inspections/Management Plan

Each ACPS building maintains an updated Operations and Maintenance (O&M) Manual specific to that building, as required by the Asbestos Hazard Emergency Response Act (AHERA). The building administrator is responsible for knowing the location of the manual and for making it available for review upon request. For all school locations, the building administrator is the principal. For non-school locations, the building administrator is as follows:

- ACPS Warehouse: Warehouse Supervisor
- Central Office: Director of Maintenance and Custodial Services
- Transportation Center: Director of Pupil Transportation and Fleet Management

A duplicate copy of each manual is maintained at the Office of Safety and Security Services.

B. Local Education Agency (LEA) Designee

As required by AHERA, ACPS designates the Director of Safety and Security Services to oversee the management of asbestos-containing materials within the

school division's facilities. The designee maintains licensure with the Commonwealth of Virginia as an Asbestos Inspector and Asbestos Management Planner.

The designee implements the asbestos management plan, oversees the required surveillance of all facilities every 6 months, updates the management plan as needed, ensures that facilities have their mandated, 3-year re-inspection, and ensures ACPS' compliance with federal and state regulations. The designee also engages with the Offices of Educational Facilities, and Maintenance and Custodial Services regarding project-related activities that involve asbestos abatement and remediation.

IV. Mold Testing and Reporting

ACPS:

- Tests and, if necessary, remediates mold in its school buildings in accordance with EPA guidance;
- Submits its testing plan and reports the results of any test performed to the VDH;
- Notifies school staff and the parents of all enrolled students in a school if testing results indicate the presence of mold in the school at or above the minimum level that raises a concern for the health of building occupants, as determined by the VDH.

V. Water Quality Testing and Reporting

ACPS:

- Maintains a water management program for the prevention of Legionnaires' disease at each school in the Division;
- Validates each school's water management program on at least an annual basis;
- Maintains files related to its water management program for each school, including the results of all validation and remediation activities; and
- Make such files available for review.

Established:

Legal Refs.: 15 U.S.C. II, et seq., as amended. Asbestos Hazard Emergency Response Act (AHERA).

Code of Virginia, 1950, as amended, §§ 2.1-526.12 - 2.2-1167, 22.1-70, 22.1-78, 22.1-79, 22.1-132.2, 22.1-138, 22.1-293, 32.1-229.01, 32.1-299.01:1, 54.1-514.

8 VAC 20-131-260.

<u>Cross Refs.:</u>	<u>CF</u>	<u>School Building Administration</u>
	<u>EA</u>	<u>Support Services</u>
	<u>EB</u>	<u>School Crisis, Emergency Management and Medical Emergency Response Plan</u>

<u>EBCA</u>	<u>Emergency Preparedness Response Drills</u>
<u>EC</u>	<u>Buildings and Grounds Management and Maintenance</u>
<u>FE</u>	<u>Playground Equipment</u>
<u>IIBEA-R/GAB-R</u>	<u>Responsible Use Policy Agreement for Computer Systems</u>
<u>KF</u>	<u>Distribution of Information/Materials</u>
<u>KG</u>	<u>Community Use of School Facilities</u>
<u>KGB</u>	<u>Public Conduct on School Property</u>
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<u>KJ</u>	<u>Advertising in the Schools</u>
<u>KL</u>	<u>Public Complaints</u>
<u>KQ</u>	<u>Commercial, Promotional, and Corporate Sponsorships and Partnerships</u>

DRAFT

***NEWLY PROPOSED ACPS POLICY**

SCHOOL BUS AND VEHICLE IDLING

I. Generally

To maintain a healthy school environment for students, staff, and the public, ACPS-owned school buses and vehicles will refrain from unnecessary idling.

ACPS recognizes that sometimes there may be a necessary purpose for idling buses in and around school buildings. A “necessary purpose” may include pre-trip safety inspections, running heat/defrosters, operating school bus lights, radios, or other accessories (unless they can operate without running the engine), or for engine cool-down after full-load operation.

II. Idling Guidelines – School Buses

ACPS’ “anti-idling” policy requires bus drivers to take the following steps:

A. Pre-trip Guidelines

- School bus drivers limit idling time during early morning warm-up to the extent necessary for conducting a pre-trip inspection and to ensure the safe operation of the vehicle.

B. Warm weather

- School bus drivers shut off bus engines upon reaching the destination and buses do not idle while waiting for passengers.
- This rule applies to all bus use, including daily route travel, field trips, and transportation to and from athletic events.
- When dropping off passengers at schools, if the bus is departing immediately after unloading, the bus may idle its engine, not to exceed three minutes.
- School buses are not restarted until they are ready to depart and there is a clear path to exit the pick-up area.

C. Cold weather

- School bus drivers shut off bus engines upon reaching the destination and buses do not idle while waiting for passengers.
- Certain conditions during a wait time (i.e., ice, snow, extreme cold), may warrant buses being restarted, but buses do not idle for more than three minutes.
- During extreme conditions (outside temperature is <32 degrees F), buses do not idle for more than 10 minutes, in accordance with the City of Alexandria Noise Ordinance and Virginia Department of Environmental Quality (DEQ) Air Quality Regulations.

III. Idling Guidelines – Other ACPS-Owned Vehicles

ACPS’ “anti-idling” policy requires drivers of assigned ACPS fleet vehicles to refrain

from idling near school entrances in order to maintain a healthy school environment. When vehicles are parked or waiting near school buildings, engines should be shut off and drivers should refrain from idling.

- Regardless of weather conditions and the location of the vehicle, ACPS-owned vehicles do not idle for more than three minutes.
- For diesel-powered trucks during extreme conditions (outside temperature is <32 degrees F), idling time does not exceed 10 minutes, in accordance with the City of Alexandria Noise Ordinance and Virginia Department of Environmental Quality (DEQ) Air Quality Regulations.

Adopted: _____

Legal Refs.: 42 U.S.C. § 11301 et seq.

42 U.S.C. §§ 12131-12134.

Public Law 93-113 § 504.

Code of Virginia, §§ 22.1-78, 22.1-176, 22.1-221, 22.1-254.

<u>Cross Refs.:</u>	<u>EEA</u>	<u>Student Transportation Services</u>
	<u>EEAB</u>	<u>School Bus Scheduling and Routing</u>
	<u>EEA-R/EEAB-R</u>	<u>Student Transportation Services Regulations</u>
	<u>EEAC</u>	<u>School Bus Safety Program</u>
	<u>EEAD</u>	<u>Special Use of School Buses</u>
	<u>EEBA</u>	<u>ACPS-Owned Vehicles</u>
	<u>EEBA-R</u>	<u>Use of ACPS-Owned Vehicles Regulations</u>
	<u>GDQ</u>	<u>School Bus Drivers</u>
	<u>IICA</u>	<u>Field Trips</u>
	<u>IICA-R</u>	<u>Field Trip Procedures</u>