



Toxics Reduction & Indoor Air Quality Assessment

School Name: _____	Date: _____	
Conducted By: _____	_____	_____
_____	_____	_____
_____	_____	_____

Congratulations on completing Step 1 by forming your Green Team!

Step 2: Assess

Complete this Toxics Reduction & Indoor Air Quality Assessment to learn more about the current toxics reduction and air quality practices at your school, and to help your Green Team choose a Long Lasting Change. Use the *Assessment Worksheet* (attached) and the *Toxics Reduction & Indoor Air Quality Assessment Guide* to assist you in filling out the following pages.

General Information

- Does your school have an indoor air quality plan?
 Yes No
- Does your school provide staff development for dealing with asthma/allergies?
 Yes No
- Does your school use HEPA filters in the ventilation system?
 Yes No
- Does your school follow a regular cleaning schedule?
 Yes How often? _____ No
- Does your school implement a green cleaning program (non-toxic, non-antibacterial cleaning products)?
 Yes No
- Do all entrances have clean “walk-off” mats to collect shoe dust and dirt?
 Yes No
- Does your school have a program to encourage frequent hand washing?
 Yes No
- Does your school have time built into the schedule for washing hands prior to breakfast, lunch or snack times?
 Yes No
- Does your school maintain adequate supplies for hand washing?
 Yes No



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10. Does your school use soaps that comply with Green Seal standards for Institutional Hand Cleaners?
 Yes No
11. Have areas containing asbestos been identified and the asbestos properly removed or contained?
 Yes No
12. Have areas containing lead paint been identified and the lead paint properly removed or contained?
 Yes No
13. Does your school purchase low- or non-VOC and urea formaldehyde-free paints and furnishings?
 Yes No
14. Does your school have a policy to encourage natural pest control that is being read and followed?
 Yes No
15. How often is an inventory of your school's chemicals conducted?
 Once every year
 Once every 2 years Less frequently than once every 2 years
16. Are unneeded and waste chemicals collected and marked as hazardous waste?
 Yes No
17. Are hazardous chemicals disposed of properly?
 Yes No
18. Does your school have a clearly defined procedure for disposal of hazardous chemicals?
 Yes No
19. Is chemical safety/handling, indoor air quality or asthma prevention included in the curriculum?
 Yes No
If yes: In what subject(s) is it included _____
At which grade levels? _____
20. Do your science laboratories have their required written chemical hygiene plans?
 Yes No
21. Do students and staff wear the proper personal protection in the labs?
 Yes No
22. Are there any mercury-containing thermostats in your school?
 Yes No
If yes, how many? _____
Are they labeled as containing mercury? Yes No



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23. How does your school handle "burned out" fluorescent bulbs (including compact fluorescents)?

- Recycled Disposed of as hazardous waste Thrown in the trash
- Other _____

24. Has staff been trained on the dangers of mercury and how to handle spills?

- Yes No

25. Does your school currently use, or has it ever used, the EPA's Tools for Schools Indoor Air Quality program or any other type of school environmental audit?

- Yes No

If yes, how long has your school been doing the program? _____

If you no longer maintain the program, when and why did you stop? _____

26. Has your school ever participated in the "Rehab the Lab" or other school chemical cleanout program?

- Yes No

If yes, what was the date? _____

27. Does your school have any art supplies that have warning labels about their toxicity? Labels may say "Caution required," "Harmful or fatal if swallowed" or "May cause skin/nose/throat/lung irritation".

- Yes No

If yes, what are the supplies? _____

28. Does your school offer organically grown foods in the cafeteria?

- Yes How many? _____ No

29. Do you have toxics reduction and indoor air quality educators in your community?

- Yes No

If yes, list the name(s) of the agencies they work for and contact info:

_____	Phone #: _____
_____	Phone #: _____
_____	Phone #: _____

30. Do you have technical assistance in your community for toxics reduction and indoor air quality issues at your school?

- Yes No

If yes, list the name(s) of the agencies they work for and contact info:

_____	Phone #: _____
_____	Phone #: _____
_____	Phone #: _____



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Assessment Worksheet

School: _____	Date: _____	
Names of Reviewers:		
_____	_____	_____
_____	_____	_____
_____	_____	_____

A. Outdoor Inspection. Inspect outdoor areas of school grounds and complete checklist.				
Air Intakes	Yes	Some	No	Observations
Are ventilation units on?				
If yes, is air flowing into the outdoor air intake?				
Are outdoor air intakes free from blockage?				
Are bird or animal droppings near air intakes?				
Are sources of vehicle exhaust (parking spaces, loading docks, bus loading, etc.) near or upwind of air intakes?				
Does painting, roofing, or maintenance of exterior of building take place near air intakes when the school is occupied?				
Are any exhaust vents located within 10 feet of outdoor air intakes?				
Chemical Use	Yes	Some	No	Observations
Does your school use pesticides (including herbicides) on school grounds? If yes, please answer the following questions:				
Is there an employee certified to apply the pesticides?				
If no, does your school contract for this service?				
Does your school post a notice before, during, and for 72 hours after application?				
Are staff members, students, and parents notified prior to application?				
Does your school close the grounds after spraying?				
Does your school use pesticides of any kind (insecticides, fungicides, herbicides and rodenticides) inside the building?				
Does your school have an Integrated Pest Management policy and provide training for appropriate staff?				



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B. Indoor Inspection. Complete this checklist for each of the following rooms/areas: classrooms, offices, staff lounge, auditorium, and gym. If the question does not apply to a room/area, put N/A in the *Observations* column.

Room Number/Name: _____

Date : _____

Indoor Air Quality	Yes	Some	No	Observations/Answers
Are air supply and exhaust vents clear?				
Are there strong odors in the room?				
Are there any signs of ongoing water damage?				
Is there any sign of mold or mildew?				
Are odorous or "hazardous" household cleaning chemicals <i>only</i> used when school is unoccupied?				
Is the area clean and relatively dust free?				
Are perfumes or air fresheners used in the room?				
Are there animals in the room?				
If so, are cages cleaned regularly and waste disposed?				
Do occupants have a process to report health concerns?				
Chemical Storage & Purchasing	Yes	Some	No	Observations/Answers
Are all chemical containers clearly marked with labels?				
Are these labels legible and lids tightly secured on all containers?				
Are chemical containers and storage lockers in good condition and showing no signs of degradation (exposed crystals, rust, cracked caps).				
Does your school keep Material Safety Data Sheets (MSDS) for all chemical products e.g. lab chemicals, cleaning products, paints and pesticides?				
Are all science and art chemicals stored in a locked storage room or closet?				
Are chemicals properly stored to separate acids from bases, oxidizers from organics, and bleach from ammonia?				
Are chemical storage areas identified as "storage area" using the OSHA diamond identification system? (http://www.sefsc.noaa.gov/HTMLdocs/nfpahazard.htm)				
Are all chemicals stored away from food?				
Does your school keep an updated inventory list of the chemicals stored in each chemical storage room/locker?				
Are chemicals purchased in small quantities, as needed?				
Are less hazardous or environmentally friendly chemical substitutions considered when purchasing chemicals?				
Are chemicals and art supplies stored and handled in a way to reduce vapors, dusts, skin contact, and spills?				
Are there any of the following items:	Yes	Some	No	Observations / Amount
Elemental mercury?				
Mercury compounds?				
Mercury thermometers?				
Mercury barometers? (<i>One allowed per school</i>)				
Blood pressure measuring device containing mercury?				
***NOTE: Schools in Washington are not allowed to store any mercury compounds, thermometers, or elemental mercury. *** Any mercury that is found needs to be shipped off site for proper disposal or the school is in violation of state law.				

