

CHEMICAL INVENTORY "RIGHT TO KNOW" LAW

The purpose of this memorandum is to provide employees with the information to which they are entitled under the "Right to Know" law, including:

- an introduction to the law
- an explanation of employees' rights under the law
- an introduction to a sample Material Safety Data Sheet
- directions for requesting Material Safety Data Sheets
- an explanation of terms used in labeling potentially toxic and hazardous substances

Copies of the Massachusetts Right to Know Employer Assistance Manual have been provided to each school. This can also be accessed through the internet at www.mass.gov/legis/laws/mgl/gl-111f-toc.htm.

In compliance with MGL Chapter 111F, "Right to Know" Law, the School Department is continuing its program to inventory toxic and hazardous substances in the workplace. Please refer to your Massachusetts Right to Know Employee Assistant Manual for background information on this law.

The purpose of this memorandum is to assist administrators in directing their "Right to Know" coordinator and custodian in completing this inventory. Inventory sheets drafted from Facilities Management list of Custodial Chemicals are provided to facilitate this task.

Any additional compounds or solvents, which are not included on the list, but may be required, should be recorded on the inventory sheet and asterisked. The main storage location and approximate maximum quantity must be entered on the inventory sheets.

These lists must remain current and shall be retained in the main office file of each school. Schools will be required to verify completion of this responsibility.

Additional guidelines are provided for High School Science Departments and Industrial Shops in Superintendent's Circular FSE-5 Student Safety / Health in School Shops, Laboratories and Classrooms.

For more information about this circular, contact:

Name:	Jeff Lane, Environmental Specialist
Department:	Environmental Division / Planning & Engineering
Mailing Address:	1216 Dorchester Avenue, Dorchester, MA 02125
Phone:	617-635-8300
Fax:	617-635-7855
E-mail:	jlane@boston.k12.ma.us

OR

Name:	Rick Deraney, Director
Department:	School Safety / Emergency Preparedness
Mailing Address:	1216 Dorchester Avenue, Dorchester, MA 02125
Phone:	617-635-8300 or 617-212-2397
Fax:	617-635-7854
E-mail:	rderaney@boston.k12.ma.us

Carol R. Johnson, Superintendent

BOSTON PUBLIC SCHOOLS CHEMICAL INVENTORY SHEET

School Name: _____

Date of Inspection: _____

Inspector: _____

Trade Name	Manufacturer	Container Size	Quantity	Main Storage Location
A-101 Cleaner	3m	23 Ounces		
AB Dick Model 555 & 556 Ink				
Acrylic Polymer Paints (Various Colors)				
All Purpose White Glue				
Ammonia	Any Vendor			
Antifreeze	Any Vendor			
Anti-static Spray				
APC Con.	Mascot			
Atelier (Various Colors)				
Bar-Keg	Barclay Chemical	5 Gallons		
Belt Cleaner for Thermal Copiers				
Bind-Art Plastic Adhesive				
Bio Barr Pine D	Barrier	1 Gallon		
Black Ink, Chaselle Waterproof				
Bloc Aid	Crystal	1 Gallon		
Blue Powder Stripper	M.D. Stetson	5 Gallons		
Carpet Pro Concentrate	3m	1 Gallon		
Carpet Spotter	H.B. Fuller	22 Ounces		
Certox	York Chemical	1 Gallon		
Coco-Olive Liquid Soap	Edison	5 Gallons		

Trade Name	Manufacturer	Container Size	Quantity	Main Storage Location
Cold Water Dye Non-Toxic Various Colors				
Compressor Oil	Any Supplier	5 Gallons or Less		
Con-Clor	Crystal	5 Gallons		
Crystallin Magic	Lipton Engineers	5 Gallons		
Chromacryl (Various Colors)				
Dissolve-O	Spectrox or Atco Corp.	5 Gallons		
Dulling Spray				
Duplicating Fluid	Any Vendor	1 Gallon		
Duplicating Fluid for all Spirit Duplicators				
Dust Mop / Dust Cloth Treatment	Spartan	5 Gallons		
Ecco Bowl & Porcelain	Edison	1 Quart		
Edison Floor Finish	Edison	5 Gallons		
Eic's Inc. #574 Carpet Shampoo	Eastern Industrial Equip. Corp.	1 Gallon		
Exxon Nuts #16	Exxon	5 Gallons		
EZ All Purpose	M.D. Stetson	5 Gallons		
Floor Treatment	Hillard	5 Gallons		
Formula #604 Floor Finish	Barrier	5 Gallons		
Photo Finish Edison				
Freon II	Dupont Chem.	10 Gallons		
Gasoline	Any Supplier			
Gel Medium				
Germicidal Bowl Cleaner	Spartan	1 Quart		
Gesso / White Priming for Media & Colors AA				
Glaze, Lead Free (Various Colors)				

Trade Name	Manufacturer	Container Size	Quantity	Main Storage Location
Glue Stick				
Glitter (Various Colors)				
Grime-Go Cleaners	Wyanootte	5 Gallons		
Head Cleaner for Use with Duplicating Machine				
Hydrochloric Acid	Jones Chemical	1 Gallon		
Industrial Water Conditioner Flush-Out Powder	Barclay Chemicals	30 Gallons		
Inks (Various Colors)				
India Ink				
Inhibited Ethylene Glycol	?	55 Gallons		
Inhibitor - N	Barclay Chemicals	1 Gallon		
Kaiser II Chemicals	Kaiser Chemicals	5 Gallons		
Kendoile Adhesvie #4	Kenoile Floors	5 Gallons		
Kerosene	Any Supplier	1 Gallon or Less		
Kiln Wash				
Lighthouse Rug Shampoo	Atco Corp.	1 Gallon		
Lubricants General	Any Supplier	1 Quart of Less		
Laser Writer II NT Toner				
Letterdress Printing Ink #1 (Various Colors)				
Liquid Finger Paints (Various Colors)				
Massco Floor Cleaner	Massco	5 Gallons		
Matte Medium / Gives Transparency (Various Colors)				
Metal Polish	Edison	1 Quart		

Trade Name	Manufacturer	Container Size	Quantity	Main Storage Location
Methyl Alcohol	Repeat-O-Type	1 Gallon		
Mexican Pottery Clay				
Misty Spray-N-Wax	Any Vendor	22 Ounces		
Motor Oil	Any Supplier	1 Quart		
Multi-Clean	Multi-Clean Products	1 Gallon		
Muriatic Acid	Jones Chemical or Vista Chemical	1 Gallon		
Muriatic Acid	Parks Chemical	1 Quart		
Mystery Containers	?			
Nalco 2536	Nalco			
Nalco 2537	Nalco			
Nalco 2572	Nalco			
Nalco 2584	Nalco			
Nalco 2590	Nalco			
Nalco 2594	Nalco			
Nalco 2812	Nalco			
Nalco 2818	Nalco			
Nalco 2820	Nalco			
New Action Carpet Cleaner	Byrthmaur	1 Gallon		
Nitric Acid		1 Gallon		
Oil Pastels				
Oil Printing Ink (Various Colors)				
Offset Printing Ink, Transparent Medium White				
Offset Universal Blanket Wash	A.B. Dick Co.			
Oxalic Acid	China or Hooker	100 lbs.		
Oxidizer	?	10 Gallons		

Trade Name	Manufacturer	Container Size	Quantity	Main Storage Location
Paint	Any Supplier	5 Gallons or Less		
Pan-Nol Antifreeze	Houghton Chemical	55 Gallons		
Paster (Powdered for Paper Machine)				
Pearl Brand S	Dowd Co.	5 Gallons		
Pearl Clean All Purpose	Dowd Co.	1 Gallon		
Permanize Floor Finish	Dowd Co.	5 Gallons		
Platinum Plus	Massco	5 Gallons		
Plush Carpet Shampoo	M.D. Stetson	1 Gallon		
Ploymer Medium				
Pynol	Spectrouax	1 Gallon		
Refrigerant	?			
Rapidograph Ink				
Roccal 1%	Spectrouax	1 Gallon		
Rubber Cement				
Semi-Moist Half Pans (Various Colors)				
Shellag	Triple Dynamo	1 Gallon		
Shine Line Baseline Stripper	Spartan			
Sodium Disulfate	?	5 Gallons		
Soil Retard Carper Shampoo	3m	1 Gallon		
Solvents, General	Any Supplier	1 Gallon or Less		
Spirit Correction Blocker Fluid				
Square One	Spartan	5 Gallons		
Steams	Ranseay	10 Gallons		
Tempera Colors				

Trade Name	Manufacturer	Container Size	Quantity	Main Storage Location
Tergiquat	National Labs	1 Gallon		
Terraglaze Terrazo Seal	Spartan Chemical	5 Gallons		
Terrazo Sealer	Barrier	5 Gallons		
Terrazo Seal	Spectrouax	5 Gallons		
Terrestic 32	Exxon	5 Gallons		
Textile Colors				
Top Grip SM 256- ps	Transworld Adhesive	5 Gallons		
Transport Plus 2800	Nalco			
Trichloroflour- methane	Allied Chemical	30 Chem.		
Trisodium Phophate	Any Vendor	100 lbs.		
Trouble Shooter Cleaner	3m			
Trophy GYM Finish	Milliard	5 Gallons		
Turpentine	Any Supplier	1 Gallon or less		
Ultra 18	Alcada Prod.	5 Gallons		
Vandalmark Remover	Any Vendor	Varying Sizes		
Vaporene	Nalco	30 Gallons		
Video Head Cleaner				
Vitro Bowl Cleaner	Robbins	1 Quart		
White Glue				
White-Out Correction Fluid				
305 AF Supper Clean Anti-Frost	American Safety	1 Gallon		
3R's Neutral Cleaner	Stetcol	5 Gallons		