Orange Public Schools

Orange High School Occupational Safety and Health Program Plan for Career and Technical Education Programs

400 Lincoln Avenue
Orange, NJ 07050

(973) 677-4050

Adopted by the Orange Board of Education: 10/9/2024

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"GOOD TO GREAT"

Revised: 8/14/24

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1.0 Scope

The Safety and Health Plan for Career and Technical Education Program and Courses (henceforth CTE Safety and Health Plan) covers all occupational safety and issues associated with staff, teachers, and students involved in the district Career and Technical Education (CTE) program and courses, both on school district property and at work-based learning experience (WBL) worksites. The following school facility locations are covered by this plan:

Orange High School
400 Lincoln Avenue
Orange, NJ 07050

2.0 District Safety and Health Policy

The Orange Board of Education (BOE) is committed to providing a safe and healthful environment for all employees and students involved in the CTE program or courses, on school property and at work-based learning (WBL) worksites. Its goal is to eliminate, as much as possible, the risk of school- related injuries and illnesses. It is also committed to providing instruction to students on the proper skills, attitudes, and work habits necessary for them to work safely in their future occupations. As appropriate, the Orange BOE will provide funds, time, and training to administrators and teachers to help develop and implement the district's Safety and Health plan.

It is the board's policy to comply with all federal, state, and local environment, safety, and health regulations. Where regulations are not sufficiently protective, the board supports the implementation of additional measures that provide a safe and healthful environment.

The board believes that ensuring a safe and healthful environment is everyone's responsibility and should be an integral part of all operations. All employees and students are expected to observe environmental, safety, and health requirements and take all practical steps necessary to prevent injuries and illnesses.

3.0 Plan Objectives

- To establish policies and procedures that will help maintain compliance with applicable environmental, safety and health standards
- To provide safe and healthful working conditions free of recognized hazards
- To encourage practices among faculty, students, and staff which are protective of human health and safety and the environment
- To instruct students in proper safety and health practices applicable to each

student's career and technical education (CTE) program

- To evaluate program effectiveness for reducing the risk of injuries and illnesses
- To eliminate incidents associated with occupational safety and health and CTE programs

4.0 Organizational Structure and Responsibilities

With the support of the Orange Board of Education, the Superintendent of Schools has the primary responsibility for development, implementation, and review of the CTE Safety and Health Plan and other district safety and health policies, plans, and procedures. The board will review and approve, as appropriate, district procedures, safety and health policies, plans, budgets, and procedures submitted to the board by the Superintendent.

4.1 Superintendent of Schools

As the Chief School Administrator, the Superintendent establishes systems to facilitate the following:

- Develop and implement a district Safety and Health Plan in cooperation with the board;
- Provide administrative oversight to ensure the Safety and Health Plan is effective;
- Ensure adequate staffing that allows for implementation of the Safety and Health Plan at all facilities;
- Provide a budget in cooperation with the board sufficient to implement the Safety and Health Plan and corrective action;
- Ensure the Safety and Health Plan is updated as necessary;
- Ensure unsafe conditions and actions are identified and corrected;
- Ensure district facilities and equipment are safe;
- Ensure training and information is provided to staff, teachers, students, and others as necessary about safety and health issues;
- Ensure compliance with safety and health regulations;
- Ensure staff, teachers, and students comply with the Safety and Health Plan and other regulatory requirements;
- Recommend to the board, the names of Safety and Health Designees
- Establish emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid

emergencies, and handling of bodily fluids that may contain infectious pathogens.

- Ensure students involved in Work-Based Learning (WBL) experiences are supervised by the appropriately licensed teachers;
- Establish procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals; and
- Appoint representatives to the Orange Public School District Safety and Health Committee; and
- Develop job descriptions for all district personnel with safety and health responsibilities.

4.2 School Business Administrator

The Superintendent has assigned responsibility for coordinating all S&H Plan activities within the district to the District Safety and Health Designee (Designee), a district BOE approved position. The School Business Administrator has been appointed as the Designee. The Designee in cooperation with the Superintendent has created a District Safety and Health Committee (DC) chaired by the Designee. With consultation by the Designee, the Superintendent will appoint other key representatives of the district to the DC, as appropriate, to carry out DC activities.
The School Business Administrator and at least one Supervisor will be a standing member of the DC. The DC will meet at least quarterly and carry out the following tasks:

- Develop, review, revise, and assist with the implementation of the S&H Plan at school facilities.
- Develop, review, revise, and assist with the implementation of district safety and health policies and procedures.
- Develop, review, and revise emergency procedures to cover evacuations, hazardous material releases, fires, natural disasters (e.g., earthquakes, high winds, floods, hurricanes, thunderstorms, tornadoes, and water utility failure), man-made threats (e.g., violence, terrorist attacks, and bomb threats), medical and first aid emergencies, and handling of bodily fluids that may contain infectious pathogens.
- Develop, review, and revise procedures for reporting, investigating, and recording safety and health incidents involving treatment by licensed care professionals.
- Develop, review, revise, and assist with implementation of policies and procedures for addressing safety and health issues at WBL worksites.

- Develop, review, revise, and assist with implementation of policies and procedures that ensure safety and health issues are adequately addressed in all CTE programs and courses.
- Develop, review, revise, and assist with implementation of policies and procedures for eliminating safety and health hazards on a high priority basis.
- Inspect facilities to identify safety and health hazards.
- Evaluate the effectiveness of the S&H Plan and other S&H policies and procedures.
- Coordinate professional development training for staff and teachers regarding safety and health issues; and,
- Review safety and health inspection reports and incident reports.

In addition to the DC, the Superintendent will cooperate with the NJ Department of Labor and Workforce Development, who oversees the County Apprenticeship Coordinator who has responsibility for approving and coordinating apprenticeships with the county.

4.3 Orange High School Principal and Assistant Principals

The Principals at each school have created a SC. The Vice Principals will serve as the chair of these committees. The Principals in cooperation with the Vice Principals will appoint members to the SC as necessary to carry out the S&H Plan. The SC will meet monthly and carry out the following responsibilities:

- Inspect school facilities to identify safety and health hazards;
- Initiate corrective action to eliminate safety and health hazards;
- Follow up on corrective action implemented to eliminate safety and health hazards to ensure the corrective action has been implemented;
- Review staff, teachers, and student practices to ensure proper implementation of the S&H Plan;
- Review incident reports;
- Conduct incident investigations;
- Make recommendations to the Principal regarding improvements in safety and health policies and procedures;
- Advocate for compliance with safety and health policies and procedures;
- Assist teachers, as needed, with job safety analysis of student tasks; and,
- Assist supervisors and teachers, as needed, with instructional improvements for addressing safety and health issues.

4.4 School Nurse

- Establish procedures for responding to incidents involving first aid and other medical emergencies
- Establish universal precaution procedures;
- Assist with development of universal precaution policies;
- Establish procedures for medical clearance associated with the issuance of respiratory protection;
- Report medical incidents to the principal and others as assigned;
- Follow procedures established for responding, investigating, reporting and recordkeeping associated with safety and health incidents; assist with the completion of incident reports; and
- Coordinate or conduct training on emergency medical procedures and universal precautions, incident, and any related medical follow up.

4.5 Supervisor of CTE

- Follow district policies, procedures, and the CTE Safety and Health Plan
- Develop curricula in cooperation with teachers that addresses CTE safety and health issues;
- Assist the principal to ensure the CTE Safety and Health Plan is implemented in the district;
- Participate in safety and health inspections and job safety task analyses; and,
- Provide administrative oversight to ensure teachers carry out assigned responsibilities.

4.6 Work-Based Learning (WBL) Coordinator

- Supervise students at WBL worksites only within the scope allowed by their credentials;
- Place students at WBL worksites in compliance with federal and state child labor laws;
- Review and approve WBL worksites prior to placement to ensure worksites are safe;

    - Please refer to the NJ Safe Schools Program's "Worksite Safety and Health Evaluation Guide" (last updated December 2018).
    - Develop and implement a business/agency agreement in accordance with NJDOE requirements and guidelines available at the following website: NJDOE- Structured Learning Experiences (https://www.nj.gov/education/cte/WBL/)
    - Develop and implement an individualized student training plan establishing the NJ Student Learning Standards (NJSLS), education and training objectives, and worksite activities of the WBL in accordance with NJDOE requirements and guidelines available at the following website: NJDOE- Structured Learning Experiences (https://www.nj.gov/education/cte/WBL/)
    - Inspect WBL worksites every 10th day the student reports to the worksite following the "NJ Model Worksite Visit Checklist for Supervising All Structured Learning" available at the following website: NJDOE- Structured Learning Experiences- NJ Model Worksite Checklist (https://www.nj.gov/education/cte/WBL/).
- Maintain records of business/agency agreements, individualized student training plans, worksite inspections, and the formative and summative assessments being used by the district and worksite mentor to assess the student's progress in accomplishing the learning objectives that are identified in the individualized student training plan;
- Follow district safety and health policies and procedures for WBL placements;
- Ensure WBL students receive worksite specific safety and health training;
- Investigate and implement corrective actions for each incident; and,
- Report each incident according to the school district's procedures.

N.J.A.C. 6A: 19-6.6,pn the appropriate form and within the required timelines

As safety and health is a shared responsibility, the School Nurses, Supervisors, Teachers, WBL Coordinator, Students, and Parents/Guardians must also follow safety and health policies and procedures. The following is a list of their responsibilities:

4.7 Teachers of the CTE Program and Courses

- Follow district policies, procedures, and the Safety and Health Plan
- Develop curricula that addresses CTE safety and health issues;
- Incorporate the results of hazard analyses into the curricula;
- Regularly inspect classrooms to identify unsafe conditions;
- Conduct a job safety task analysis of student tasks that involve exposure to safety and

health hazards;

- Implement corrective action to prevent student exposure to unsafe conditions, equipment, and tasks;
- Instruct students on safety and health issues associated with career and technical education courses prior to exposure to safety and health hazards;
- Provide material safety data sheets and hazardous substance fact sheets to students as requested;
- Establish safety and health procedures for students in the classroom;
- Assess students on safe and health knowledge and procedures before students may perform any activity posing a significant safety and health risk;
- Enforce safety and health procedures;
- Maintain student records of assessments associated with safety and health knowledge and procedures;
- Attend professional development courses on safety and health;
- Investigate safety and health incidents that occur that occur in the classroom;
- Model best safety and health practices to the students;
- Supervise students at all times while in the classroom; and
- Practice emergency procedures s necessary.

4.8 Students

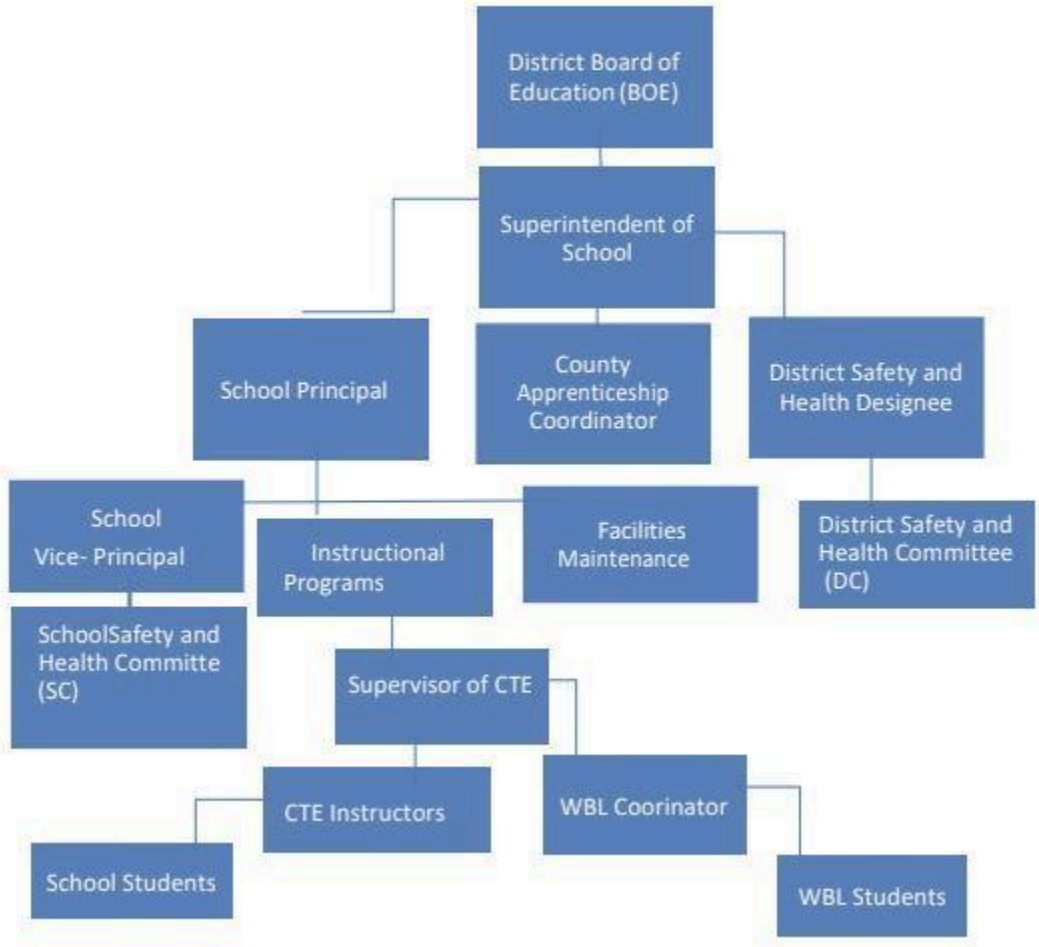
- Work in a safe and healthy manner;
- Follow all safety and health procedures and rules;
- Keep work areas neat and clean;
- Dress in a safe and healthy manner for the job;
- Report unsafe conditions and equipment to the classroom teacher immediately;
- Report all incidents associated with safety and health to the teacher;
- Wear all personal protective equipment as required;
- Inspect all personal protective equipment prior to donning to identify defects; and,
- Use protective and safety equipment, tools, and machinery as they were designed.

4.9 Parent/Guardian

- Develop an awareness of the safety and health policies, procedures and expectations

in the student's CTE program;

- Reinforce district safety and health policies and procedures;
- Review district correspondence regarding CTE safety and health issues and respond as required;
- Inform the school district of any unreported injury or illness resulting from a CTE Incident ad related medical follow up



The District Board of Education (BOE) oversees the Superintendent of Schools. The Superintendent oversees the School Principal (P), and District Safety and Health Designee (Designee). The NJ Department of Labor and Workforce Development oversees the County Apprenticeship Coordinator. The Designee oversees the District Safety and Health Committee. The School Principal oversees the School Vice- Principals (VP), Instructional Programs and Facilities Maintenance. The VP oversees the School Safety and Health Committee, and Instructional Program. The CTE Supervisor oversees the WBL Coordinator and the CTE Instructors. The School Instructors oversee the School Students, and the WBL Coordinator oversees the WBL Students.
Attached (Appendix A) are the names and titles of the school district's key contacts for S&H.

5.0 Hazard Analysis Procedures

5.1 General inspections to identify safety and health hazards will be conducted as follows:

- Annual inspections by local fire inspectors;
- Periodic insurance carrier inspections;
- District and School Safety and Health Committees inspections;
- Teacher inspections of classrooms at the beginning at each class; and,
- WBL Coordinator inspections of WBL worksites.

The District Safety and Health Committee will conduct safety and health inspections of administrative offices, using the inspection checklist attached as Appendix B. By the end of each school year, all administrative offices will be inspected at least once. The DC will also review inspection reports conducted by the local fire inspectors and insurance carriers. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

School Safety and Health Committees will conduct safety and health inspections of their school facilities monthly, using the inspection checklists attached as Appendix B. By the end of the school year, all school facility areas will have been inspected at least

once. Where inspections and/or inspection reports have identified hazards posing an unacceptable risk, corrective action will be implemented. Where unacceptable risks associated with instructional programs have been identified, this information will be communicated to the appropriate supervisor and instructors involved.

At the beginning of each class period prior to the entry of new students, teachers will also conduct a quick inspection of the classroom to identify any safety and health hazards. Any significant hazards will be corrected before student exposure to the hazard is permitted.

Finally, the WBL and Coordinator will conduct inspections of worksites prior to placement of any students and then every 10th day the student reports to the worksites using forms. The "Worksite Safety and Health Evaluation Guide" available at the following website: (https://sph.rutgers.edu/training/nj-safe- schools/assets/docs/evalguide.pdf /) will be used for the initial inspection. The "New Jersey Model Worksite Check List for Supervising All Structured Learning" available at the following website: (https://www.nj.gov/education/cte/WBL/WorksiteChecklist.pdf) can be used for follow up inspections. Any significant hazard will be corrected such that no exposure can occur to students.

5.2 Procedures for inspections of personal protective equipment (PPE) and devices

All users of PPE will be provided training on the proper care and maintenance of the PPE. Users of PPE will inspect the PPE prior to donning to identify any defects.

5.3 Procedures for chemical inventories and review of material safety data sheets Chemical inventories and maintenance of materials safety data sheets will be conducted following the procedures specified in the District Hazard Communication Program. A copy of the written program is available from the CSA, District Safety and Health Designee, and School Principals.

5.4 Procedures for job safety task analysis to identify potential hazards inherent in the way processes or operations are done

The School Business Administrator or his/or designee will annually review maintenance and repair job tasks to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective action will be implemented. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. A written document will be created with the title "Workplace PPE Hazard Assessment" certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. This document will be maintained by the School Business Administrator

Individual instructors in cooperation with the CTE supervisor will annually review student tasks in their instructional programs to determine potential hazards inherent in the way processes or operations are conducted. Where unacceptable risks are identified, corrective action will be implemented. Where appropriate, instructors will incorporate jobs safety analysis results into student instructional programs. As part of this review, a workplace hazard assessment will be conducted to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. A written document will be created with the title "Workplace PPE Hazard Assessment" certifying the PPE workplace hazard assessment was conducted, the identity of the workplaces evaluated, the name of the person(s) certifying that the evaluation was conducted, and the date(s) of the hazard evaluation. These documents will be maintained by instructors or program supervisor.

5.5 Maintenance and repair procedures for safety and health issues

All unacceptable safety and health hazards requiring maintenance and/or repair action will be reported immediately to the School Business Administrator or designee.
Each report will be clearly identified as a safety and health priority. All worker or student exposure to the unacceptable hazards will be prevented until the unsafe condition is remediated.
The School Business Administrator will place all maintenance and/or repair actions associated with unsafe conditions on a high priority list to ensure prompt action is initiated.

6.0 General Methods and Procedures to Educate Students about Safety and Health

Every CTE course offered will address the general safety and health competencies associated with the program. Descriptions of general classroom safety and emergency procedures will be developed by instructors and program supervisors. The following are general competencies addressed across courses:

- Identify and use safe work procedures;
- Select the correct tools and equipment for each job;
- Use tools and equipment correctly;
- Maintain tools and equipment;
- Maintain a clean and orderly work area;
- Wear attire and safety equipment appropriate to the task;
- Identify hazardous substances in the workplace;
- Use and properly store hazardous substances;
- Identify and correct hazardous or unhealthy work conditions;
- Follow appropriate security procedures;
- Participate in safety training exercises;
- Follow first aid procedures using universal precautions;
- Follow materials disposal procedures;
- Follow fire prevention procedures;
- Follow emergency procedures; and,
- Comply with safety and health policies, procedures, and regulations.

Instructional methods will be decided by the individual instructors and will be incorporated into their lesson plans. Examples of some successful safety and health

instructional methods to be used are:

- Providing safety and health information sheets;
- Lectures, demonstrations and discussions;
- Utilizing field trips, resource speakers from businesses and industry and other community services and agencies;
- Safety posters, warning signs, and other printed materials;
- Participating in safety related contests;
- Audio-visual presentations;
- Simulations;
- Displays;
- Role playing;
- Hazard mapping
- Student development of hazard signs based on hazard analysis; and,
- Student facility inspections; and
- School awards for safety and health posters, bulletins boards or projects.

Assessment methods will be decided by the individual instructors. Examples of some assessment methods to be used are:

- Written Objective tests with a passing grade of 100%
- Teacher observation and critique;
- Teachers supervised performance tests;
- Continual observation of performance and behavior; and,
- The review and analysis of incidents whether serious or not.

The results of student assessments for safety and health will be maintained in accordance with the district's standard practices for recording and reporting student grades. Students must pass all safety and health assessments successfully before they will be allowed to work in hazardous situations. Retraining of students will be given as necessary if a student in anyway demonstrates a lack of competency. When hazardous chemicals are used, students will be instructed in the hazards of the chemicals and how to protect themselves when handling the chemical prior to any potential exposure. Material safety data sheets or hazardous substance fact sheets will be provided to students and reviewed as needed to ensure student protection. A jobs safety analysis will be conducted annually by the instructor or when a new hazard is introduced, and the results of the analysis incorporated into the instructional program.

7.0 Student Compliance with Safety and Health Procedures and Disciplinary Action

Students are required to follow safety and health procedures in the classroom and at WBL worksites. All deviations from acceptable practices included in written safety guidelines, or teacher instructions, are deemed a serious offense.

Upon first offense, the student will be given a warning, and will be reinstructed by the teacher regarding safety policy and regulations. A second infraction requires teacher held detention. A third offense shall be reported in writing to the Assistant Principal and the parents notified. All students who continue to disregard safety and health policy and/or regulations, and demonstrate a clear and present danger to themselves or other classmates, shall, after due process, be removed from the course.

8.0 Emergency Procedures

8.1 District-Wide Crisis Management and School Safety Plan (CMSSP)

The District has developed a District-Wide Crisis Management and School Safety Plan (CMSSP) in accordance with N.J.A.C. 6A:16-5.1 and NJDOE guidelines. The CMSSP has been distributed to all employees. New employees receive a copy of the CMSSP within 60 days of employment. In addition, all district employees have received an in-service training program about the CMSSP and receive an annual review. New employees receive an in-service training program about the CMSSP within 60 days. The CMSSP is reviewed annually and updated as necessary. Changes to the CMSSP are communicated in writing to employees.

The CMSSP has its own organizational structure including a District Crisis Response and Safety Team and School Building Level Crisis Response and Safety Teams. Consult the CMSSP for additional details regarding Team memberships and responsibilities. The CMSSP includes response procedures for all of the following emergencies:

- Hostage situations;
- Weapons;
- Intruders;
- Threats of Violence;
- Bomb Threats;
- Fire, Explosion and Chemical Releases;
- Evacuations; and,
- Natural disasters

8.2 Bloodborne Pathogens and Universal Precautions

The district has a separate procedure for handling blood and bodily fluids using universal precautions in compliance with N.J.A.C. 6A:16-2.1 (a) and the OSHA Bloodborne Pathogens standard 29 CFR 1910.1030. The school nurse at each school has a copy of the Exposure Control Plan as required by 29 CFR 1910.1030. Universal precaution response kits are also placed in appropriate classrooms as needed. Training has been given by the school nurse who may be called on to administer first aid.

8.3 Emergency Medical Procedures and First Aid

In the case of a medical emergency at school facilities the following procedure will be followed:

1. Personnel must remain calm.
2. The instructor or person in charge should immediately contact the nurse/administrator, or send two students for a nurse/administrator, giving the:
   a. Location of person
   b. Name of person
   c. Type of injury
3. The nurse and administrator will both report the emergency scene.
4. The school nurse or other first aid trained person shall be responsible for administering first aid, except for very minor injuries.
5. In the case of acids and/or corrosives, eye wash stations and/or safety showers shall be used as needed.
6. Keep all personnel and students uninvolved in the emergency away from the area.
7. The administrator will secure outside medical assistance when the emergency is so severe that that it suggests immediate hospital care.
8. The parent/guardian shall be notified as soon as possible.

In the case of a medical emergency at an WBL worksite, employer procedures will be followed. The WBL Coordinator and parents/guardians will also be notified.

9.0 Reportable Incidents and Accident Follow Up Procedures

After appropriate first aid or other emergency response actions have been initiated, all incidents associated with staff or students on school premises or at WBL worksites

associated with school district sponsored programs must be documented on the District Incident Report Form and sent to the school nurse associated with the staff person or student involved in the incident. As an alternative, the school nurse may complete the District Incident Report Form. An incident involves any first aid treatment of an injury or illness during a school sponsored activity. Minor incidents such as scratches, bruises, etc., need not necessarily be reported. Depending on the circumstances, the school Nurse may initiate the following actions:

1. Notify the Principal, School Safety and Health Designee, Superintendent of Schools, District Safety and Health Committee, School Safety and Health Committee
2. Notify the parent/guardian
3. Complete appropriate insurance forms and other district forms
4. Coordinate completion and submission of the NJDOE Incident Reporting Form required by N.J.A.C. 6A:19-6.5. The form and Guidance Manual for completing the form can be found on the following website: Incident Reporting form Guidance Manual (https://www.state.nj.us/education/cte/educators/incident_guide.pdf)
5. Request an incident investigation be conducted by the District or School Safety and Health Committees
6. Complete the NJOSH-300 and NJOSH-300A forms as necessary per PEOSH requirements on to Log of Work-Related Injuries and Illnesses (https://www.state.nj.us/health/workplacehealthandsafety/documents/peosh/njosh300.pdf).

Every incident involving treatment by a physician will be investigated by either the District or School Safety and Health Committees. The Committee investigating the incident will complete the District Incident Investigation Form (Appendix L) and initiate all corrective action needed to prevent future occurrences of the incident.

10.0 Safety and Health Practices and Procedures Specific to Programs/Courses

A complete list of programs and courses is attached as Exhibit D.

Instructors in cooperation with the Supervisor of CTE will develop program specific safety and health practices and procedures for their courses. The instructors will also develop and maintain a list of equipment in each program with a description of respective safety procedures and usage. Instructors will incorporate practices and procedures in their course curricula and include in their lesson plans specific learning objectives addressing safety and health issues, as necessary.

11.0 General Safety, Health, and Environmental Requirements, Plans and Procedures

The following written plans have been developed to address the safety and health issue indicated:

- General PPE policy and procedures per 29 CFR 1910.132
- Eye protection policy and procedures per N.J.A.C. 6A:26-12.5
- Respiratory protection policy and procedures per 29 CFR 1910.134
- Hearing protection policy and procedures per 29 CFR 1910.95
- Hazardous chemicals in laboratories plan per 29 CFR 1910.1450
- Lockout/Tagout plan and procedures per 29 CFR 1910.147
- Fire prevention plan per 29 CFR 1910.39
- Indoor air quality plan per N.J.A.C.12:100-13

Copies of the policies, plans, and procedures are available through the Superintendent, School Business Administrator, Executive Director of Innovation, Supervisor of CTE, Building Principal and School Safety Team.

Exhibit A – OPS Code of Conduct
Exhibit B – OHS Student/Parent Handbook
Exhibit C – Worksite Safety and Health Evaluation Guide
Exhibit D - CTE Program and Courses

Exhibit A (OPS Code of Conduct)

https://bit.ly/3T0WoMO

Exhibit B (OHS Student/Parent Handbook)

https://bit.ly/3TXWQij

Exhibit C (Worksite Safety and Health Evaluation Guide)

https://bit.ly/3DVX7dW

Exhibit D (CTE Programs of Study and Courses)

https://bit.ly/3ZqMRFF

Appendix A:

Key Safety and Health Contacts for Orange High School

EMERGENCY RESPONSE TEAMS

ORANGE SCHOOL DISTRICT MANAGEMENT RESPONSE TEAM

Dr. Gerald Fitzhugh II	Superintendent of Schools	973-677-4000
Mr. Jason Ballard	Business Administrator	973-677-4190
Ms. Shelly Harper	Executive Director of Special Education	973-677-4027
Mr. Edwin Vasquez	Security Manager	973-886-3005 Cell
Mr. Todd Warren	Orange Police Dept Director	973-266-4111
Mr. Derrick Brown	Orange Fire Dept Chief	973-346-2300 x6132
Ms. Wendy M. Sykes	Orange Health Dept Director	973-266-4073

Orange High School - School Safety Team

Mr. Jason Belton	Principal	973-677-4050 ext 41800
Mr. Anthony Frantantoni	Asst. Principal	973-677-4050 ext 41801
Mrs. Linda Denis	Asst. Principal	973-677-4050 ext 41802
Mr. Dairon Montesino	Asst. Principal	973-677-4050 ext 41803
Dr. Yoniel Lopez	Asst. Principal	973-677-4050 ext 41804
Dr. Erica Stewart	Principal, Twilight U	973-677-4050 ext 41729
Mr. Lyle Wallace	Social Worker	973-677-4050 ext 41722
Ms. Dana Jones	Social Worker	973-677-4050 ext 41723
Ms. Rishannabel Ubiera	Social Worker	973-677-4050 ext 41717
Ms. Amadi Hurril	Social Worker	973-677-4050 ext TBD
Ms. Lauren Spaights	Administrative Assistant	973-677-4050 ext 41700
Ms. Tamia Chatmon	Administrative Assistant	973-677-4050 ext 41701
Mr. Edwin Vasquez	Security Manager	973-677-4050
Ms. Tameeka Shepard	Front Desk Security	973-677-4050
Officer Malcolm Simms	SRO – Orange PD	973-266-4111 ext 5042 973-489-3769 cell

Mr. Omar Mitchell	Technology Coordinator	973-677-4050 ext 4188
Mr. Anthony Neglio	Media Specialist/	973-677-4050 ext 41661
Ms. Marlene Jean	School Nurse	973-677-4050 ext 41750
Ms. Denise Baskerville	Child Study Team	973-677-4050 ext 41831
Mr. Matthew Horton	Physical Education Dept	973-677-4050 ext
Chief Thomas Sperduto	NJROTC	973-677-4050 ext 41721
Ms. Margarita Morfin	Athletic Trainer	
Mr. Louis Solano	Custodian – OHS	
Ms. Claudia Alvarado-Weiner	ESL Coach	
Ms. Anne Jure	French Teacher	
Mr. Kevin Quinn	ESL Teacher	
Ms. Jennifer Higgins	Special Education Teacher	

Appendix B:
Vocational Safety Program
Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Vocational Safety Program
Self Inspection Checklist

Guidelines: This checklist covers the following regulations issued by the New Jersey Department of Education: N.J.A.C. 6A:16-1.4, 6A:16-2.3, 6A:16-5.1, 6A:19-6.5 and 6A:26-12.2. It applies to all vocational-technical education programs and courses. Implementation of these regulations may not be the individual classroom teacher's responsibility. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. [Please note pages 4a-4b are numbered as such because the information included came after 1992 release.]

Written Safety and Health Plan — Please Circle Y N N/A DK

1. * Does your school district have a written safety and health plan adopted by the district board of education, agency or institution? [N.J.A.C. 6A:19-6.5(a)]

2.* Is the plan updated to reflect changes? [N.J.A.C. 6A:19-6.5(b)] Y N N/A DK

3. * Is the adoption date of the plan within the last two years? [N.J.A.C. 6A:19-6.5(b)]

4.* Does the plan include a scope and purpose? [N.J.A.C. 6A:19- 6.5(a)]

5. * Does the scope and purpose of the plan address both onsite programs and offsite structured learning experiences? [N.J.A.C. 6A:19-6.5(a)]

Y N N/A DK Y N N/A DK Y N N/A DK

6. * Does the written safety and health plan include: [N.J.A.C. 6A:19-6.5(d)] Y N N/A DK

a) A School Board adopted general safety and health policy that addresses onsite programs?

b) A School Board adopted general safety and health policy that addresses offsite structured learning experiences? Y N N/A DK

c) Objectives? Y N N/A DK

d) An overall defined organizational structure and assigned responsibilities for implementing the plan? Y N N/A DK

e) Responsibilities assigned to implement the plan for each of the following:

i) Superintendent/Chief School Administrator or Assistant Superintendent? Y N N/A DK

ii) Principal or Vice-Principal? Y N N/A DK

iii) Facilities Director or Manager? Y N N/A DK

iv) Supervisor? Y N N/A DK

v) Safety and Health Designee? (N.J.A.C. 6A:19- 6.5(c)) Y N N/A DK

vi) School Nurse? Y N N/A DK

vii) Teachers? Y N N/A DK

viii) Students? Y N N/A DK

f) A hazard analysis for each vocational course or program in operation? Y N N/A DK

g) Does the hazard analysis include each of the following:

i) Procedures for inspecting facilities and equipment to identify hazards? Y N N/A DK

ii) Procedures for inspecting personal protective equipment to identify defects? Y N N/A DK

iii) Procedures for maintaining chemical inventories and review of safety data sheets? Y N N/A DK

iv) Procedures for conducting hazard assessments to determine the need for personal protective equipment? (29 CFR 1910.132) Y N N/A DK

v) Procedures for conducting job safety task analyses to identify potential hazards inherent in the way processes or operations are done? Y N N/A DK

h) Maintenance and repair procedures for safety and health issues? Y N N/ADK

i) General methods and procedures to educate students about safety and health? Y N N/A DK

j) Do the general methods and procedures to educate students about safety and health include each of the following:

i) Procedures to instruct student on safe practices and precautions? Y N N/A DK

ii) Procedures to ensure there is initial training prior to any hazardous work? Y N N/A DK

iii) Procedures to ensure the hazard analysis is included into training? Y N N/A DK

iv) Procedures for hazard communication/right-to- know training? (N.J.A.C 8:59 and 29 CFR 1910.1200) Y N N/A DK

v) Procedures and methods for assessing students' knowledge? Y N N/A DK

vi) Procedures and methods for documenting students' knowledge? Y N N/A DK

vii) Procedures to determine the need for new or repeat training? Y N N/A DK

k) Does the facility have an emergency action plan, which

includes a detailed step-by-step list of emergency procedures, in place? [NFPA 1 (60.1.5.1), 29 CFR 1910.38] Y N N/A DK

l) Do the emergency procedures address each of the following:

i) Evacuations? [29 CFR 1910.38(c)(2)] Y N N/A DK

ii) Hazardous material release? Y N N/A DK

iii) Fire? [29 CFR 1910.38(c)(1)] Y N N/A DK

iv) Natural disasters (e.g., earthquakes, floods, and hurricanes)? Y N N/A DK

v) Man-made threats (e.g., violence, terrorist attacks, and bomb threats)? Y N N/A DK

vi) Emergency medical and first aid procedures? (29 CFR 1910.151) Y N N/A DK

vii) Guidelines and policy for handling body fluids? (N.J.A.C. 6A:16-2.3(e) and 29 CFR 1910.1450(e)) Y N N/A DK

viii) School safety and security plan? (N.J.A.C 6A:16-5.1) Y N N/A DK

m) Do all persons involved in the action plan fully understand their roles and responsibilities within the plan through training? Y N N/A DK

n) Are the emergency procedures reviewed annually, updated, and changes communicated to involved persons, as needed? [29 CFR 1910.38(f)] Y N N/A DK

o) Are procedures in place to address reportable incidents/accidents? Y N N/A DK

p) Do the procedures to address reportable incidents/accidents include each of the following:

i) Incident/accident investigation? Y N N/A DK
ii) Incident/accident corrective action? Y N N/A DK
iii) Incident/accident reporting/recordkeeping? (N.J.A.C 6A:19-6.6 and 29 CFR 1904) Y N N/A DK

q) Are safety and health practices and procedures developed for each specific program or course? Y N N/A DK

r) Are there procedures for developing the safety and health practices and procedures for each specific program or course? Y N N/A DK

s) Are there procedures for using the safety and health practices and procedures for each specific program or course? Y N N/A DK

7. * Does your school district have a designated person or persons responsible for implementing the safety and health plan? [N.J.A.C. 6A:19-6.5(c)]

8. * Has your school district

implemented its safety and health program? [N.J.A.C. 6A:19-6.5(a)] Y N N/A DK

Y N N/A DK

9. * Are there district written policies and procedures that cover: [N.J.A.C. 6A:26-12.2] Y N N/A DK

a) Safe and sanitary operation and maintenance of school facilities and grounds?

b) Supervision of pupil safety in school facilities in the school district associated with safe storage and use of potentially hazardous materials on school property? Y N N/A DK

c) Compliance with the community right-to-know requirements? Y N N/A DK

d) Supervision of pupil safety in school facilities in the school district associated with prevention of accidents, panic and fire? Y N N/A DK

e) Supervision of pupil safety in school facilities in the school district associated with provision for and maintenance of suitable and safe equipment? Y N N/A DK

10. * Are there district written policies and procedures that cover: [N.J.A.C. 6A:16-1.4] Y N N/A DK

a) Care of any student who becomes injured or ill while at school or during participation in school sponsored activities?

b) Transportation and supervision of any student determined to be in need of immediate medical care? Y N N/A DK

11. * Does the district have written policies and procedures for handling blood and body fluids? [N.J.A.C. 6A:16-2.3(e)] Y N N/A DK

Note: See Bloodborne Pathogens checklists (Part 1 and Part 2).

12. * Are there written comprehensive school safety and security plans, procedures and mechanisms that provide for the following: [N.J.A.C. 6A:16-5.1]

a) The protection of the health, safety, security and welfare of the school population in the public elementary and secondary schools of the school district? Y N N/A DK

b) The prevention of, intervention in, response to and recovery from emergency and crisis situations? Y N N/A DK

c) The establishment and maintenance of a climate of civility? Y N N/A DK

d) Supportive services for staff, students and their families? Y N N/A DK

e) Were the plans, procedures and mechanisms developed in Y N N/A DK

consultation with law enforcement agencies, health and social services provider agencies, emergency management planners and school and other community resources, as

appropriate?

f) Are the plans, procedures and mechanisms consistent with the guidelines established by the Domestic Security Preparedness Task Force and the Commissioner of Education? Y N N/A DK

g) Are the plans, procedures and mechanisms reviewed annually and updated, as needed? Y N N/A DK

h) Was a copy of the school safety and security plan given to all district board of education employees? Y N N/A DK

i) Has every new district board of education employee received a copy of the plan within 60 days of employment? Y N N/A DK

j) Are all district board of education employees briefed in writing regarding updates and changes to the plan? Y N N/A DK

k) Has an in-service training program been provided to all district board of education employees that enables them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the district's plans, procedures and mechanisms? Y N N/A DK

l)	Is the in-service training program provided to all new district board of education employees within 60 days of employment?	Y N N/A DK
m)	Is the in-service training program reviewed annually, and updated, as needed?	Y N N/A DK

Definitions:

Emergency action plan means a written document required by particular OSHA standards, which shows detailed step-by-step procedures to follow in emergency situations.

Hazard analysis means a method of reviewing vocational program equipment, materials, procedures and process in order to identify potential causes of injury or illness.

Reportable Accidents/Incidents mean accidents or incidents that require treatment by a licensed medical doctor and occur as part of a vocational education program, either on school premises, travel to and from an off-premises training site or at an approved cooperative work training site.

Appendix C:
General Classroom Conditions Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

General Classroom Conditions
Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the New Jersey Department of Education (N.J.A.C. 6A:26), New Jersey Department of Community Affairs, Uniform Construction Code (N.J.A.C. 5:23) and the U.S. Department of Labor - Occupational Safety and Health Administration (OSHA) general industry standards (29 CFR 1910.22, 1910.141 and 1910.176). One regulation from the New Jersey Department of Labor is also covered (N.J.A.C. 12:110-3.5(c)). Finally, one standard (NFPA 17) from the National Fire Protection Agency has been referenced (as of 2013). This checklist applies to all classrooms. References to New Jersey Department of Education and Community Affairs regulations may only be applicable with new construction and renovations. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Any question marked with the symbol ( ) indicates a history of previous violations in vocational schools. Questions marked with the symbol ( ) may require the help of an outside expert.

		Please Circle Y	N	N/A	DK
1.	* Has the Public Employees Occupational Safety and Health Act poster been conspicuously posted at the facility informing employees of the provisions of the Act? [N.J.A.C. 12:110-3.5(c)]				
2.	* Are all plans for changes in classroom use, alterations, repairs, construction or installation of new equipment reviewed with the New Jersey Department of Education, the Department of Community Affairs, and the local Uniform Construction Code Enforcement Official prior to				

implementation? [N.J.A.C. 5:23-3.11A and N.J.A.C. 6A:26-3.2]	Y	N	N/A	DK

3.	Is there a check valve installed on each gas supply line to your shop or instructional area (excluding home economics rooms)? [N.J.A.C. 6A:26-6.2(e)(2)]	Y	N	N/A	DK
4.	Are instructional spaces air conditioned except for ones which have operable windows equal to at least four percent of the floor space? [N.J.A.C. 6A:26-6.2(d)(1)]	Y	N	N/A	DK
5.*	Do classrooms and instructional areas have a minimum lighting intensity of 50 footcandles? [N.J.A.C. 6A:26-6.2(g)(1)] Note: Drafting, typing and sewing rooms require a 70 footcandle minimum. Classrooms for the partially sighted also require 70 footcandles.	Y	N	N/A	DK
6.	Do arts and crafts classrooms have a water source, sink and appropriate sink trap? [N.J.A.C. 6A:26-6.2(h)(11)]	Y	N	N/A	DK
7.	Are classrooms kept clean and free from debris to the greatest extent practical given the types of activities being performed? [29 CFR 1910.141(a)(3)(i)]	Y	N	N/A	DK
8.	Are waste materials which are prone to rotting placed in leakproof receptacles with tight fitting covers and regularly removed for disposal (daily)? [29 CFR 1910.141(a)(4) and (g)(3)]	Y	N	N/A	DK
9.	Are classrooms maintained, as far as reasonably practicable, to prevent the entrance or harborage of rodent, insects and other vermin? [29 CFR 1910.141(a)(5)]	Y	N	N/A	DK
10.	Is water available that is suitable for drinking, personal hygiene, food preparation or cleaning? [29 CFR 1910.141(b)(1)(i)]	Y	N	N/A	DK
11.	Are all nondrinkable water outlets clearly marked as such? [29 CFR 1910.141(b)(2)(i)]	Y	N	N/A	DK
12.	Are lavatories provided with hot and cold running water, hand soap and towels/driers? [29 CFR 1910.141(d)(2)(ii) to (iv)]	Y	N	N/A	DK

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13. Are soap, hot and cold running water through a common discharge line, and individual towels provided where showers are required? [29 CFR 1910.141(d)(3)(iii) to (v)]

Y N N/A DK

14. Is the consumption of food and beverages prohibited in or near toilet rooms or areas containing toxic materials? [29 CFR 1910.141(g)(2)]

Y N N/A DK

15. Is storage of food or beverages prohibited in toilet rooms or in an area exposed to a toxic material? [29 CFR 1910.141(g)(4)]

Y N N/A DK

16. Where students/teachers are required to wear protective clothing because of the possibility of contamination with toxic materials, are change rooms provided that are equipped with storage facilities for street clothes and separate storage facilities for the protective clothing? [29 CFR 1910.141(e)]

Y N N/A DK

17. ✓ Is material stored so as not to create a hazard? [29 CFR 1910.176(b)]

Note: Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked and limited in height so that they are stable and secured against sliding and collapse. Examples of violations include:

shelves were not stable or secured against sliding and collapse and metal storage racks were not secured to wall in order to prevent sliding and collapse.

18. ✓ Are storage areas kept free from hazards that may cause tripping, fire, explosion, or pest harborage? [29 CFR 1910.176(c)]

Y N N/A DK

Y N N/A DK

19. Is sufficient safe clearance available through aisles, loading docks, turns or doorways where mechanical handling equipment is used? [29 CFR 1910.176(a)]

Y N N/A DK

20. Are head clearance warning signs provided, where needed? [29 CFR 1910.176(e)]

Y N N/A DK Y N N/A DK

21. Are concrete floors in all instructional areas, except shops, covered with a resilient floor covering? [N.J.A.C. 6A:26-6.2(b)4]

22. ¶ Are all passageways, work areas, storerooms and washing facilities kept orderly and in a sanitary condition? [29 CFR 1910.22(a)(1)]

    Note: Examples of violations include floor areas strewn with lumber, tires, books and boxes.

23. ¶ Are all floors kept clean and as far as possible dry? [29 CFR 1910.22(a)(2)]

24. If floors are likely to get wet (such as in food preparation), are platforms, mats, or other dry standing places provided, where practicable? [29 CFR 1910.22(a)(2)]

25. Are all floors kept free of protruding nails, splinters, holes or loose boards? [29 CFR 1910.22(a)(3) and 1910.141(a)(3)(iii)]

26. ¶ Are aisles and passageways kept clear and in good repair, with no obstructions that could create a hazard? [29 CFR 1910.22(b)(1)]

27. ¶ Are covers and/or guardrails provided to protect people from the hazards of falling into pits, tanks, vats, ditches, etc.? [29 CFR 1910.22(c)] See checklist for "Guarding Floor and Wall Openings and Holes."

28. Are areas used for storage of materials marked with conspicuous signs which indicate the load bearing capacity of the floor? [29 CFR 1910.22(d)(1)]

29. Is the weight of stored materials assessed to ensure it is below the load bearing capacity of the floor? [29 CFR 1910.22(d)(2)]

30. Was each piece of classroom equipment installed following the manufacturer’s design and installation guidance? [NPFA 17]

31. Was each piece of classroom equipment then also maintained/inspected on a monthly basis using the appropriate maintenance manual and service bulletins or the owner’s manual? [NFPA 17]

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Appendix D:
Toxic and Hazardous Substances Exposure
Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Toxic and Hazardous Substance Exposure

Self Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by the U.S. Department of Labor - OSHA under the General Industry standards 29 CFR 1910.1000 to 1910.1500 which were adopted by reference. These regulations are designed to protect individuals from exposure to toxic and hazardous substances. These regulations as they apply to employees, are enforced by the New Jersey (NJ) Department of Health.

The 2010 National Fire Protection Agency (NFPA) Hazardous Materials Code (Standard 400) was created in 2010 to address hazardous materials noted in fire and building codes. This new standard combines the NFPA Code for the Storage of Liquid and Solid Oxidizers (Standard 430), the NFPA Code for the Storage of Organic Peroxide Formulations (Standard 432), the NFPA Code for the Storage of Pesticides (Standard 434), and the NFPA Code for the Storage of Ammonium Nitrate (Standard 490). The new, consolidated NFPA Standard 400 also covers compressed gases and cryogenic fluids from the NFPA Code for Compressed Gases and Cryogenic Fluids (Standard 55). The code also created standards for additional fire protection for different types of occupancies using a “maximum allowable quantity formula.” These NFPA changes did not result in any substantive changes or additions to this checklist for use at NJ secondary schools with career and technical education courses and programs.

Since regulations dealing with toxic and hazardous substance exposure are different for construction sites (29 CFR 1926.55), this checklist does not specifically apply to construction situations. Please use the checklist entitled "Noise, Radiation and Other Exposures for Construction" for work associated with construction, alteration, demolition and/or repair including painting and decorating. In most cases, the regulations do not apply unless exposures are above established limits.

Compliance with this section of the OSHA regulations cannot be determined using a self-inspection checklist. Complex judgments regarding chemical toxicity, duration of exposure, sensitive populations, adequacy of personal protective equipment in use, and unique operating circumstances which may be encountered in a vocational school setting make a "yes or no" evaluation inappropriate. However, the following general questions can be asked which give an early indication of need for further study. Vocational school management is strongly urged to seek outside expert professional assistance if the health of individuals who are exposed to chemical substances is uncertain.

Definitions of italicized terms are provided at the end of the checklist to help you understand some of the questions. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Questions marked with the symbol (☞) may require the help of an outside expert.

	Please Circle
1.*☞ Are vocational program activities controlled to prevent excessive airborne chemical gas, mist, vapor, fume or dust from being generated and/or released into a person's breathing area? Note: Airborne concentrations of hazardous substances above an acceptable limit are considered excessive and are usually determined by air monitoring. If you suspect there might be a problem, consult an expert.	Y N N/A DK
2. Are individuals free from medical complaints or symptoms that could be associated with classroom activities or vocational programs? Note: Such symptoms might include headache; nausea; vomiting; drowsiness; vision problems; skin or lung irritation; itching; excessive watering of the eyes; sleeplessness; coughing; excess sputum; impaired motor skills or coordination; skin, teeth or gum discoloration; or hair loss.	Y N N/A DK
3.*☞ Where individual exposure levels are suspected to be above acceptable concentrations, has air monitoring been performed?	Y N N/A DK
4.* Are affected individuals provided with written copies of air monitoring results?	Y N N/A DK
5.*☞ Are individuals who are exposed to hazardous substances above the *Permissible Exposure Limits*, provided with appropriate personal protective equipment such as respirators on an interim basis until engineering or administrative controls reduce exposures below *Permissible Exposure Limits*?	Y N N/A DK
6.* If chemical exposures exceed OSHA *Permissible Exposure Limits*, are engineering or administrative controls being considered? Note: Regardless of situation, every effort should be made to reduce or eliminate all exposures.	Y N N/A DK
7.*☞ Are individuals included in a medical surveillance program appropriate for the types of chemicals to which they are	Y N N/A DK

exposed?

Note: Medical surveillance is sometimes required when exposures exceed the OSHA *Permissible Exposure Limits*.

8. Are appropriate housekeeping practices enforced to prevent any buildup of contaminants on exposed surfaces? Y N N/A DK

9. Are appropriate personal hygiene practices enforced such as washing hands, use of separate work clothing, prohibition against eating, drinking and applying cosmetics? Y N N/A DK

10. Is appropriate personal protective equipment (PPE) provided such as gloves, aprons, goggles, etc. to protect against exposure? (See "Personal Protective Equipment" checklist) Y N N/A DK

11. Are individuals trained regarding the hazards of chemicals to which they might be exposed? (See "Right to Know" checklist.) Y N N/A DK

12.*☞ In laboratory settings, is a written *Chemical Hygiene Plan* available describing the appropriate precautions and procedures that will be followed to protect individuals from the chemical hazards to which they might be exposed? Y N N/A DK

13. Are **s**pilled oxidizers, reacting oxidizers, and leaking or broken containers removed immediately by a trained individual to a safe, secure, dry outside area to await proper disposal? [NFPA 400 (15.2)]
Note: Spilled materials shall be placed in a clean, separate container and never returned to the original container. Furthermore, the disposal of spilled materials shall not be combined with that of ordinary dry trash and/or wet garbage. Y N N/A DK

Comments/Corrective Actions:

14. Do you adhere to the specified Maximum Allowable Quantities (MAQ) of hazardous material allowed in educational occupancies? [NFPA 400 Table 6.2.1.3] Y N N/A DK

Materials, material classes, and maximum allowable quantities in educational occupancies

Material	Class	Solid Pounds	Liquid Gallons	Gas
Oxidizers	4	*Not Permitted*	*Not Permitted*	Not Applicable
	3	10	1	Not Applicable
	2	250	25	Not Applicable
	1	4,000	400	Not Applicable
Corrosives	Not Applicable	1,000	100	*Not Permitted*
Highly toxic	Not Applicable	3	(3)	*Not Permitted*
Toxic	Not Applicable	125	(125)	*Not Permitted*

Comments and corrective actions planned:

Definitions:

Chemical Hygiene Plan means a written program developed and implemented that sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting individuals from the health hazards presented by hazardous chemicals used in that particular workplace. A Chemical Hygiene Plan is required by the OSHA standard 29 CFR 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories."

Permissible Exposure Limits (PEL) are set values established by the Occupational Safety and Health Administration (OSHA) for different hazardous substances. If air monitoring determines that personal exposures exceed the OSHA-PEL (without regard to the use of respirators), the exposure is considered excessive and corrective action is required.

Appendix E:
Air Pollution Control
Self-Inspection Checklist
Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Air Pollution Control

Self Inspection Checklist

Guidelines: New Jersey's Air Pollution Control Regulations are contained in Title 7, Chapter 27 of the New Jersey Administrative Code (N.J.A.C. 7:27). The goal of these regulations is to ensure that substances are not emitted into the air at levels which could cause air pollution.

The major requirements of the air pollution regulations include: procedures for obtaining air emission permits, regulation of maximum allowable emissions of certain gases and particulate matter, procedures for proper use of equipment which could cause the emission of pollutants into the air, and specific requirements for certain operations and chemicals known to be particularly capable of causing air pollution. These regulations are applicable to all New Jersey workplaces including vocational schools.

Air Permits

Air emissions permits must be obtained from the NJ DEPE for the following operations:

- all *control apparatus*
- surface coating using one-half gallon or more per hour
- unheated open top *surface cleaners* with surface openings greater than 6 square feet
- all heated open top *surface cleaners*
- all conveyorized *surface cleaners*

- all surface cleaners with greater than 100 gallon storage capacity
- all equipment which can produce *air contaminants* where the combined weight of all input materials (minus air and water) equal 50 or more pounds in any one hour
- stationary tanks holding 2000 gallons or greater of *volatile organic compounds*, or 10,000 gallons of liquids other than water.
- dry cleaning equipment.
- any tank or vessel holding greater than 100 gallons that is used for etching, pickling, chrome plating or anodizing.

No construction or installation of equipment can be done without having Permits to construct and Certificates to Operate from the NJDEP, and the permits must be kept on the premises. A ninety day lead time is recommended for the renewal of expired permits. Fees for new permits are a minimum of $250.00.

Ambient Air Quality Standards

The NJDEP has maximum emissions levels which must not be exceeded for *suspended particulate matter*, sulfur dioxide, carbon monoxide, ozone, lead, and nitrogen dioxide. These can be found in subchapter 13, section 3 of the regulations.

Toxic Substances

Subchapter 17 contains two lists (Group I and Group II) of toxic substances for which the NJDEP requires registration, no matter how little is used in the school. These substances require state of the art emission reduction systems due to their high probability of producing air pollution. Two substances commonly used in vocational schools which are on this list of toxic substances are trichloroethylene and tetrachloroethylene. The best solution is to substitute less toxic substances for these two chemicals.

Specific Operational Requirements

Specific requirements for *diesel* and *gasoline powered vehicles* are contained in subchapter 14 and 15 of the regulations. Degreasing, spray booths, surface coating, graphic arts, and dry cleaning requirements are contained in subchapter 16 of the regulations. Persons involved in these activities should review the regulations and contact the NJDEP for clarification.

Enforcement and Penalties

The NJDEPE has established 4 regional offices to enforce air pollution control regulations, and to provide assistance.

Metropolitan Region	(973) 669-3935
Northern Region	(973) 299-7700
Central Region	(609) 584-4100
Southern Region	(609) 346-8071

Civil penalties for violations of any of the regulations are contained in Chapter 7:27A, subchapter 3. The maximum penalty for first offense is $10,000; second offense, $25,000; and third offense, $50,000.

Questions marked with the symbol (☞) may require the help of an outside expert. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Definitions of italicized terms are provided at the end of the checklist to help you understand some of the questions.

	Air Pollution Control Permits	*volatile organic compound* (*VOC*) or *hazardous air pollutant*
1.	*☞ Are air pollution permits on file for the following equipment or operations? [N.J.A.C. 7:27-8.2]	
	a) all *control apparatus* (devices that prevents or controls emission of any *air contaminant*). *(*e.g. photolab exhaust, auto repair exhaust, welding fume hoods, blueprint machines, laboratory fume hoods, etc.)	
	b) all surface coating operations using 1/2 gallon or greater in any one hour (paint spray booths, graphic arts exhaust)	
	c) all surface cleaners that use a cleaning solution containing 5% or more	

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d) all unheated open top *surface cleaners* with top opening greater than 6 square feet? (auto body repair paint removal tanks, degreasers, etc.)

e) all heated open top *surface cleaners*

Comments/Corrective Action:

f) all conveyorized *surface cleaners*

g) all surface cleaning or etching equipment with tank capacity greater than 100 gallons

h) all stationary spray cleaning or surface stripping units using 0.5 or greater gallons of cleaning solution per hour.

i) all equipment where the combined weight of inputs is >50 lbs/hour (minus air and water) (welding fume hoods, carpentry shops, kilns etc.)

j) all stationary tanks holding greater than 10,000 gallons liquid (other than water)

k) all equipment that can emit 0.1 or greater pounds per hour of any *Group I* or *Group II toxic substance* [N.J.A.C. 7:27-8.3(e)]

l) all graphic arts operations that use ink, fountain solution, or cleaning solution at greater than 0.5 gallons per hour (newspaper, lithographic and screen printing shops) Y N N/A DK

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2. * Is there a procedure in place to ensure air pollution control Permits and Certificates are applied for and received before the installation and operation of new equipment? [N.J.A.C. 7:27-8.3(a) & (b)]

3. * Is there a policy in place that prohibits the operation of equipment or control device which is not functioning properly or is not operating in accordance with its permit?

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4. *☞ Are the emissions of *particles* from fixed *stacks* or *chimneys* below the maximum allowable emission rate in pounds per hour contained in 7:27-4.2? Y N N/A DK

Smoke from the Combustion of Fuel

5. * Is there a policy prohibiting the emission of *smoke* greater than 40% *opacity* from a mobile internal combustion engine for more than 10 consecutive seconds? [N.J.A.C. 7:27-3.4] *(auto and diesel repair shops)* Y N N/A DK

Requirements for Diesel Engines

6. Is there a procedure in place prohibiting the *idling* of a diesel engine vehicle for more than 3 consecutive minutes unless one of the conditions below exists? [N.J.A.C. 7:27-14.3]

a) it is being repaired, or

b) it has not been running during the three hour period preceding the startup (in this case the vehicle can be allowed to warm up for up to fifteen minutes)

Requirements for Gasoline Powered Engines

7. Is there a policy prohibiting the removal or any emission control

device from a gasoline powered engine except during repairs or replacement activities? [N.J.A.C. 7:27-15.7]	Y N N/A DK

8. When catalytic converters are replaced on automobiles, are they only replaced by the same type of converter as the original (i.e. oxidation, three-way, or three-way plus oxidation) and are they the same type of converter specified by the vehicle catalog? [Section 203(a)(3)(B) of the Clean Air Act]

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9. Is there a procedure in place prohibiting the *idling* of a gasoline powered engine vehicle for more than 3 consecutive minutes unless one of the conditions below exists? [N.J.A.C. 7:27-15.8]

   a) it is being repaired, or

   b) it has not been running during the three hour period preceding the startup (in this case the vehicle can be allowed to warm up for up to fifteen minutes)

Volatile Organic Compounds Surface Cleaners

10. Are all tanks which contain a *Volatile Organic Compound* (*VOC*) equipped with a lid to prevent evaporation or escape of *vapors* when the tank is not in use? [7:27-16.6] (e.g auto body shops, metalworking shops, etc.)

(exception: *open top tanks* solely

for application of electrophoretic dip prime coatings to automobiles and light duty trucks)	Y N N/A DK

11. ☞ Do all unheated open top *surface cleaners* with openings between 6 and 25 square feet: [N.J.A.C. 7:27-16.6(b)] (auto body shops)

    a) have a high liquid mark to prevent over filling?

    b) not have a wand which produces mist or droplets or delivers spray above 15 pounds per square inch (psi)?

    c) have a *freeboard ratio* of 0.5 or greater?

    b) a high liquid mark,

    c) no agitating system which can cause splashing,

    d) no flushing wand producing mists or droplets or deliveries at >15 psi,

    e) a *freeboard ratio* >0.75, or

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12. Do all unheated open top *surface cleaners* with openings >25 square feet comply with question 11 (a) and (b) above, and have a *freeboard ratio* of 0.75 or greater, or; have a *freeboard ratio* of 0.5 or greater and are separated from windows, exhaust systems, and other sources of drafts? [N.J.A.C. 7:27-16.6(b)]

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13. Do all heated open top *surface cleaners* have all of the following? [N.J.A.C. 7:27-16.6(d)]

    a) a thermostat which automatically maintains temperature below the boiling point of the liquid,

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f) a *freeboard ratio* >0.5 and are separated by walls or screens from windows, doors, ventilation systems or other sources of drafts.

g) a freeboard chiller which circulates cooling fluid at a temperature below 40 degrees Fahrenheit.

h) an automatic heat shut-off it the temperature above the chiller exceeds manufacturer's specifications?

Operating Procedures located at the cleaner? [N.J.A.C. 7:27-16.6(l)]

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14. Do all conveyorized *surface cleaners* meet the basic conditions outlined above in addition to a condenser having heat removal capacity greater than the input into the bath; and are equipped with a freeboard chiller or a vapor control system; and also have covers protecting the conveyor inlet and outlet ports for reduction of losses when the cleaner is not in use (and hanging flaps when unit is in use)? [N.J.A.C. 7:27-16.6(f)]

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15. Are there written standard operating procedures governing the proper use, inspection and maintenance of all *surface cleaners*? [N.J.A.C. 7:27-16.6(j)]

16. Have all persons using this equipment been trained in the Standard Operating Procedures? [(N.J.A.C. 7:27-16.6(k)]

17. Are copies of the Standard

Surface Coating and Graphic Arts

18. *☞ Are all surface coatings that exceed the limits contained in 7:27-16.7 done with controls to prevent emissions of *VOCs*? (paint spray booths, graphic arts shops)

Note: Vo-tech shops involved in automobile refinishing which use less than 50 gallons of coating per week or 48 gallons per week of custom topcoating are exempt from the requirements of N.J.A.C. 7:27-16.7.

General Operations Resulting in VOC Emissions

19. *☞ Are all other *VOC* emissions below the emission rates described in N.J.A.C. 7:27-16.7?

20. *☞ Are all gaskets, connections joints and fittings free of leaks which could result in *VOC* emissions? [N.J.A.C. 7:27-16.7(d)&(e)]

Dry Cleaning Operations

21. *☞ For dry cleaning operations using more than 15,000 gallons of petroleum solvent annually, do all solvent dry cleaner dryers comply with either a) or b) below? [N.J.A.C. 7:27-16.20(a)]

a) equipped with a *vapor* control system which prevents emissions above 7.7 lbs. *VOC* per 220 lbs. dry weight of articles dry cleaned, or

b) operated so that the dryer is closed until the solvent flow rate of 0.013 gallons/minute is attained.

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22.	*☞ Are all solvent filtration systems operated so that either a) or b) below apply? [N.J.A.C. 7:27-16.20(b)]	Y N N/A DK
	a) the *VOC* content is less than 2.2 lbs./220 lbs. dry weight articles cleaned before disposal or exposure to the atmosphere, or	Y N N/A DK
	b) cartridge filters are allowed to drain for 8 hours before removal.	Y N N/A DK
23.	Are all leaking washers, dryers, filters, etc. which could result in *VOC* emissions corrected immediately? [N.J.A.C. 7:27-16.20(c)]	
24.	Are there provisions for preventing *VOC* laden waste from being exposed to the atmosphere? [N.J.A.C. 7:27-16.20(c)]	

Comments/Corrective Actions:

Toxic Substances

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25. * Has all equipment which could emit the following Toxic Substances (TXS) been registered with the NJDEP? [N.J.A.C. 7:27-17.3] *(e.g. auto repair and body shops, dry cleaners)*

Group I

Benzene (CAS # 71-43-2)

Carbon Tetrachloride (CAS # 56-23-5) Chloroform (CAS # 67-66-3)
Dioxane (CAS # 123-91-1)
Ethylenimine (CAS # 151-56-4)
Ethylene dibromide (CAS # 106-93-4) Ethylene dichloride (CAS # 107-06-2)
1,1,2,2-Tetrachloroethane (CAS # 79-34-5) Tetrachloroethylene (CAS # 127-18-4) 1,1,2-Trichloroethane (CAS # 79-00-5) Trichloroethylene (CAS # 79-01-6)

Group II

Methylene chloride (CAS #75-09-2)
1,1,1-Trichloroethane (CAS #71-55-6)

Comments/Corrective Action:

26. Are all emissions of Group I TXS released: [N.J.A.C. 7:27- 17.4]

    a) at least 40 feet above grade?

    b) at least 20 feet above any human use area within 50 feet of the *stack*, and?

    c) directed vertically upward?

    d) using equipment which will prevent *aerodynamic downwash*?

27. Are vapor emissions controls consistent with Subchapters 16 and 23 in place for all equipment using Group II substances? [N.J.A.C. 7:27-17.4]

28. Are there written Standard Operating Procedures for all open top *surface cleaners* which contain TXSs? [N.J.A.C. 7:27-17.5(a)]

29. Have all persons using this equipment been trained in, and adhere to the Standard Operating Procedures? [N.J.A.C. 7:27-17.5(b)]

30. Are copies of the Standard Operating Procedures located at the cleaner? [N.J.A.C. 7:27-17.5(c)]

Comments/Corrective Action:

Definitions:

Aerodynamic downwash means the rapid descent of a plume to ground level with little dilution and dispersion due to alteration of background air flow characteristics caused by the presence of buildings or other obstacles in the vicinity of the emission point.

Air contaminant means any substance, other than water or distillates of air, present in the atmosphere as solid particles, liquid particles, vapors or gases.

Ambient air quality standard means a limit on the concentration of a contaminant in the general outdoor atmosphere, which cannot be exceeded without causing or tending to cause injury to human health, welfare, animal or plant life or property, or unreasonably interfering with the enjoyment of life and property, excluding all aspects of employer-employee relationship as to health and safety hazards.

Cartridge filtration system means a system in which perforated canisters containing filtration paper and/or activated carbon are used in a pressurized system to remove solid particles and fugitive dyes from soil-laden solvent.

Clear coating means a coating which lacks color and opacity or is transparent and uses the undercoat as a reflective base or undertone color and any coating used as an interior protective lining on any cylindrical metal shipping container of greater than one gallon capacity.

Clear topcoat means the final coating, which contains binders by not opaque pigments and which is specifically formulated to form a transparent or translucent solid protective film on wood furniture.

Control apparatus means any device which prevents or controls the emission of any air contaminant directly or indirectly into the outdoor atmosphere.

Diesel-powered motor vehicle means a vehicle which is self-propelled by a compression ignition type of internal combustion engine and which is designed primarily for transporting persons or property on a public street or highway; for purposes of Subchapter 14, passenger automobiles and motorcycles are excluded.

Distillates of air means helium (He), nitrogen (N_2), oxygen (0_2), neon (Ne), argon (Ar), krypton (Kr), xenon (Xe), and carbon dioxide (CO_2).

Exhaust emissions means substances emitted into the atmosphere from any opening downstream from the exhaust ports of a motor vehicle engine.

Freeboard height means the vertical distance from either the VOC liquid level to the lip of an unheated open top surface cleaner or from the interface of the VOC vapor with the air to the lip of a vapor surface cleaner.

Freeboard ratio means a ratio of the freeboard height to the tank width or narrower dimension at the tank lip.

Gasoline-fueled motor vehicle means any motor vehicle equipped to be powered by a hydrocarbon fuel other than diesel fuel, but including alcohol fuels and hydrocarbon-alcohol fuel blends.

Group 1 TXS means an air contaminant that is found on the list of Group 1 TXS at N.J.A.C. 7:27-17.3.

Group 2 TXS means an air contaminant that is found on the list of Group 2 TXS at N.J.A.C. 7:27-17.3.

HAP or *hazardous air pollutant* means any air pollutant listed in or pursuant to subsection (b) of section 112 of the Federal Clean Air Act (42 U.S.C. § 7412).

Idle means the motor vehicle operating mode consisting of a non-loaded, throttled engine speed at the revolutions per minute specified by the manufacturer.

Local exhaust ventilation means a system for capturing air contaminants within 36 inches (91.4 centimeters) of the points at which they emerge from a source operation.

Maximum allowable emission rate means the maximum amount of an air contaminant which may be emitted into the outdoor air at any instant in time or during any prescribed interval of time.

Opacity means the property of a substance which renders it partially or wholly obstructive to the transmission of visible light, expressed as the percentage to which the light is obstructed.

Open top tank means any vessel in which a manufacturing process, or any part thereof, takes place during which there is an opening to the atmosphere greater than 25 percent of the surface area of any liquid substance contained therein.

Operating certificate means a "Certificate to Operate Control Apparatus or Equipment" issued by the Department pursuant to the Air Pollution Control Act of 1954, specifically N.J.S.A. 26:2C-9.2, which is valid for a period of five years from the date of issuance, unless sooner revoked by the Department.

Organic substance means any chemical compound or mixture of chemical compounds of carbon, excluding carbon monoxide, carbon dioxide, carbonic acid, metallic carbides, and ammonium carbonate.

ppm means parts per million by volume under standard conditions.

Particles means any material, except uncombined water, which exists as liquid particles or solid particles at standard conditions.

Primary air quality standard means an ambient air quality standard intended to protect the public health.

Smoke means gas-borne and airborne particles, exclusive of water vapor, arising from a process of combustion in sufficient number to be observable.

Solvent recovery dryer means a class of dry cleaning dryers that employs a condenser to liquefy and recover solvent vapors evaporated in a closed-loop, recirculating stream of heated air.

Stack or chimney mean a flue, conduit or opening designed, constructed, and/or utilized for the purpose of emitting any air contaminant into the outdoor atmosphere.

Surface cleaner means a device to remove unwanted foreign matter from the surfaces of materials by using VOC solvents in the liquid or vapor state.

Suspended particulate matter means any solid or liquid matter dispersed in the outdoor atmosphere which, for purposes of Subchapter 13, shall mean the material collected and analyzed using methods approved by the Department.

Toxic substance or TXS means a substance listed in Group 1 or Group 2 of subchapter 17.

Vapor means the gaseous form of substances which, under standard conditions, are in the solid or liquid state and which can be changed to these states by either increasing the pressure or decreasing the temperature.

Volatile organic compound or VOC means any organic substance, or mixture of organic substances, or the organic components of any mixture of organic and inorganic substances that participates in atmospheric photochemical reactions. For the purpose of determining compliance with emission limits or content standards, VOC shall be measured by approved test methods. This term includes, but is not limited to, petroleum crudes, petroleum fractions, petrochemicals, solvents, diluents, and thinners. In the case of surface coating formulations, this term also includes any coalescing or other agent which is an organic substance and evaporates from the coating during the application and drying phase. This term does not include: methane, trichlorofluoromethane, dichlorodifluoromethane, chlorodifluoromethane, trifluoromethane, 1,1,2-trichloro-1,2,2-trifluoroethane, 1,2-dichloro-1,1,2-trifluoroethane,1,2-dichloro-1,1,2,2-tetrafluoroethane, and chloropentafluoroethane.

Safe Schools: A Health and Safety Check

New Jersey Safe Schools Program/New Jersey Department of Education

Appendix F:
Flammable and Combustible Liquids
Self-Inspection Checklist

Optional
Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Flammable and Combustible Liquids

Self-Inspection Checklist

Guidelines:
This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the General Industry Standards in 29 CFR and the Construction Standards in 29 CFR 1926.152. The checklist also covers regulations issued by the New Jersey Department of Education (N.J.A.C. 6A:19-10.5) and regulations issued by the New Jersey Department of Community Affairs (NJDCA) under the Uniform Fire Code (5:70-3.2). The Uniform Fire Code has adopted by reference the model code of the Building Officials and Code Administrators International, Inc. know as the "BOCA National Fire Prevention Code" as well as the National Fire Protection Association (NFPA) standard NFPA 30.

The checklist applies to the storage and use of flammable or combustible liquids in drums or other containers not exceeding 60 gallons individual capacity in educational buildings. When OSHA and NJDCA regulations are in conflict, the more stringent regulations take precedence. The questions in the checklists reflect the more stringent regulations.

Storage of Class I or Class II liquids in fuel tanks of a motor vehicle, aircraft, boat, or portable or stationary engine and storage of flammable or combustible paints, oils, varnishes, and similar mixtures used for painting or maintenance when not kept for a period in excess of 30 days are not covered by the OSHA regulations [see 29 CFR 1910.106(d)(1)(ii)].

Definitions of terms are provided at the end of the checklist to help you understand some of

the questions. Questions marked with the symbol (☹) may require the help of an outside expert. Any question marked with the symbol (☞) indicates a history of previous violations in vocational schools.

This checklist does not cover regulations dealing with flammable and combustible liquids in above ground storage tanks, underground storage tanks, and service stations dispensing fuel.

Please consult the OSHA and the NJDCA regulations for details

Dispensing and Use

1. Unless the original container is designed to be used, are flammable or combustible liquids transferred to an approved safety can prior to use? [N.J.A.C. 6A:19-10.5(b)]

2. Are only approved pumps, drawing from the top of the storage containers used to transfer flammable liquids? [29 CFR 1910.106(e)(2)(iv)(d); 29 CFR 1926.152(e)(3 & 5); and N.J.A.C. 5:70-3.2{BOCA F-3203.5.1}]

   Note: Dispensing of flammable liquids from storage containers by gravity is prohibited by N.J.A.C. 5:70- 3.2{BOCA F-3203.5.1}.

3. If gravity is used to dispense combustible liquids from storage containers, are only approved self-closing valves or faucets used which are affixed directly on the container or a rigid closed piping system? [29 CFR 1910.106(e)(2)(iv)(d); 29 CFR 1926.152(e)(5); and N.J.A.C. 5:70-3.2{BOCA F- 3203.5.1}]

4. Is air or gas pressure prohibited for transfer of flammable or combustible liquids from a non-pressure vessel? [29 CFR 1910.106(e)(2)(iv)(d); N.J.A.C. 5:70-3.2{BOCA F-3203.5.3}

5. Are containers and portable tanks used for flammable liquids electrically connected or grounded during transfers? [29 CFR 1926.152(e)(2) and N.J.A.C. 5:70-3.2{BOCA F-3209.5}]

6. Is the use of Class I liquids for washing parts or removing grease or dirt prohibited unless it is done in an approved closed machine in a separately ventilated room? [N.J.A.C. 5:70- 3.2{BOCA F-3203.7}]

7. Is use of any flame or source of ignition prohibited in areas where flammable vapors may be present? [N.J.A.C. 5:70-3.2{BOCA F-3203.8} and NFPA 30]

   Note: 29 CFR 1926.152(f)(3) requires a distance of at least 50 feet between any source of ignition and flammable liquids.

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8. ☹ Are leakages or spillages of flammable or combustible liquids cleaned up and disposed of promptly and safely? [29 CFR 1910.106(e)(2)(ii)(b); 29 CFR 1910.106(e)(9)(i); 29 CFR 1926.152(f)(2) and NFPA 30]

9. Is the discharge of flammable or combustible liquids of any kind prohibited into or upon any street, pavement, highway, drainage canal ditch, storm or sanitary drain or flood control channel, lake or waterway, or upon the ground? [N.J.A.C. 5:70-3.2{BOCA F- 3203.6}]

10. Are flammable and combustible liquid spills and leaks promptly reported to the local fire official? [N.J.A.C. 5:70- 3.2{BOCA F-3203.9}]

11. Are portable fire extinguishers available at locations where flammable or combustible liquids are stored? [29 CFR 1910.106(d)(7); 29 CFR 1926.152(d)(1) and N.J.A.C. 5:70-3.2 {BOCA F-3209.1 and F-3209.2]

Note: Under BOCA requirements, at least one portable fire extinguisher having a rating of not less than 20-B:C units shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage. At least one portable fire extinguisher having a rating of not less than 20-B:C units must be located not less than 10 feet, nor more than 25 feet from any Class I or Class II liquid storage area located outside of a storage room but inside a building. Using OSHA construction requirements, at least one portable fire extinguisher having a rating of not less than 20-B units shall be located not less than 25 feet, nor more than 75 feet, from any flammable liquid storage area located outside.

Storage and Use Quantities

12. Is storage of flammable and combustible liquids limited to that required for operation of office equipment, maintenance, demonstration, treatment, and laboratory work? [NFPA 30]

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13. ☹ Is storage of flammable or combustible liquids prohibited in office areas except that which is required for maintenance and operation of building and operation of equipment? [29 CFR 1910.106(d)(5)(iii)] Note: Such storage shall be kept in closed metal containers stored in a storage cabinet or in safety cans or in an inside storage room not having a door that opens into that portion of the building used by the public.

14. Is storage of flammable and combustible liquids limited to that required for current activities? [NFPA 30]

15. Are flammable and combustible liquids stored in their original container or in an approved safety can? [N.J.A.C. 6A:19- 10.5(a)]

16. Are flammable and combustible liquids stored only in closed containers when not actually used? [29 CFR 1910.106(e)(2)(ii) and 29 CFR 1926.152(f)(1)]

17. At points of use, outside of approved cabinets or storage rooms, are containers of flammable liquids limited to a capacity of one gallon, or two gallons, if safety cans are used? [NFPA 30]

18. Are not more than a total of 10 gallons of Class I and Class II liquids stored in single area outside of an approved storage cabinet or interior storage room (except in safety cans)? [NFPA 30]

19. Are not more than a total of 25 gallons of Class I and Class II liquids stored outside of an approved storage cabinet or interior storage room? [NFPA 30 {4.5.5.4}]

Note: The OSHA general industry regulations under 29 CFR 1910.106(e)(2)(ii)(b) and NFPA 30 {5.5.4.1} for non-educational settings permit up to 25 gallons of Class IA liquids in containers and up to 120 gallons of Class IB, IC, II or III liquids in containers. OSHA construction regulations under 29 CFR 1926.152(b)(1) permit up to 25 gallons of flammable and combustible liquids stored outside of an approved storage cabinet or interior storage room.

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20. Are not more than 60 gallons of Class IIIA liquids stored outside of an approved storage cabinet or interior storage room? [NPFA 30 {4.5.5.4}]

Note: The OSHA general industry regulations under 29 CFR 1910.106(e)(2)(ii)(b) and NFPA 30 {5.5.4.1} for non-educational settings permit up to 120 gallons of Class IB, Class IC, II, or III liquids stored outside of an approved storage cabinet or interior storage room?

21. If Class II and/or Class III liquids that are stored, handled, processed, or used at temperatures at or above their flash points, are applicable requirements in the code for Class I liquids followed, unless other instructions from an engineering evaluation are provided? [NFPA 30]

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22. Is storage of flammable or combustible liquids prohibited near exits, stairways, or areas normally used for the safe exit of people? [29 CFR 1910.106(d)(5)(i) and NFPA 30 {4.5.1.2]

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23. Are open flames, smoking, and any ignition source such as heaters prohibited where flammable or combustible liquids are used or stored? [29 CFR 1910.106(d)(7)(iii) and N.J.A.C. 5:70-3.2{BOCA F-3209.3]

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Note: 29 CFR 1926.152(f)(3) requires a distance of at least 50 feet between an ignition source and flammable liquids.

24. ☹ Are storage areas for flammable or combustible liquids kept free from combustible materials? [29 CFR 1910.106(d)(iv)]

25. ☹ Are combustible waste materials and residues kept to a minimum and stored in covered metal receptacles and disposed of daily? [29 CFR 1910.106(e)(9)(iii) and N.J.A.C. 6A:19-10.5(c)]

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26. Are Class I liquids prohibited from storage in basements? [NFPA 30 {4.5.1.4 and 4.4.3.5}]

27. Are Class II and Class IIIA liquids only permitted to be stored in basements when there is an automatic sprinkler protection system? [NFPA 30 {4.4.3.5}]

28. When a process heats a liquid to a temperature at or above its flashpoint, are the following guidelines implemented when applicable [NFPA 30 (17.3.7)]?

a) The process vessel should be closed to the room in which it is located and vented to the outside of the building. The process vessel should be equipped with an excess temperature control set to limit excessive heating of the liquid and the subsequent release of vapors.

b) If the vessel needs to be opened to add ingredients, the room ventilation must meet the requirements of Section 17.11 and the process heating controls will be interlocked with the ventilation such that the process heat will shut down if the ventilation fails or is turned off.

c) If a heat transfer medium is used to heat the liquid and the heat transfer fluid can heat the liquid to its boiling point on failure of the process and excess temperature heat controls, a redundant excess temperature control shall be provided.

Design and Capacity of Containers

29. ☹ Are only original or approved containers used for storing flammable or combustible liquids? [N.J.A.C. 5:70-3.2{BOCA F-3203.2} and 29 CFR 1910.106(d)(2)(i)]

Note: All gasoline must be stored in approved containers.

liquids metal or approved plastic with a spring- loaded or screw cap? [N.J.A.C. 5:70-3.2{F-3203.2.2}]

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30. Are portable containers intended for gasoline or other flammable

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31. Are flammable and combustible liquid containers stored in accordance with the requirements of Table 1? [29 CFR 1910.106(d)(2)(iii) and NFPA 30 {4.2.3}]

TABLE 1 - MAXIMUM ALLOWABLE SIZE OF CONTAINERS AND PORTABLE					
Container Type	Flammable liquids			Combustible liquids	
	Class IA	Class IB	Class IC	Class II	Class III
Glass or approved plastic	1 pt	1 qt	1.3 gal	1.3 gal	5.3 gal
Metal (other than drums or approved Safety cans	1.3 gal	5.3 gal	5.3 gal	5.3 gal	5.3 gal
Metal drums (e.g., UN 1A1/1A2)	2.6 gal	5.3 gal	5.3 gal	5.3 gal	5.3 gal
Approved portable tanks and IBCs	119 gal	119 gal	119 gal	119 gal	119 gal
	793 gal	793 gal	793 gal	793 gal	793 gal

NOTE: Container exemptions: Medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices. NFPA requirements are less restrictive than OSHA requirements. The OSHA requirements are listed on this table.
* (1 pt = 0.5L, 1.3 gal = 5L, 2.6 gal = 10L, 5.3 gal = 20L, 119 gal= 450L, 793 gal = 3000L)

32. Are portable containers intended to hold 10 gallons or less and to be used for gasoline or other flammable liquid red in color and is the name of the flammable liquid prominently displayed on the container in bold letters of contrasting color? [N.J.A.C. 5:70-3.2{F-3203.2.2}]

33. Are containers for kerosene blue? [N.J.A.C.5:70-3.2{F-3203.2.2}]

Design, Construction and Capacity of Storage Cabinets

34. Is storage in cabinets restricted to not more than 60 gallons of Class I or Class II liquids and not more than 120 gallons of Class III liquids? [29 CFR 1910.106(d)(3)(i) and 29 CFR 1926.152(b)(3)]

35. ☹ Are all cabinets labeled in conspicuous lettering: "FLAMMABLE - KEEP FIRE AWAY"? [29 CFR 1910.106(d)(3)(ii) and 29 CFR 1926.152(b)(2)(iii)]

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

If yes, please answer the following question as well:

Is the letter height for FLAMMABLE at a minimum 2.0 in. (50 mm) and the letter height for KEEP FIRE AWAY at a minimum 1.0 in. (25 mm)? [NFPA 30 9.5.5.1] Y N N/A DK

Note: These letters should be uppercase and in contrasting color to the background and the marking should be located on the upper portion of the cabinet's front door(s) or frame. The use of other languages, the international symbol for "flammable" and the international symbol for "keep fire away" will be permitted. [NFPA 30]

36. Are metal cabinets constructed so that the top, sides and door are at least #18 gauge sheet iron and double spaced wall with 1-1/2 inch air space? [29 CFR 1910.106(d)(3)(ii)(a)] Y N N/A DK

37. Is the door provided with a three point lock and a sill raised at least 2 inches above the bottom of the cabinet? [29 CFR 1910.106(d)(3)(ii)(a)] Y N N/A DK

38. Are wooden cabinets constructed so that the bottom, sides and top are of approved grade plywood at least 1 inch thick? [29 CFR 1910.106(d)(3)(ii)(b) and 29 CFR 1926.152(b)(2)(i)] Y N N/A DK

Note: Although wooden storage cabinets are allowed by regulation, they are not recommended for use due to the likelihood of spills which will become absorbed in the wood. Such oil saturated wood can then be easily ignited. A two inch deep metal pan covering the bottom of the cabinet and a corresponding pan on top should be used to retain spills. Such pans should also be used on all shelves.

39. Are all wooden cabinet joints rabbetted and fastened in two directions with flat head wood screws? [29 CFR 1910.106(d)(3)(ii)(b) and 29 CFR 1926.152(b)(2)(i)] Y N N/A DK

40. When more than one door is used on wooden cabinets, is there a rabbetted overlap of not less than 1 inch? [29 CFR 1910.106(d)(3)(ii)(b) and 29 CFR 1926.152(b)(2)(i)] Y N N/A DK

41. Are no more than three (3) cabinets located in one fire area? Y N N/A DK

42. Are cabinet vents sealed unless vented to the outdoors? [NFPA 30 {4.3.4}] Y N N/A DK

Design and Construction of Inside Storage Rooms Y N N/A DK

43. Are openings to other rooms or buildings from flammable/combustible liquids storage rooms provided with a noncombustible liquid-tight raised sill or ramp at least 4 inches in height? [29 CFR 1910.106(d)(4)(i) and 29 CFR 1926.152(b)(4)(ii)] Y N N/A DK

Note: Alternatively, the floor of the storage area shall be at least 4 inches below the surrounding floor. Y N N/A DK

44. Are openings to storage rooms provided with approved self-closing fire doors? [29 CFR 1910.106(d)(4)(i) and 29 CFR 1926.152(b)(4)(ii)]

45. ☞ Does storage in inside rooms comply with the requirements of Table 2? [29 CFR 1910.106(d)(4)(ii) and 29 CFR 1926.152(b)(4)(iv)]

[1]Fire protection system shall be sprinkler, water spray, carbon dioxide, or other system.
[2](gals/sq. ft/floor area)

Y N N/A DK

46. Is the room liquid tight where the wall joins the floor? [29 CFR 1910.106(d)(4)(i) and 29 CFR 1926.152(b)(4)(ii)]

Note: A permissible although not recommended alternative to the sill or ramp is an open-grated trench inside the room which drains to a safe location.

47. ☞ Is the electrical wiring and equipment located inside the storage room especially designed to prevent possible ignition of any released flammable vapors? [29 CFR 1910.106(d)(4)(iii) and 29 CFR 1926.152(b)(4)(v)]

Note: Normal household wiring including switches, plugs, or lighting fixtures; radios; and other normal electrical equipment are not permitted.

48. Is every inside storage room provided with either a gravity or mechanical exhaust ventilation system? [29 CFR 1910.106(d)(4)(iv) and 29 CFR 1926.152(b)(4)(vi)]

49. Does the ventilation system have an exhaust not more than 12 inches off the floor? [29 CFR 1926.152(b)(4)(vi)]

50. ☞ Does the ventilation system provide for a complete change of air within the room at least six times per hour? [29 CFR 1910.106(d)(4)(iv) and 29 CFR 1926.152(b)(4)(vi)]

51. If a mechanical exhaust system is used, is the switch located outside of the door? [29 CFR 1910.106(d)(4)(iv) and 29 CFR 1926.152(b)(4)(vi)]

52. Are the ventilation equipment and the lighting fixture operated by the same switch? [29 CFR 1910.106(d)(4)(iv) and 29 CFR 1926.152(b)(4)(vi)]

53. When gravity ventilation is provided, are the fresh air intake as well as the exhaust outlet from the room located on the exterior of the building in which the room is located? [29 CFR 1910.106(d)(4)(iv) and 29 CFR 1926.152(b)(4)(vi)]

Note: Mechanical (exhaust fan) ventilation is preferred.

54. Is there a 3 foot wide clearance in the aisle in every storage room? [29 CFR 1910.106(d)(4)(v)]

55. Is stacking of 30 gallon capacity containers prohibited? [29 CFR 1910.106(d)(4)(v)]

56. Are both fresh, or new, cooking oil and waste, or used cooking oil, each classified as a Class IIIB combustible liquid and stored accordingly (NFPA 30 19.2.1 and 19.7)	Y N N/A DK

:

Definitions:

Approved means approved or listed by a nationally recognized testing laboratory and approved by the local fire official, or the New Jersey Department of Community Affairs.

Class I liquids are flammable liquids (see definition of flammable liquids.

Class 1A liquids are flammable liquids having a flash point below 73 ^{o}F. and a boiling point below 100 ^{o}F. Typical Class IA liquids include: acetaldehyde, ethyl ether, methyl ethyl ether, pentane and petroleum ether.

Class IB liquids are flammable liquids having flash points below 73 ^{o}F. and having boiling points at or above 100 ^{o}F. Typical Class IB liquids include: acetone, benzene, butyl acetate, denatured alcohol, ethyl alcohol, gasoline, gin (ethyl alcohol and water), heptane, hexane, isopropyl alcohol, methyl alcohol, methyl ethyl ketone, toluene and jet fuels.

Class IC liquids are flammable liquids having flash points at or above 73 ^{o}F. and below 100 ^{o}F. Typical Class IC liquids include: banana oil (isoamyl acetate), butyl alcohol, propyl alcohol, styrene, turpentine and xylene.

Class II liquids include those with flash points at or above 100 ^{o}F. and below 140 ^{o}F. Typical Class II liquids include: diesel fuel, fuel oils, kerosene, Stoddard solvent, Anchor type car wash and mineral spirits.

Class III liquids shall include those with flash points at or above 140 ^{o}F. Class III liquids are subdivided into two subclasses: Class IIIA liquids shall include those with flashpoints at or above 140 ^{o}F and below 200 ^{o}F., except any mixture having components with flashpoints of 200 ^{o}F., or higher, the total volume of which make up 99 percent of more of the total volume of the mixture. Class IIIB liquids shall include those with flashpoints at or above 200 ^{o}F. This section does not cover Class IIIB liquids.

Class IIIA liquids shall include those with flash points at or above 140 ^{o}F.

Combustible liquid means any liquid having a flash point at or above 100 degrees Fahrenheit. Combustible liquids are known as Class II and Class III liquids.

Deflagration Hazard is determined to exist where either of the two following conditions is present: (1) deflagrable wood dust is present as a layer on upward facing surfaces at a depth greater than that permitted in Section 4.7, or (2) deflagrable wood dust is suspended in the air at a concentration in excess of 25% of the minimum explosive concentration, or MEC, under normal operating conditions. [NFPA 664 (3.3.7)]

Flammable liquid means any liquid having a flash point below 100 degrees Fahrenheit, and have a vapor pressure not exceeding 40 psia (pounds per square inch absolute) at 100 degrees Fahrenheit. Flammable liquids are known as Class I liquids and can be divided into Class IA, IB and IC.

Flash point means the minimum temperature in degrees Fahrenheit at which a flammable liquid will give off sufficient vapors to form an ignitable mixture with air near the surface or in the container, but will not sustain combustion.

Minimum Explosive Concentration (MEC) is defined as the minimum concentration of a combustible dust suspended in air, measured in mass per unit volume, which will support a deflagration. [NFPA 664 (3.3.17)]

Safe Schools: A Health and Safety Check

New Jersey Safe Schools Program/New Jersey Department of Education

Appendix G:
Hazardous Waste
Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Hazardous Waste
Self-Inspection Checklist

Guidelines: The United States Environmental Protection Agency (EPA) regulations governing cradle to grave management of hazardous wastes contained in the Resource Conservation & Recovery Act (RCRA) have been adopted and modified in the New Jersey Department of Environmental Protection (NJDEP) Hazardous Waste Regulations (N.J.A.C. 7:26G-1 et seq.).

Waste Determination

The first question which you must ask is whether or not your program generates hazardous wastes, in regulated quantities. This is not an easy task, since you not only need to determine if your waste is hazardous and what quantity is being generated, but also whether or not anyone else at your facility (school) is also generating hazardous waste. It is advisable to ask for assistance from the New Jersey Department of Environmental Protection in helping you decide what to do. You may need the help of an outside expert. Let's try and break this down into easier to digest steps.

The first thing you should do is to identify the various departments or programs at your facility (school) which generate wastes. You must then review these wastes to determine if they are regulated hazardous wastes.

To determine if the wastes are regulated hazardous wastes, you must see if the source of the waste is specifically identified as a listed waste. Because the lists are very large, they have not been included in this checklist. You must get copies of the lists and regulations from the

NJDEP. The first list of non-specific sources of hazardous wastes is found at 40 CFR 261.31. Typically this list would include spent solvents which are used in some chemistry labs, art and print shops, and vehicle and building maintenance operations.

If your wastes are not found in 40 CFR 261.31, you must then review the list of hazardous wastes from specific sources found at 40 CFR 261.32. It is unlikely that a school facility would generate wastes found on this list, however, it should be reviewed to be certain.

If the waste is not identified in 40 CFR 261.31 or 261.32, then you must also check the list of discarded chemicals found at 40 CFR 261.33. Keep in mind that this list applies only to pure chemicals or spills of these chemicals. Even if you find a listed chemical as an ingredient in a waste planned for disposal, the chemical must be the sole active ingredient for it to be considered the chemical listed at 40 CFR 261.33.

If after reviewing the listed sources identified above, you were unable to identify you waste, you must then test your waste or using knowledge of the material determine if your waste exhibits any of the following characteristics of a hazardous waste:

Is the waste ignitable? [40 CFR 261.21]

- The waste must be a liquid with a flash point below 140 degrees Fahrenheit.
- The waste is not a liquid and is capable of causing fire through friction, absorption of moisture or spontaneous chemical changes.
- The waste is an ignitable compressed gas.
- The waste is classified as an oxidizer by the United States Department of Transportation.

Is the waste corrosive? [40 CFR 261.22]

- The waste must be a liquid with a pH less than or equal to 2 or has a pH greater than or equal to 12.5.
- The waste is a liquid and corrodes steel at a rate greater than 6.35 mm per year.

Is the waste reactive? [40 CFR 261.33]

- The waste is unstable and readily undergoes violent reaction without detonation.
- The waste reacts violently with water.
- The waste when mixed with water forms potentially explosive mixtures.
- The waste when mixed with water forms toxic gases or fumes.
- The waste contains cyanide or sulfides which generate toxic gases when exposed to a pH less than or equal to 2 or greater than or equal to 12.5.

Is the waste toxic? [40 CFR 261.24]

Does the waste contain leachable levels of certain metals or chemical contaminants listed in Table 1 at 40 CFR 261.24? This is typically determined by performing a Toxicity Characteristic Leaching Procedure or TCLP test.

Generator Status

Once you have determined that you have hazardous waste, you must also determine if you have a regulated quantity of waste. This is the total quantity of hazardous waste at your facility, not just per waste stream. If in a calendar month you generate more than 100 kg (220 lb) of a hazardous waste or more than 1 kg (2.2 lb) of an acute hazardous waste, or accumulate at any time more than a total of 1,000 kg (2,200 lb) of hazardous waste, you are a regulated generator and must obtain an EPA ID number from the EPA. If you generate 1000 kg (2,200 lbs) or more of hazardous waste or more than 1 kg (2.2 lbs) of acute hazardous waste, you are a Large Quantity Generator (LQG). If you generate more than 100 kg (220 lb) of hazardous waste and less than 1000 kg (2,200 lb) of a hazardous waste, you are a Small Quantity Generator (SQG). If you generate or accumulate quantities of hazardous waste in amounts less than a SOG, you are a Conditionally Exempt Small Quantity Generator (CESOG) and subject to reduced regulatory requirements at 40 CFR 261.5

Registration

EPA ID numbers can be obtained by contacting:

USEPA - Region II
Permits Administration Branch
290 Broadway New
York, NY 10007
(212) 637-4106

Ask for Form 8700-12 when requesting an EPA ID number.

Even if you generate below regulatory quantities, you may still obtain an EPA ID number from EPA, however, these numbers are permanent and could subject your facility to inspections and associated fees. A better alternative for facilities which generate and accumulate hazardous wastes below regulatory limits is to obtain an "NJX" from the New Jersey Department of Environmental Protection Bureau of Advisement and Manifests. To obtain an "NJX" number, please write to:

NJDEP - Division of Solid & Hazardous Waste Bureau
of Hazardous Waste Regulation - Manifest Section
P.O. Box 421, Trenton, NJ 08625-0421 (609)
292-7081

The "NJX" number can only be used to manifest hazardous wastes in quantities below regulatory limits.

Waste Handling Procedures

While your hazardous wastes are accumulated at your facility they must be managed in accordance with state and federal regulations. It is strongly recommended that you follow satellite regulations found at 40 CFR 262.34(c), as these are less burdensome and easier to follow.

Satellite Accumulation

Satellite rules apply to "active drums" that are actively used to accumulate hazardous waste. Satellite rules can be followed as long as filled drums are moved to an authorized accumulation area within three days. A second drum can be utilized as a satellite drum until the original drum is moved to an authorized storage area.

This checklist does not address hazardous waste stored in tanks and treatment, storage and disposal (TSD) facilities. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Questions marked with the symbol (☞) may require the help of an outside expert.

N.J.A.C. 7:26G-6.1(c)3]

Manifest/ Shipping Requirements

Comments/Corrective A

Please Circle

Y N N/A DK

1. * If the container is being shipped for disposal, have arrangements been made for a Licensed Treatment, Storage, and Disposal (TSD) facility to accept your hazardous wastes? [40 CFR 262.20]

   Note: Although the school is responsible for completing manifest forms, the TSD facility handling your waste should be consulted about completing the paperwork necessary to ship hazardous waste and/or contact NJDEP at (609) 292- 7081.

   Y N N/A DK

2. * If the container is being shipped for disposal, have arrangements with a registered Hazardous Waste Hauler been made for transport of wastes to the TSD facility? [40 CFR 262.20]

   Y N N/A DK

3. *☞ Have NJ Hazardous waste manifests been completed for all shipments of hazardous wastes within NJ (or other State's Manifest for shipments to other States)? [40 CFR 262.20]

4. * Has the manifest been completed according to the instructions in the Appendix to N.J.A.C. 7:26G-6? [N.J.A.C. 7.26G-6.1(c)3]

5. * Has the manifest been signed and dated by the generator prior to the shipment leaving the site? [40 CFR 262.23(a) and

6. * Has a copy of the manifest with the signature of the initial transporter and date of shipment been retained by the school? [40 CFR 262.23]

7. * Has the Hauler been supplied with all remaining copies of the manifest? [40 CFR 262.23]

8. * Has a copy of the manifest been forwarded to the NJDEP and the destination state's environmental agency? [N.J.A.C. 7:26G-6.1(c)(6)]

9. *☞ Has a one-time Land Ban *certification* form been completed for wastes meeting the treatment standards and a copy kept on site? [40 CFR 268.7]

10. *☞Has a one-time Land Ban *notification* form been completed for wastes not meeting treatment standards and a copy kept on site? [40 CFR 268.7]

11. *☞Have appropriate markings and labels been affixed to containers prior to shipment? [40 CFR 262.31 and 262.32]

12. * Has the Hauler's vehicle been inspected by the generator (or his/her designee) to ensure proper placarding before leaving the generators premises? [40 CFR 262.33]

13. * Has the school kept a copy of each signed manifest and a copy signed by the owner and operator of the facility which received the waste for at least three years? [40 CFR 262.40]

Comments/Corrective Action

Satellite Accumulation Sites

1. *☞ Does the container accumulating hazardous waste meet US Department of Transportation container requirements if the container is to be used to transport the waste to another location? [40 CFR 262.30]

2. * Is the container accumulating hazardous waste in good condition? [40 CFR 265.171]

3. * Is the container accumulating hazardous waste compatible with the waste material? (For instance, solvents and paint waste should be placed in steel drums, but acidic or alkaline waste should not be placed in steel drums.) [40 CFR 265.172]

4. * Is the container accumulating hazardous waste kept securely closed when not in use? [40 CFR 265.173]

5. * Is the container accumulating hazardous waste marked with the words "Hazardous Waste"? [40 CFR 262.34(c)]

   Note: For satellite sites, other words that identify the contents of the containers may be used.

6* Is the container accumulating hazardous waste at or near the point of generation and under the operator's control? [40 CFR 262.34(c)]

7. * Is the quantity of waste less than 55 gallons or less than 1 quart for acutely hazardous waste? [40 CFR 262.34(c)]

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Comments/Corrective Action

		Y	N	N/A	DK
8.	* If the quantities of hazardous waste exceed the amounts in question 7, are the containers moved within three days to a less than 90-day, 180-day or 270-day accumulation area or off site to an authorized facility? [40 CFR 262.34]				

Comments/Corrective Action

Small Quantity Generator (Generate between 100 and 1,000 Kilograms of Hazardous Waste per Month)

1. *☞ Does the container accumulating hazardous waste meet US Department of Transportation container requirements? [40 CFR 262.30]

2. * Is the container accumulating hazardous waste in good condition? [40 CFR 265.171]

3. * Is the container accumulating hazardous waste compatible with the waste material? (For instance, solvents and paint waste should be placed in steel drums, but acidic or alkaline waste should not be placed in steel drums.) [40 CFR 265.172]

4. * Is the container accumulating hazardous waste kept securely closed when not in use? [40 CFR 265.173]

5. * Is the container accumulating hazardous waste marked with the words "Hazardous Waste"? [40 CFR 262.34(a)]

6. * Have hazardous waste containers been accumulating at your facility for 180 days or less? [40 CFR 262.34(d)]

   Note: If you accumulate hazardous waste for more than 180 days, a permit must be maintained for the storage of hazardous waste and additional regulations apply which are not covered in this checklist. Contact the NJDEP for additional information. The quantity of waste accumulated on-site may never exceed 6,000 kilograms. Wastes may be accumulated for 270 days if transporting waste greater than 200 miles.

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK Y N N/A DK Y N N/A DK

Comments/Corrective Action

7. * Are containers marked with the accumulation start date unless a satellite location? [40 CFR 262.34(a)]

8. * Are container labels visible? [40 CFR 262.34(a)]

9. * Are containers segregated according to waste type? [40 CFR 265.177]

10. * Are the containers inspected weekly? [40 CFR 265.174]

11. * Is there adequate aisle space between container rows? (18 inches between single stacked drums and 30 inches between double or triple stacked drums) [40 CFR 265.35]

12. * Is there immediate access to communication or alarm systems whenever hazardous waste is poured, mixed or handled? [40 CFR 265.32 and 265.34]

13. * Is there an adequate supply of fire extinguishers and spill control equipment in the accumulation area? [40 CFR 265.32]

14. *☞Is there adequate water pressure to supply fire hoses? [40 CFR 265.32]

15. * Is the fire fighting equipment, spill control and water supply tested and maintained? [40 CFR 265.33]

16. * Have the police, fire department and emergency response teams been familiarized with the layout of the facility? [40 CFR 265.37]

17. * Are there written agreements with emergency response contractors and equipment suppliers? [40 CFR 265.37]

Y N N/A DK Y N N/A DK Y N N/A DK

Y N N/A DK

Comments/Corrective Action

18. * Have arrangements been made with the local hospitals to familiarize them with the properties of the hazardous waste handled at your facility and the types of injuries which may result from contact with these wastes? (This is usually a letter to the local hospitals identifying the wastes generated and the types of injuries that result from contact with the waste.) [40 CFR 265.37]

19. * Is there an emergency coordinator on-site or on call who is available to respond to an emergency? [40 CFR 262.34(d)]

Note: The emergency coordinator or his designee must respond to any emergencies that arise.

Y N N/A DK

20. * Is the following information posted next to the telephone: the name and telephone number of the emergency coordinator; the location of fire extinguishers and spill control material, and, if present, fire alarm; and the telephone number of the fire department, unless the facility has a direct alarm? [40 CFR 262.34(d)]

Y N N/A DK

Note: In the event of a fire, explosion or other release which could threaten human health outside the facility or the generator has knowledge that a spill has reached surface water, the generator must immediately notify the National Response Center (using their 24-hour toll free number 800- 424-8802.

Y N N/A DK

21. * Are all employees thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies? [40 CFR 262.34(d)]

Y N N/A DK

Comments/Corrective Action

Y N N/A DK

22. * Has the school notified the NJDEP of any manifests which were not received for shipments made to a TSD facility within 60 days? [40 CFR 262.42(b)]

Note: A copy of the manifest must be sent with a signed note stating the TSD facility signed copy is missing.

Comments/Corrective Action:

Large Quantity Generator (Generate More than 1,000 Kilograms of Hazardous Waste per Month)

1. *☞ Does the container accumulating hazardous waste meet US Department of Transportation container requirements? [40 CFR 262.30]

2. * Is the container accumulating hazardous waste in good condition? [40 CFR 265.171]

3. * Is the container accumulating hazardous waste compatible with the waste material? (For instance, solvents and paint waste should be placed in steel drums, but acidic or alkaline waste should not be placed in steel drums.) [40 CFR 265.172]

4. * Is the container accumulating hazardous waste kept securely closed when not in use? [40 CFR 265.173]

5. * Is the container accumulating hazardous waste marked with the words "Hazardous Waste"? [40 CFR 262.34(a)]

6. * Have hazardous waste containers been accumulating at your facility for 90 days or less? [40 CFR 262.34 (a)]

Note: If you accumulate hazardous waste for more than 90 days, a permit is required for the storage of hazardous waste additional regulations apply which are not covered in this checklist.
Contact the NJDEP for additional information.

7. * Are containers marked with an accumulation start date unless a satellite location? [40 CFR 262.34(a)]

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK Y N N/A DK Y N N/A DK

Y N N/A DK

8.* Are container labels visible? [40 CFR 262.34(a)] Y N N/A DK

Comments/Corrective Action:

9. * Are containers segregated according to waste type? [40 CFR 265.177]

10. * Are the containers inspected weekly? [40 CFR 265.174]

11. * Are containers of ignitable and reactive wastes located greater than 50 feet from the facility's property line? [40 CFR 265.176]

12. * Is there adequate aisle space between container rows? (18 inches between single stacked drums and 30 inches between double or triple stacked drums) [40 CFR 265.35]

13. * Is there immediate access to communication or alarm systems whenever hazardous waste is poured, mixed or handled? [40 CFR 265.32 and 265.34]

14. * Is there an adequate supply of fire extinguishers and spill control equipment in the accumulation area? [40 CFR 265.32]

Y N N/A DK

15. *☞Is there adequate water pressure to supply fire hoses? [40 CFR 265.32]

Y N N/A DK

16. * Is the fire fighting equipment, spill control and water supply tested and maintained? [40 CFR 265.33]

17. * Have the police, fire department and emergency response teams been familiarized with the layout of the facility? [40 CFR 265.37]

18. * Are there written agreements with emergency response contractors and equipment suppliers? [40 CFR 265.37]

Y N N/A DK Y N N/A DK

Comments/Corrective Action:

19.*	Have arrangements been made with the local hospitals to familiarize them with the properties of the hazardous waste handled at your facility and the types of injuries which may result from contact with these wastes? (This is usually a letter to the local hospitals identifying the wastes generated and the types of injuries that result from contact with the waste.) [40 CFR 265.37]	Y	N	N/A	DK
20.*	Has a contingency plan been developed describing the actions to be taken by facility personnel in the event of a fire, explosion or hazardous waste release? [40 CFR 265.52(1), 265.51 and 265.56]	Y	N	N/A	DK
21.*	Does the plan describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and State and local emergency response teams to coordinate emergency services? [40 CFR 265.52(c)]	Y	N	N/A	DK
22.*	Does the plan list telephone numbers (home & office) and addresses for the emergency coordinator and alternates? [40 CFR 265.52(d)]	Y	N	N/A	DK
23.*	Does the plan list the locations and capabilities of emergency equipment kept at the school including fire extinguishers, spill control equipment and communications and alarm systems? [40 CFR 265.52]	Y	N	N/A	DK
24.*	Does the plan include primary and alternate evacuation routes and the signal to be used to begin evacuation for students and teachers? [40 CFR 265.52(f)]	Y	N	N/A	DK
25.*	Is a copy of the plan available at the school for inspection? [40 CFR 265.53]	Y	N	N/A	DK

Comments/Corrective Action:

26.*	Has a copy of the plan been forwarded to local emergency agencies including police, fire, emergency medical, the local emergency planning committee, and any emergency response contractors who may be called upon during an incident? [40 CFR 265.53]	Y N	N/A DK
27.*	Are there provisions for updating the Contingency Plan as operations and/or personnel change? [40 CFR 265.54]	Y N	N/A DK
28.*	Is there an emergency coordinator on site or on call who is available to respond to an emergency? [40 CFR 265.55]	Y N	N/A DK
29.*	Are required emergency procedures followed during emergency situations? [40 CFR 265.56]	Y N	N/A DK
30.*	Is the training program directed by a person trained in hazardous waste management procedures? [40 CFR 264.16]	Y N	N/A DK
31.*	Is the training program designed to ensure that personnel are able to respond effectively to emergencies? [40 CFR 264.16]	Y N	N/A DK
32.*	Does the training program include: [40 CFR 264.16]		
	a) The use of personnel safety equipment?	Y N	N/A DK
	b) Procedures for using facility emergency and monitoring equipment?	Y N	N/A DK
	c) Procedures for utilizing communications or alarm systems?	Y N	N/A DK
	d) Response procedures for fires and explosions?	Y N	N/A DK
	e) Ground water contamination response procedures?	Y N	N/A DK

Comments/Corrective Action:

33. * Is training provided within 6 months of the date of employment or assignment to an area involving the handling of hazardous waste? [40 CFR 264.16] Y N N/A DK

34. * Is training provided annually? [40 CFR 264.16] Y N N/A DK

35. * Is training documented with the following information: 1) Job title for each position related to hazardous waste management and the name of the person filling each job; 2) A written job description; 3) A description of the training given; and 4) Documentation for each position above of actual training? [40 CFR 264.16]

36. * Are training records maintained for at least three (3) years? [40 CFR 264.16]

37. * Has the school contacted the transporter and/or owner or operator of the designated facility and notified the NJDEP of any manifests which were not received for shipments made to a TSD facility within 35 days? [40 CFR 262.42(a) and N.J.A.C. 7:26G-6.1(c)(11)]

38. * Has an Exception Report been submitted to the NJDEP if the generator has not received a copy of the manifest within 45 days? [40 CFR 262.42(a)]

Note: Efforts to obtain the manifest must be documented. 39.* Has the school prepared and submitted a copy of a Biennial Report to the EPA Regional Administrator by March 1 of each even numbered year for all hazardous waste shipped off-site for treatment, storage or disposal? [40 CFR 262.41]

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Comments/Corrective Action:

40.* Are Biennial Reports and Exception reports kept on file for 3 years? [40 CFR 262.40] Y N N/A DK

Comments/Corrective Action:

Safe Schools: A Health and Safety Check
New Jersey Safe Schools Program/New Jersey Department of Education

Appendix H:
Respiratory Protection
Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Respiratory Protection
Self Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by the U.S. Department of Labor - OSHA under the General Industry standard 29 CFR 1910.134 and the Construction standard 29 CFR 1926.103. All of these regulations were adopted by reference by the New Jersey Department of Labor, Public Employees Occupational Safety and Health (PEOSH) Program. Since PEOSH regulations were adopted by reference by the New Jersey Department of Education (N.J.A.C. 6A:19-6.3(a)), the regulations also apply to students in vocational programs.

The checklist should be used where respirators are being worn to protect individuals from exposure to air contaminants above an exposure limit or are otherwise necessary to protect health, where respirators are otherwise required to be worn, and where respirators are voluntarily worn by individuals for comfort or other reasons. Respirators are devices designed to protect the wearer from the inhalation of harmful atmospheres. Types of respirators include atmosphere-supplying respirators and air-purifying respirators. The checklist is divided into three sections. “Section One” should be used if *filtering facepiece* (dust *mask*) respirators are voluntarily used. “Section Two” should be used if respirators other than *dust masks* are voluntarily used. “Section Three” should be used if respirators are required or are needed to protect individuals from exposure to air contaminants above applicable limits. This checklist does not deal with respirators for *immediately dangerous to life or health* (

IDLH) atmospheres or for emergency escape. In addition, this checklist does not apply to agricultural situations. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. Questions marked with the symbol (☞) may require the help of an outside expert.

Section One - Voluntary Use of *Filtering Facepieces* (Dust *Masks*)

	Please Circle										
	Y	N	N/A	DK	Y	N	N/A	DK	Y	N	N/A
1. Are *filtering facepieces* (dust *masks*) clean and uncontaminated? [29 CFR 1910.134(c)(2)]				DK							
2. Does the use of the *dust mask* not interfere with the individual's ability to work safely? [29 CFR 1910.134(c)(2)]											
3. Has a copy of **Appendix D** been given to each voluntary wearer? [29 CFR 1910.134(c)(2)] Note: A copy of Appendix D is included in this checklist.											

Comments/Corrective Action:

Section Two - Voluntary Use of Respirators Other Than *Dust Masks*

Please Circle

1. Does the use of the respirator not interfere with the individual's ability to work safely? [29 CFR 1910.134(c)(2)]

2. Has a copy of *Appendix D* been given to each voluntary wearer? [29 CFR 1910.134(c)(2)]

   Note: A copy of Appendix D is included in this checklist.

3. *☞ Is there a written respiratory protection program that includes the following? [29 CFR 1910.134(c)(1)]

   a) Medical evaluations of individuals who will wear respirators; and

   b) Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators.

4. *☞ Has a medical evaluation been performed to determine the individual's ability to use a respirator, before the individual uses the respirator in the workplace? [29 CFR 1910.134(e)(1)]

   Note: Consult 29 CFR 1910.134(e) for required medical evaluation procedures.

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Comments/Corrective Action:

5.	Are respirators issued for the exclusive use of an individual cleaned and disinfected as often as necessary to be maintained in a sanitary condition? [29 CFR 1910.134(h)(1)(i)]	Y N N/A DK
	Note: Exclusive use means the respirator is used only by one person and is not shared.	Y N N/A DK
6.	Are respirators issued to more than one individual cleaned and disinfected before being worn by different individuals? [29 CFR 1910.134(h)(1)(ii)]	Y N N/A DK
7.	Are respirators stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture or damaging chemicals? [29 CFR 1910.134(h)(2)(i)]	Y N N/A DK
8.	Are respirators in routine situations inspected before each use and during cleaning? [29 CFR 1910.134(h)(3)(1)(A)]	Y N N/A DK
9.	Are respirators that fail an inspection or are otherwise found to be defective removed from service and either discarded or repaired? [29 CFR 1910.134(h)(4)]	

Comments/Corrective Action:

Section Three - Respirators Required or Respirators Needed to Protect an Individual's Health

Please Circle

1. *☞ Where air contaminants are above acceptable levels, have steps been taken to prevent or reduce their concentration to below acceptable levels using feasible *engineering controls*? [29 CFR 1910.134(a)(1)]

   Note: Measures may include enclosure or confinement of an operation, general and local ventilation, and substitution of less toxic materials.

2. *☞ Where respirators are required to protect an individual from inhaling harmful air contaminants, is there a written respiratory protection program? [29 CFR 1910.134(c)(1)] Y N N/A DK

3. Does the written respiratory protection program include procedures for selecting respirators for use in the workplace? [29 CFR 1910.134(c)(1)(i)] Y N N/A DK

4. Does the written respiratory protection program include medical evaluations of individuals who will wear respirators? [29 CFR 1910.134(c)(1)(ii)] Y N N/A DK

5. Does the written respiratory protection program include fit testing procedures for tight-fitting respirators? [29 CFR 1910.134(c)(1)(iii)] Y N N/A DK

6. Does the written respiratory protection program include procedures for proper use of respirators in routine and reasonably foreseeable emergency situations? [29 CFR 1910.134(c)(1)(iv)] Y N N/A DK

Comments/Corrective Action:

7. Does the written respiratory protection program include procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators? [29 CFR 1910.134(c)(1)(v)]

8. Does the written respiratory protection program include procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators? [29 CFR 1910.134(c)(1)(vi)]

9. Does the written respiratory protection program include training of individuals in the respirator hazards to which they are potentially exposed during routine and emergency situations? [29 CFR 1910.134(c)(1)(vii)]

10. Does the written respiratory protection program include training of individuals in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance? [29 CFR 1910.134(c)(1)(viii)]

11. Does the written respiratory protection program include procedures for regularly evaluating the effectiveness of the program? [29 CFR 1910.134(c)(1)(ix)]

12. * Has a program administrator been designated who is qualified by appropriate training and experience to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness? [29 CFR 1910.134(c)(3)]

13. Are respirators, training, and medical evaluations provided at no cost to individuals? [29 CFR 1910.134(c)(4)]

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Comments/Corrective Action

14. Are respirators selected on the basis of the anticipated hazards and user factors that affect respirator performance and reliability? [29 CFR 1910.134(d)(1)(i)]

15. Are all respirators *NIOSH certified*? [29 CFR 1920.134(d)(1)(ii)]

16. *☞ Have potential respiratory hazard(s) been identified and evaluated? [29 CFR 1910.134(d)(1)(iii)]

    Note: This evaluation shall include a reasonable estimate of a person's exposure to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Although personal air monitoring is the most reliable and accurate method to determine exposure, it is not required.

17. Are sufficient number of respirator models and sizes provided so that the respirators are acceptable to, and correctly fit, the users? [29 CFR 1910.134(d)(1)(iv)]

18. Are the respirators that are assigned, adequate to protect the health of the users and within the respirators' *assigned protection factor* and *maximum use concentration*? [29 CFR 1910.134(d)(3)]

19. *☞ Has a medical evaluation been performed to determine the individual's ability to use a respirator, before the individual is fit tested or required to use the respirator in the workplace? [29 CFR 1910.134(e)(1)]

    Note: The employer may discontinue medical evaluations when the individual is no longer required to use a respirator. Consult 29 CFR 1910.134(e) for required medical evaluation procedures.

Comments/Corrective Action:

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

20. *☞ Has an appropriate qualitative fit test or quantitative fit test been conducted on individuals who are using tight- fitting respirators? [29 CFR 1910.134(f)(1)]

Note: A record of the fit test should be maintained to document compliance. Procedures for fit-testing are included in Appendix A of the OSHA standard.

Y N N/A DK

21. * Was the fit test conducted prior to the initial use of the respirator, whenever a different facepiece (size, style, model or make) is used, and at least annually thereafter? [29 CFR 1910.134(f)(2)]

Y N N/A DK

22. Are tight-fitting respirator facepieces prohibited to be worn where any condition that interferes with the face-to-facepiece seal or valve function is present? [29 CFR 1910.134(g)(1)(i)]

Y N N/A DK

Note: Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function is prohibited.

Y N N/A DK

23. Are corrective glasses or goggles or other personal protective equipment worn in a manner that does not interfere with the seal of the facepiece to the face of the user. [29 CFR 1910.134(g)(1)(ii)]

Y N N/A DK

24. Is a user seal check performed by the employee each time a tight fitting respirator is put on? [29 CFR 1920.134(g)(1)(iii)]

Note: User seal checks include positive and negative pressure checks to identify potential leakage around the facepiece.

Comments/Corrective Action:

Y N N/A DK

25. Do individuals leave the respirator use area to wash their faces and facepieces as necessary, to replace filter, cartridge, or canister elements, or if they detect vapor or gas breakthrough, changes in breathing resistance, or facepiece leakage? [29 CFR 1910.134(g)(2)(ii)]

Y N N/A DK

26. Are respirators issued for the exclusive use of an individual cleaned and disinfected as often as necessary to be maintained in a sanitary condition? [29 CFR 1910.134(h)(1)(i)]

Y N N/A DK

27. Are respirators issued to more than one individual cleaned and disinfected before being worn by different individuals? [29 CFR 1910.134(h)(1)(ii)]

Y N N/A DK

28. Are respirators stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture or damaging chemicals? [29 CFR 1910.134(h)(2)(i)]

Y N N/A DK

29. Are respirators in routine situations inspected before each use and during cleaning? [29 CFR 1910.134(h)(3)(1)(A)]

Y N N/A DK

30. Are respirators that fail an inspection or are otherwise found to be defective removed from service and either discarded or repaired? [29 CFR 1910.134(h)(4)]

Y N N/A DK

31. * Does compressed breathing air meet the requirements for *Grade D Breathing Air*? [29 CFR 1910.134(i)(2)(ii)]

Note: Documentation of breathing air quality should be maintained to show compliance.

Comments/Corrective Action:

32. Are compressors used to supply breathing air situated to prevent entry of contaminated air into the air supply system? [29 CFR 1910.134(i)(5)(i)]

33. * Are compressors used to supply breathing air constructed to minimize moisture content? [29 CFR 1910.134(i)(5)(ii)]

34. * Are compressors used to supply breathing air equipped with air-purifying sorbent beds and filters to further ensure breathing air quality? [29 CFR 1910.134(i)(5)(iii)]

35. * Are compressors used to supply breathing air provided with tags indicating the most recent date on which the air- purification filters or sorbent beds were changed, along with the signature of the authorized person performing the change? [29 CFR 1910.134(i)(5)(iv)]

36. * Are high temperature or carbon monoxide alarms, or both, present on oil-lubricated compressors to monitor carbon monoxide levels? [29 CFR 1910.134(I)(7)]

37. Are filters, cartridges and canisters labeled and color-coded with the NIOSH approval label? [29 CFR 1910.134(j)]

38. Has training been provided to individuals who wear respirators on why the respirator is necessary, its proper use, fit, and maintenance? [29 CFR 1910.134(k)(1)(i)]

39. Has training been provided to individuals who wear respirators on the capabilities and limitations of the respirator? [29 CFR 1910.134(k)(1)(ii)]

40. Has training been provided to individuals who wear respirators on how to use the respirator in emergency situations? [29 CFR 1910.134(k)(1)(iii)]

Comments/Corrective Action:

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK
Y N N/A DK

41.	Has training been provided to individuals who wear respirators on how to inspect, put on and remove, use, and check the seals of the respirator? [29 CFR 1910.134(k)(1)(iv)]	Y N N/A DK
42.	Has training been provided to individuals who wear respirators on procedures for maintenance and storage of the respirator? [29 CFR 1910.134(k)(1)(v)]	Y N N/A DK
43.	Has training been provided to individuals who wear respirators on how to recognize medical signs and symptoms that may limit or prevent the effective use of respirators? [29 CFR 1910.134(k)(1)(vi)]	Y N N/A DK
44.	Are workplace evaluations conducted to ensure that the written respiratory protection program is being properly implemented? [29 CFR 1910.134(l)]	Y N N/A DK
45.	Are records maintained regarding medical evaluations, fit testing, and the respirator program? [29 CFR 1910.134(m)]	

Definitions:

Assigned protection factor (APF) means the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to users when they are used under a continuing, effective respiratory protection program.

Dust mask means a *filtering facepiece* type respirator.

Comments/Corrective Action:

Engineering control means physical changes to equipment and operations to reduce exposure to air contaminants. Engineering controls may include: adding local exhaust ventilation, changing to better equipment that release less air contaminants and enclosing operations to prevent exposure.

Filtering facepiece (dust mask) means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Grade D Breathing Air means air quality specified by the Compressed Gas Association Commodity Specification G7.1-1989 as referenced in OSHA 29 CFR 1910.134(i)(1)(ii). It specifies that the oxygen content be 19.5-23.5%, the condensed hydrocarbon concentration be at or below 5 mg/m^3, the carbon monoxide concentration be at or below 10 ppm, and the carbon dioxide concentration be at or below 1,000 ppm.

Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Maximum use concentration (MUC) means the maximum atmospheric concentration of a hazardous substance from which a user can be expected to be protected when wearing a respirator, and is determined by the *assigned protection factor* of the respirator or class of respirators and the exposure limit of the hazardous substance. The MUC can be determined mathematically by multiplying the assigned protection factor specified for a respirator by the required OSHA permissible exposure limit, short-term exposure limit, or ceiling limit. When no OSHA exposure limit is available for a hazardous substance, an employer must determine an MUC on the basis of relevant available information and informed professional judgment.

NIOSH "Certified" Respirator means a respirator meeting the requirements of 42 CFR Part 84. All respirators approved by NIOSH have an approval number that looks like this: TC-84A-111 or TC-23C-222. A respirator is "approved" for a specific set of circumstances and conditions. If the particular circumstances or conditions of use exceed those for which it was approved, the respirator may provide inappropriate protection and is no longer considered

Comments/Corrective Action:

to be approved. The following are examples of things you can do to invalidate the approvals: altering the respirator in any way such as by removing a strap or interchanging parts; using an air-purifying respirator equipped with organic vapor cartridges for an organic vapor with poor warning properties; using an air-purifying respirator equipped with organic vapor cartridges for an organic vapor at concentrations above the maximum use concentration established by OSHA or NIOSH.

Comments/Corrective Action:

Appendix D to 1910.134 (Slightly Modified) Information for Individuals Using Respirators When Not Required Under the Standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for individuals. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the individual. Sometimes, individuals may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not
exceed the limits set by applicable standards. If your school provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect against gasses, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Safe Schools: A Health and Safety Check

New Jersey Safe Schools Program/New Jersey Department of Education

Appendix I:
Bloodborne Pathogens - Part 1
Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Bloodborne Pathogens - Part 1

Self Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by the U.S. Department of Labor - OSHA under the General Industry standard 29 CFR 1910.1030. These regulations were adopted by reference by the New Jersey PEOSH Program and the New Jersey Department of Education. Two related regulations issued by the New Jersey Department of Education are also included: N.J.A.C. 6A:16-2.3 and 6A:19-10.9. It applies to all situations where a person's work activities may result in exposure to blood or *other potentially infectious materials*. Such activities might include students learning how to take blood tests or teachers who are trained in first aid and are required to render first aid in the event of an emergency. This checklist does not cover acts which result in exposure to blood or *other potentially infectious materials* when voluntarily assisting others in an emergency. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Definitions of italicized terms are provided at the end of the checklist to help you understand some of the questions.

Exposure Control Plan

1.	* Is there a written Exposure Control Plan? [29 CFR	1910.1030(c)(1)(i), (c)(1)(ii) and (c)(2)]

Please Circle Y N N/A DK

Note: The Exposure Control Plan must include a list of jobs, tasks and procedures identified as having a potential exposure to *bloodborne pathogens*; methods to be used to protect employees and students; when and how hepatitis B vaccinations will be provided; procedures for post-exposure evaluation and follow-up when there has been an exposure incident; content and methods for training students and employees; and how records will be maintained.

2. * Is the written Exposure Control Plan available on request to employees and students for examination and/or copying? [29 CFR 1910.1030(c)(1)(iii)]

Y N N/A DK

3. * Has the written Exposure Control Plan been reviewed and updated at least annually? [29 CFR 1910.1030(c)(1)(iv)]

Y N N/A DK

4. * Has the written Exposure Control Plan been updated whenever there are changes to tasks, procedures or job positions that might impact on occupational exposure to bloodborne pathogens? [29 CFR 1910.1030(c)(1)(iv)]

Y N N/A DK

5. * Does the written Exposure Control Plan include documentation of annual consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure? [29 CFR 1910.1030(c)(1)(iv)]

Y N N/A DK

6. * Has the written Exposure Control Plan been developed with input from non-managerial employees who are occupationally exposed to bloodborne pathogens? [29 CFR 1910.1030(c)(1)(v)]

Y N N/A DK

7. * Does the district have written policies and procedures for handling blood and body fluids? [N.J.A.C. 6A:16-2.3(e)]

Y N N/A DK

Engineering and Work Practice Controls

8. Are *universal precautions* followed to prevent contact with blood or *other potentially infectious materials*? [29 CFR 1910.1030(d)(1) and N.J.A.C. 6A:19-10.9]

9. Are *engineering* and *work practice controls* used before use of personal protective equipment? [29 CFR 1910.1030(d)(2)(i)]

Y N N/A DK

10. Are *engineering controls* examined and maintained on a regular schedule to ensure their effectiveness? [29 CFR 1910.1030(d)(2)(ii)]

Y N N/A DK

11. Are handwashing facilities readily accessible? [29 CFR 1910.1030(d)(2)(iii)]

Y N N/A DK

Note: If providing handwashing facilities is not feasible, an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes may be substituted. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible. [29 CFR 1910.1030(d)(2)(iv)]

Y N N/A DK

12. Do students and employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment? [29 CFR 1910.1030(d)(2)(v)]

Y N N/A DK

13. Are hands or other skin areas washed/flushed with soap and water following contact with blood or *other potentially infectious materials*? [29 CFR 1910.1030(d)(2)(vi)]

Y N N/A DK

14. Are bending, recapping or removing contaminated needles or sharps prohibited except as noted below? [29 CFR 1910.1030(d)(2)(vii)]

    Note Exception: If there are no feasible alternatives to recapping or removing needles or sharps, such recapping or needle removal may only be accomplished through the use of a mechanical device or a one-handed technique. Such procedures could involve the one-handed "scoop" technique, using the needle itself to pick up the cap, pushing cap and sharp together against a hard surface to ensure a tight fit.
    Or, the sharp might also be recapped by holding the cap with tongs or forceps to place it on the needle.

15. Are shearing or breaking of contaminated needles prohibited? [29 CFR 1910.1030(d)(2)(vii)]

    Y N N/A DK

16. Are eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses prohibited in work areas where there is potential exposure to *bloodborne pathogens*? [29 CFR 1910.1030(d)(2)(ix)]

    Y N N/A DK

17. Are food and drink prohibited in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or *other potentially infectious materials* are present? [29 CFR 1910.1030(d)(2)(x)]

    Y N N/A DK

18. Are procedures involving blood or *other potentially infectious materials* performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances? [29 CFR 1910.1030(d)(2)(xi)]

    Y N N/A DK

19. Is mouth pipetting/suctioning of blood or *other potentially infectious agents* prohibited? [29 CFR 1910.1030(d)(2)(xii)]

20. Are specimens of blood or *other potentially infectious materials* placed in an appropriate container which prevents leakage during collection, handling, processing, storage, transport, or shipping? [29 CFR 1910.1030(d)(2)(xiii)]

Personal Protective Equipment

21. Is personal protective equipment such as gloves, gowns, laboratory coats, face shields or masks and eye protection provided free to persons potentially exposed to *bloodborne pathogens*? [29 CFR 1910.1030(d)(3)(i)]

22. Is personal protective equipment of appropriate sizes readily accessible or issued to individual persons? [29 CFR 1910.1030(d)(3)(iii)]

23. Are hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives readily accessible to those individuals who are allergic to the gloves normally provided? [29 CFR 1910.1030(d)(3)(iii)]

24. Is personal protective equipment repaired or replaced to maintain its effectiveness? [29 CFR 1910.1030(d)(3)(v)]

25. Are garments which have been penetrated by blood or *other potentially infectious materials* removed immediately or as soon as possible by the user? [29 CFR 1910.1030(d)(3)(vi)]

26. Is all personal protective equipment removed prior to leaving the work area? [29 CFR 1910.1030(d)(3)(vii)]

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

27. When personal protective equipment is removed, is it placed in an appropriately designated area or container for storage, washing, decontamination or disposal? [29 CFR 1910.1030(d)(3)(viii)]

Y N N/A DK

28. Are gloves worn, in situations where there is a potential for hand contact with blood or *other potentially infectious materials*? [29 CFR 1910.1030(d)(3)(ix)]

Y N N/A DK

Note: This includes touching contaminated items or surfaces and persons receiving phlebotomy training.

29. Are disposable (single use) gloves replaced as soon as they are contaminated, torn, punctured or have lost their ability to function as a barrier? [29 CFR 1910.1030(d)(3)(ix)(A)]

Y N N/A DK

30. Are disposable (single use) gloves prohibited from being re-used? [29 CFR 1910.1030(d)(3)(ix)(B)]

Y N N/A DK

31. Are utility gloves decontaminated and re-used only if the integrity of the glove is not compromised? [29 CFR 1910.1030(d)(3)(ix)(C)]

Y N N/A DK Y N N/A DK

32. Are masks in combination with eye protection devices such as goggles or glasses with solid side shields or chin-length face shields worn whenever splashes, spray, spatter, or droplets of blood or *other potentially infectious materials* may be generated and eye, nose, or mouth contamination can be reasonably anticipated? [29 CFR 1910.1030(d)(3)(x)]

Y N N/A DK

33. Are gowns, aprons, lab coats, clinic jackets, or similar outer garments worn whenever there is reasonably anticipated exposure to blood or *other potentially infectious materials*? [29 CFR 1910.1030(d)(3)(xi)]

Y N N/A DK

Definitions:

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Other Potentially Infectious Materials means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Safe Schools: A Health and Safety Check

New Jersey Safe Schools Program/New Jersey Department of Education

Appendix D:
Bloodborne Pathogens - Part 2
Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Bloodborne Pathogens - Part 2
Self Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by the U.S. Department of Labor - OSHA under the General Industry standard 29 CFR 1910.1030. These regulations were adopted by reference by the New Jersey PEOSH Program and the New Jersey Department of Education. It applies to all situations where a person's work activities may result in exposure to blood or *other potentially infectious materials*. Such activities might include students learning how to take blood tests or teachers who are trained in first aid and are required to render first aid in the event of an emergency. This checklist does not cover acts which result in exposure to blood or *other potentially infectious materials* when voluntarily assisting others in an emergency. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions.

Housekeeping

1. Is there a written schedule for cleaning and method of decontamination for all areas and surfaces that may become contaminated with blood or *other potentially infectious materials*? [29 CFR 1910.1030(d)(4)(i)]

2. Are all equipment and working surfaces cleaned and decontaminated immediately or as soon as feasible after contact with blood or *other potentially infectious materials*? [29 CFR 1910.1030(d)(4)(ii)]

Please Circle Y N N/A DK

Y N N/A DK

3. Are protective covers used to cover equipment and surfaces removed and replaced as soon as feasible when they become overtly contaminated? [29 CFR 1910.1030(d)(4)(ii)(B)]

   Note: Examples of protective coverings include: plastic wrap, aluminum foil, or absorbent paper backed with impervious material.

4. Are all reusable receptacles such as bins, pails and cans that are likely to become contaminated with blood or *other potentially infectious materials* inspected and decontaminated on a regular schedule? [29 CFR 1910.1030(d)(4)(ii)(C)]

5. Are all reusable receptacles such as bins, pails and cans that are likely to become contaminated with blood or *other potentially infectious materials* cleaned and decontaminated immediately, or as soon as feasible upon visible contamination? [29 CFR 1910.1030(d)(4)(ii)(C)]

6. Is directly picking up broken contaminated glassware, using your hands, prohibited? [29 CFR 1910.1030(d)(4)(ii)(D)]

7. Is broken contaminated glassware only cleaned up using mechanical means such as a brush and dust pan, tongs, or forceps? [29 CFR 1910.1030(d)(4)(ii)(D)]

8. Are contaminated sharps discarded immediately or as soon as feasible into containers? [29 CFR 1910.1030(d)(4)(iii)(A)(1)]

9. Are containers used for disposing of sharps closable, puncture resistant, leakproof on sides and bottom, and labeled with a biohazard warning label or colored red? [29 CFR 1910.1030(d)(4)(iii)(A)(1)]

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK Y N N/A DK

10. Are containers used for disposing of sharps easily accessible and located in the area where sharps are used or can be reasonably anticipated to be found? [29 CFR 1910.1030(d)(4)(iii)(A)(2)(i)] Y N N/A DK

11. Are containers used for disposing of sharps maintained upright throughout use? [29 CFR 1910.1030(d)(4)(iii)(A)(2)(ii)] Y N N/A DK

12. Are containers used for disposing of sharps replaced routinely and not allowed to overfill? [29 CFR 1910.1030(d)(4)(iii)(A)(2)(iii)] Y N N/A DK

13. Are containers containing sharps closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping? [29 CFR 1910.1030(d)(4)(iii)(A)(3)(i)]

14. Are containers containing sharps placed in an appropriate secondary container if leakage is possible? [29 CFR 1910.1030(d)(4)(iii)(A)(3)(ii)]

15. Are reusable sharps that are contaminated with blood or *other potentially infectious materials* not stored or processed in a manner that requires a person to reach by hand into the containers where these sharps have been placed? [29 CFR 1910.1030(d)(4)(ii)(E)]

16. Are reusable containers not opened, emptied, or cleaned manually or in any other manner which might expose a person to the risk of skin puncture? [29 CFR 1910.1030(d)(4)(iii)(A)(4)]

Y N N/A DK

Y N N/A DK

17. Is regulated waste, other than sharps, placed into containers which are: [29 CFR 1910.1030(d)(4)(iii)(B)(1)]

    a) closable?

    b) constructed to contain all contents and prevent leakage of fluid during handling, storage, transport or shipping?

    c) labeled with the biohazard warning label or colored red?

    d) closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport or shipping?

18. Are containers of regulated waste, other than sharps, that have become contaminated on the outside placed into appropriate secondary containers as defined in Question 17? [29 CFR 1910.1030(d)(4)(iii)(B)(2)]

19. Is contaminated laundry handled as little as possible with a minimum of agitation or movement? [29 CFR 1910.1030(d)(4)(iv)(A)]

20. Is contaminated laundry bagged or containerized at the location it is used? [29 CFR 1910.1030(d)(4)(iv)(A)(1)]

21. Is contaminated laundry placed and transported in bags or containers labeled with the biohazard symbol or colored red? [29 CFR 1910.1030(d)(4)(iv)(A)(2)]

22. Is wet contaminated laundry placed and transported in bags or containers that will prevent soak-through and/or leakage of fluids to the exterior? [29 CFR 1910.1030(d)(4)(iv)(A)(3)]

Y N N/A DK Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

23. Do persons who handle contaminated laundry wear protective gloves and other appropriate personal protective equipment? [29 CFR 1910.1030(d)(4)(iv)(B)]

24. If contaminated laundry is sent off-site to a second facility which does not utilize Universal Precautions in the handling of all laundry, is the laundry place in bags or containers that are labeled or color-coded as a biohazard?[29 CFR 1910.1030(d)(4)(iv)(C)]

Hepatitis B Vaccination

25. Is the hepatitis B vaccination series made available to all persons who are reasonably anticipated to come in contact with blood or *other potentially infectious materials* through the performance of their job duties? [29 CFR 1910.1030(f)(1)]

26. Is the hepatitis B vaccination series made available to persons who have received the required *bloodborne pathogen* training? [29 CFR 1910.1030(f)(2)]

27. Within 10 days of initial assignment, is the hepatitis B vaccination series made available to persons whose job is reasonably anticipated to have contact with blood or *other potentially infectious materials*? [29 CFR 1910.1030(f)(2)(i)]

28. Have persons who refused to take the hepatitis B vaccination series signed a statement to that effect following the form prescribed by the OSHA standard? [29 CFR 1910.1030(f)(2)(iv)]

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Post-exposure Evaluation and Follow-up

		Y	N	N/A	DK
29.	Is a confidential medical evaluation and follow-up made available to an exposed person following a report of an exposure incident? [29 CFR 1910.1030(f)(3) and (5)] Note: The medical evaluation and follow-up must include documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred; identification and documentation of the source individual unless identification is infeasible or prohibited by state law; the HBV or HIV infectivity of the source individual if it can be legally determined; collection and testing of blood from the exposed individual for HBV and HIV serological status provided consent is given; post-exposure prophylaxis when medically indicated; counseling; evaluation of reported illnesses; and a written opinion from a healthcare professional.				

Labels

30.	Are containers of regulated waste labeled with a biohazard warning label? [29 CFR 1910.1030(g)(1)(i)] Note: Red bags or red containers may be substituted for a biohazard warning label. Containers include refrigerators and freezers containing blood or *other potentially infectious materials*, and other containers used to store, transport or ship blood or *other potentially infectious materials*.				

Y N N/A DK

Training

31. Are individuals who are reasonably anticipated to have contact with blood or *other potentially infectious materials* in the course of their work or student activities provided training on *bloodborne pathogens*? [29 CFR 1910.1030(g)(2)]

    Note: The training must include an accessible copy of the OSHA standard; a general explanation of the epidemiology and symptoms of bloodborne diseases; an explanation of the modes of transmission of *bloodborne pathogens*; an explanation of the exposure control plan and how to obtain a copy; an explanation of how to recognize tasks and other activities that may involve exposure to blood and *other potentially infectious materials*; an explanation of *engineering controls*, *work practice controls* and personal protective equipment; information on hepatitis B vaccine; emergency information and procedures; information on the post-exposure evaluation and follow-up; information on labels and color coding; and an opportunity for interactive questions and answers.

32. Is *bloodborne pathogen* training provided before or at the time of initial assignment where contact with blood or *other potentially infectious materials* is possible? [29 CFR 1910.1030(g)(2)(ii)(A)]

33. Is *bloodborne pathogen* refresher training provided at least annually? [29 CFR 1910.1030(g)(2)(ii)(C)]

Y N N/A DK

Y N N/A DK

Y N N/A DK

34. Is additional *bloodborne pathogen* training provided when changes are instituted that might affect exposure such as modification of tasks or procedures or adoption of new tasks or procedures? [29 CFR 1910.1030(g)(2)(v)]

35. Is the *bloodborne pathogen* training material appropriate in content and vocabulary to the educational level, literacy, and language of people to be trained? [29 CFR 1910.1030(g)(2)(vi)]

36. Is the person(s) who conducts the *bloodborne pathogen* training knowledgeable in the subject matter? [29 CFR 1910.1030(g)(2)(viii)]

Recordkeeping

37. Are accurate medical records maintained regarding hepatitis B vaccinations, examinations, medical testing, follow-up procedures, and copies of written opinions given in response to exposure incidents? [29 CFR 1910.1030(h)(i)]

    Note: These records are confidential.

38. Are records maintained of training that shows the dates of the training sessions, the contents of the training session, the names and qualifications of person conducting the training, and the names of the persons attending the training sessions? [29 CFR 1910.1030(h)(2)(i)]

39. Are training records maintained for at least 3 years? [29 CFR 1910.1030(h)(2)(ii)]

40. Is a sharps injury log established and maintained that records percutaneous injuries from contaminated sharps? [29 CFR 1910.1030(h)(5)(i)]

Note: These records should protect the confidentiality of the injured employee or student and include the following information: the type and brand of device involved in the incident, the department of work area where the exposure incident occurred, and an explanation of how the incident occurred.

Y N N/A DK

Definitions:

Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Other Potentially Infectious Materials means

1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

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Safe Schools: A Health and Safety Check

New Jersey Safe Schools Program/New Jersey Department of Education

Appendix K:
Food Preparation and Service-
Part 1 Self-Inspection
Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Food Preparation and Service - Part 1

Self-Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Food Supplies
Source; Protection; Wholesomeness; Misbranding

1. Is all food in a public food preparation or service area from a source which complies with applicable State and local regulations? [N.J.A.C. 8:24-2.1(a)]
2. Is all food protected against contamination and spoilage during handing, packaging, and storage, and while in transit? [N.J.A.C. 8:24-2.1(a)]
3. Is food prepared at home forbidden in a public food preparation or service area? [N.J.A.C. 8:24-2.1(b)]

Please Circle

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Comments/Corrective Action:

4. Is food inspected prior to use to ensure it is clean, wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption? [N.J.A.C. 8:24-2.1(c)] Y N N/A DK

5. Is all hermetically sealed food (such as a sealed baby food jar) in a public food preparation or service area only from an approved food processing establishment? [N.J.A.C. 8:24-2.1(c)] Y N N/A DK

6. Are all fluid milk or fluid milk products pasteurized? [N.J.A.C. 8:24-2.1(e)] Y N N/A DK

7. Are pasteurized fluid milk and fluid milk products in a public food preparation and service area from a source which is in compliance with applicable State and local regulations? [N.J.A.C. 8:24-2.1(d)] Y N N/A DK

8. Are reconstituted dry milk and dry milk products only used in instant desserts and whipped products, or for cooking and baking purposes? [N.J.A.C. 8:24-2.1(e)] Y N N/A DK

9. When reconstituting non-dairy creaming, whitening or whipping agents: [N.J.A.C. 8:24-2.1(e)]

   a) Has the storage container be sanitized? Y N N/A DK

   b) Is the storage container covered? Y N N/A DK

   c) Is the storage container one gallon or less in capacity? Y N N/A DK

   d) Has the reconstituted product been cooled throughout to 45 ^{o}F or below within four hours of preparation? Y N N/A DK

Comments/Corrective Action:

05/2018

10. Are all milk, milk products, and milk substitutes used for drinking purposes served from their original containers or from an approved bulk milk dispenser? [N.J.A.C. 8:24-2.1(f)]

11. If multi-use pitchers are used to serve milk, milk products or substitutes: [N.J.A.C. 8:24-2.1(g)]

    a) Is their use restricted to service in beverages such as coffee, tea, cocoa, and in other items such as cereals and fruits?

    b) Are the unused portions discarded after their use by the customer or group served?

    c) Is adding fresh product to the pitchers or the mixing of previously served product prohibited?

    d) Is the milk, fluid milk products or substitutes served at a temperature of 45 ^{o}F or below?

Frozen Desserts

12. Is there a license from the New Jersey State Department of Health and Senior Services for serving frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix? [N.J.A.C. 8:24-2.2(b)]

13. Are frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices and mix in compliance with all applicable State and local laws and regulations? [N.J.A.C. 8:24-2.2(a)]

Comments/Corrective Action:

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

05/2018

Shellfish

14. Does all shellfish come from a New Jersey Department of Health and Senior Services or U.S. Food and Drug Administration currently certified dealer? [N.J.A.C. 8:24-2.3(a)] (Names, addresses and certification numbers should be confirmed with your local health authority).

15. Does each container of unshucked or shucked shellfish have a tag which includes the dealer certification number, name of dealer, address of dealer, type of shellfish and quantity in package? [N.J.A.C. 8:24-2.3(b)1]

16. Are fresh and frozen shucked oysters, clams, and mussels packed in nonreturnable containers? [N.J.A.C. 8:24-2.3(b)2]

17. Are packages of fresh and frozen shucked oysters, clams, and mussels permanently marked with the name of the certified packer and the abbreviated name of the state? [N.J.A.C. 8:24-2.3(b)2]

18. Are each lot of fresh and frozen shucked shellfish accompanied by a properly completed shellfish tag? [N.J.A.C. 8:24-2.3(b)2]

19. Are shellstock and shucked shellfish stored in the container in which they are received until the container is empty? [N.J.A.C. 8:24-2.3(b)3]

20. Are required tags or stubs left on the shellfish container until the container is emptied? [N.J.A.C. 8:24-2.3(b)3]

Comments/Corrective Action:

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

21.	Are required tags or stubs on shellfish containers immediately marked with the date of receipt? [N.J.A.C. 8:24-2.3(b)4]	Y N N/A DK
22.	Are required tags or stubs from shellfish containers kept on file for not less than 90 days (To track possible occurrences of shellfish hepatitis)? [N.J.A.C. 8:24-2.3(b)4]	Y N N/A DK
	Eggs	Y N N/A DK
23.	Are whole eggs clean, with shells intact and without cracks or excessive checks? [N.J.A.C. 8:24-2.5]	Y N N/A DK
24.	Are whole shell eggs broken by a method that minimizes the commingling of the shell, shell fragments or membrane with the liquid contents of the eggs? [N.J.A.C. 8:24-2.5(b)]	Y N N/A DK
25.	Are shell eggs that are cracked and pooled, cooked immediately? [N.J.A.C. 8:24-2.5(c)]	
26.	Is the use of raw eggs (not cooked to a temperature of at least 140 degrees Fahrenheit) as a major component in the preparation of uncooked or undercooked ready-to-eat foods prohibited? [N.J.A.C. 8:24-2.5(d)]	
	Note: Eggs prepared for individual service at the time of customer order and provided immediately for consumption may be served raw or cooked to a product temperature of less than 140 degrees Fahrenheit.	

Comments/Corrective Action:

05/2018

Emergency Occurrences

Y N N/A DK

27. If there has been an emergency occurrence, has the person in charge kept *potentially hazardous food* from being held outside of the safe temperature range? [N.J.A.C. 8:24-2.6]

Y N N/A DK

28. Are events such as fire, flood, power outage which jeopardize food safety promptly reported to the health department? [N.J.A.C. 8:24-2.6]

Y N N/A DK

Food Protection - General

29. Have precautions been taken to prevent food contamination from dust, flies, rodents and other vermin, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage, poisonous and toxic materials and any other source? [N.J.A.C. 8:24-3.1(a)]

Y N N/A DK

30. Are refrigeration, hot food storage and display facilities conveniently located to assure required temperatures during storage, preparation, transportation, display and service? [N.J.A.C. 8:24-3.1(b)]

Y N N/A DK

31. Does each refrigerator have an easily observed *indicating thermometer* accurate to ± 3 degrees Fahrenheit? [N.J.A.C. 8:24-3.1(b)]

32. Does the refrigerator thermometer provide the true air temperature within the unit (not the blower temperature)? [N.J.A.C. 8:24-3.1(b)]

Comments/Corrective Action:

33. Does each hot food facility storing *potentially hazardous food* have an easily readable recording or *indicating thermometer* accurate to ± 3 degrees Fahrenheit and located to measure the air temperature in the coolest part of the facility? [N.J.A.C. 8:24- 3.1(c)]

Y N N/A DK

34. If a hot food thermometer is impractical and not built in, is there a *product thermometer* readily available and used to check internal food temperatures? [N.J.A.C. 8:24-3.1(c)]

Y N N/A DK

35. If a *stem-type thermometer* is used, is it sanitized prior to use to prevent cross contamination? [N.J.A.C. 8:24-3.1(a)] (An example of cross contamination is when a thermometer is removed from a pocket or drawer and is put directly into the product without sanitizing it.)

Y N N/A DK

36. Has a *stem-type thermometer* been used to monitor the proper internal cooking, cooling, reheating, hot holding, or cold holding temperatures of all *potentially hazardous foods*? All stages must be monitored to prevent foodborne illness. [N.J.A.C. 8:24-3.1(d)]

Y N N/A DK

Food Temperatures

37. Is perishable food maintained at such temperatures to prevent spoilage? [N.J.A.C. 8:24-3.2(a)]

38. Is *potentially hazardous food* kept at 45 degrees Fahrenheit or below or 140 degrees Fahrenheit or above? [N.J.A.C. 8:24-3.2(b)]

39.	Has frozen food been maintained in its frozen state at zero degrees Fahrenheit or below until removed from storage for preparation? [N.J.A.C. 8:24-3.2(b) and (f)]	Y N N/A DK	Y N N/A DK

Comments/Corrective Action:

40. Are large quantities of *potentially hazardous food* which are to be refrigerated after preparation rapidly cooled (120 degrees Fahrenheit to 70 degrees Fahrenheit within two hours) using one of the following methods? [N.J.A.C. 8:24- 3.2(c)] Y N N/A DK

a) shallow pans having no greater than 4 inches depth; or

b) agitation; or

c) quick chilling refrigeration equipment; or Y N N/A DK

d) water circulation external to the food container.

41. If *potentially hazardous food* is being cooled in conventional refrigeration equipment, is it left in uncovered containers that are not stacked? [N.J.A.C. 8:24-3.2(c)] Y N N/A DK

Note: Precautions should be taken to protect uncovered foods from contamination while they are cooling. Y N N/A DK

42. If there is a working container of mayonnaise/salad dressing containing eggs and egg products, has the temperature been kept at 45 degrees Fahrenheit or below? If no, then discard after three hours. [N.J.A.C. 8:24-3.2(c)]

Note: If mayonnaise or salad dressing is transferred to another container, it may not be returned to the original container.

43. When *potentially hazardous food* is served hot and is placed on display, except for rare roast beef, is the display temperature at 140 degrees Fahrenheit or above. [N.J.A.C. 8:24-3.2(d)1]

05/2018

44. When rapidly prechilled food is put on display, is the temperature maintained below 45 degrees Fahrenheit or between 45 degrees Fahrenheit and 55 degrees Fahrenheit for no more than four hours? [N.J.A.C. 8:24-3.2(d)2] Y N N/A DK

45. If hollandaise and other sauces are held at temperatures between 45 and 140 degrees Fahrenheit, are the ingredients fresh and is the sauce discarded after three hours? [N.J.A.C. 8:24-3.2(e)] Y N N/A DK

46. Is frozen food defrosted using one of the following procedures? [N.J.A.C. 8:24-3.2(g)] Y N N/A DK
   a) In refrigerated units at a temperature below 45 degrees Fahrenheit; or
   b) Under potable running water of a temperature of 70 degrees Fahrenheit or below; or
   c) In a microwave oven; or
   d) As part of the conventional cooking process; or
   e) Other method approved by the Health Department.

Definitions:

Indicating thermometer a thermometer which can reveal temperature by one or two degrees. Rather than a thermometer that will read safe, danger zone.

Pooled eggs means more than one egg mixed together in one container.

Stem-type, product Thermometer - A thermometer with a dial which reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor- free shell eggs or foods which have a pH level of 4.6 or below or a water activity (a_w) value of
0.85 or less.

05/2018

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Appendix L
Food Preparation and Service- Part 2
Self-Inspection Checklist Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Food Preparation and Service- Part 2
Self- Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

	Food Preparation	Please Circle Y N N/A DK
1.	Have all equipment and surfaces been washed and sanitized after contact with raw meat, poultry and unpasteurized liquid eggs and fish? [N.J.A.C. 8:24-3.3(a)]	Y N N/A DK
2.	Have hands been carefully washed after contact with any raw meat, poultry and unpasteurized liquid eggs and fish? [N.J.A.C. 8:24-3.3(a)]	Y N N/A DK
3.	Has proper equipment been provided to minimize direct manual contact of food? [N.J.A.C. 8:24-3.3(b)]	

Comments/Corrective Action:

05/2018

4. Have all raw fruits and raw vegetables been thoroughly washed before mixing with other ingredients? Raw fruits and vegetables come in contact with soil which may have contained bacteria, spores or been chemically treated. [N.J.A.C. 8:24-3.3(c)]

5. Except for poultry, stuffing with meat, pork and rare whole roast beef, is potentially hazardous food cooked to heat all parts of the food to a temperature of at least 140 degrees Fahrenheit? [N.J.A.C. 8:24-3.3(d)]

   Note: Eggs prepared for individual service for immediate consumption may be served raw or cooked to a product temperature of less than 140 degrees Fahrenheit.

6. When cooking poultry, is stuffing prohibited when the weight of the raw poultry exceeds two pounds prior to cooking? [N.J.A.C. 8:24-3.3(d)1]

7. When cooking poultry and stuffing with meat, have all the parts of the food reached at least 165 degrees Fahrenheit with no interruption of initial cooking process? [N.J.A.C. 8:24- 3.3(d)1]

8. When cooking pork, have all the parts of the food been heated to at least 150 degrees Fahrenheit in a conventional oven or to at least 170 degrees Fahrenheit in a microwave oven? [N.J.A.C. 8:24-3.3(d)2]

9. Has the internal temperature been taken of the rare whole roast beef with a sanitized stem-type thermometer to determine if it has reached 130 degrees Fahrenheit or above in a conventional oven or to at least 145 degrees Fahrenheit in a microwave oven? [N.J.A.C. 8:24-3.3(d)3]

Comments/Corrective Action:

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

10. If food is reheated, has it been done rapidly and within two hours to 165 degrees Fahrenheit or higher throughout before being served? [N.J.A.C. 8:24-3.3(e)]

    Note: Rare whole roast beef may be reheated to at least 130 degrees Fahrenheit.

11. Are steam tables, bainmaries, warmers, and similar hot food holding facilities prohibited for the rapid reheating of potentially hazardous foods? [N.J.A.C. 8:24-3.3(e)]

12. Are all utensils, equipment and surfaces thoroughly cleaned and sanitized prior to use? [N.J.A.C. 8:24-3.3(f)]

13. Are custards, cream fillings and similar products kept at or below 45 or above 140 degrees Fahrenheit, except during necessary periods of preparation and service? [N.J.A.C. 8:24-3.3(g)]

14. Are custards, cream fillings and similar products rapidly cooled to 45 degrees Fahrenheit or below promptly after preparation? [N.J.A.C. 8:24-3.3(g)]

    Note: Synthetic filled products may be excluded if the filling has a pH level of 4.6 or less; or it is handled in such a manner as to preclude contamination with and the growth of pathogenic microorganisms after heat processing; or other evidence is on file indicating the product will not support the growth of pathogenic microorganisms.

15. Are synthetic filled custards, cream fillings, and similar products that do not required refrigeration labeled as such? [N.J.A.C. 8:24-3.3(g)4]

Comments/Corrective Action:

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

Food Storage

16. Are food containers stored six inches off of the floor, except for cased food, packaged in waterproof containers, not exposed to moisture and on movable dollies, pallets or skids? [N.J.A.C. 8:24- 3.4(a)]

17. Are large quantities of food containers stored in bulk for five or more days elevated above the floor on skids, pallets or similar equipment? [N.J.A.C. 8:24-3.4(b)1]

18. Are large quantities of food containers stored in bulk for five or more days stored at least 12 inches from any wall with a six inch wide white inspection strip at the floor along each wall? [N.J.A.C. 8:24-3.4(b)2]

19. Are large quantities of food containers stored in bulk for five or more days divided into manageable cells with aisles, if necessary, to facilitate inspection? [N.J.A.C. 8:24-3.4(b)3]

20. Have procedures been taken to avoid cross contamination between food that requires no further washing or cooking with food that requires washing or cooking? For example, separate purchased prepared salad from raw fruits or raw meat. [N.J.A.C. 8:24-3.4(c)]

21. Is the storage of packaged or bottled foods in submerged water or other liquids prohibited? [N.J.A.C. 8:24-3.4(d)]

    Note: Pressurized containers of beverages may be stored in water if the water contains at least 50 ppm of available chlorine or equivalent; and the iced water is changed frequently enough to keep both the water and container clean.

Comments/Corrective Action:

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

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Y N N/A DK

22. Is the wet storage of shellfish prohibited? [N.J.A.C. 8:24- 3.4(e)]

Food Display and Service

23. Is prepared, unwrapped food on display protected by cleanable counters, service line or salad bar protector devices, cabinets, sneeze guards, display cases, containers, or similar type of protective equipment? [N.J.A.C. 8:24-3.5(a)]

24. Are self-service openings in counter guards designed and arranged to protect food from manual contact by customers. [N.J.A.C. 8:24-3.5(a)]

25. Is food, once served to a customer, not served again? [N.J.A.C. 8:24-3.5(a)]

26. Is wrapped food (other than *potentially hazardous food*) which has been unwrapped or become unwholesome discarded? [N.J.A.C. 8:24-3.5(a)]

27. Is *potentially hazardous food* in temporary buffets, smorgasbords or salad bars held at safe temperatures? [N.J.A.C. 8:24-3.5(b)1]

28. Is the quantity of food in temporary buffets, smorgasbords or salad bars limited for service to allow a fast turnover? [N.J.A.C. 8:24-3.5(b)2]

29. Are fresh supplies of food to temporary buffets, smorgasbords or salad bars provided to ensure proper food rotation? [N.J.A.C. 8:24-3.5(b)3]

Comments/Corrective Action:

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30.	Are unwrapped bulk foods in self-service containers provided to consumers for self-service sale easily cleanable, covered, 18 inches or less in depth and at least 30 inches off the floor? [N.J.A.C. 8:24-3.5(c)]	Y N N/A DK
31.	Are tongs, forks, spoons and other proper utensils provided for service to ensure minimum contact with food by customers and employees? [N.J.A.C. 8:24-3.5(d)]	Y N N/A DK
32.	Does each container of *potentially hazardous food* have its own dispensing utensil? [N.J.A.C. 8:24-3.5(d)]	Y N N/A DK
33.	Is *potentially hazardous food* displayed in such a way as to prevent cross contamination between raw and ready-to-eat products? [N.J.A.C. 8:24-3.5(d)]	Y N N/A DK
34.	If food dispensing is interrupted, are service utensils stored in the food with the dispensing utensil handle extended out of the food; or stored clean and dry; or stored in running water? [N.J.A.C. 8:24- 3.5(e)]	Y N N/A DK
35.	Are sugar, condiments, seasonings and dressings provided only in *sanitary dispensers* or in individual single service packages? [N.J.A.C. 8:24-3.5(f)]	Y N N/A DK
36.	Is *potentially hazardous food* in hot or cold holding units held or displayed behind the case fill line designed by the manufacturer of the case to ensure proper flow and circulation? [N.J.A.C. 8:24- 3.5(g)]	Y N N/A DK

Comments/Corrective Action:

05/2018

Food Transportation

37. Is all *potentially hazardous food* maintained at or below 45 degrees Fahrenheit or at or above 140 degrees Fahrenheit during transport, except if food is to be consumed within one- half hour of plating? [N.J.A.C. 8:24-3.6(a)]

    Note: Cold food may be allowed to reach 55 degrees Fahrenheit and hot food may be allowed to reach 130 degrees Fahrenheit if they are to be consumed within one-half hour of plating.

38. Is all frozen food kept at a temperature as to remain frozen during transportation? [N.J.A.C. 8:24-3.6(a)]

39. Is all food transported in covered containers or completely wrapped, except for hanging meats and raw agricultural products which will be prepared for consumption later? [N.J.A.C. 8:24-3.6(b)]

40. Is the transportation vehicle clean, free of vermin and in good repair? For example, no holes in floor that may allow exterior contaminates e.g. mud to enter vehicle. [N.J.A.C. 8:24-3.6(c)]

Poisonous and Toxic Materials	Y	N	N/A	DK

41. Is the storage of poisonous and toxic materials in food areas limited to only those materials used to maintain sanitary conditions? [N.J.A.C. 8:24-3.7(a)]

Comments/Corrective Action

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42. Are poisonous and toxic materials (e.g. pesticides) stored in a specifically identified and designated separate area (such as a cabinet) and away from food? [N.J.A.C. 8:24-3.7(c)]

Y N N/A DK

Note: Poisonous or toxic materials shall not be stored or displayed above food, food equipment, utensils or single- service items.

Y N N/A DK

43. Are bactericides and cleaning compounds stored in separate cabinets or areas of the room away from insecticides, rodenticides, or other poisonous materials? [N.J.A.C. 8:24- 3.7(c)]

44. Are first-aid supplies and personal medication stored in a way that prevent them from contaminating food and food contact surfaces.? [N.J.A.C. 8:24-3.7(c)]

45. Are poisonous polishing materials prohibited? [N.J.A.C. 8:24-3.7(a)]

46. Are containers of poisonous and toxic materials prominently and distinctively marked or labeled for easy identification as to contents? [N.J.A.C. 8:24-3.7(b)]

47. Are bactericides and cleaning compounds used in such a manner as to prevent toxic residue on food contact surfaces? [N.J.A.C. 8:24-3.7(d)]

48. Are poisonous materials and compounds used and stored in a way that avoids contaminating food, equipment, or utensils? [N.J.A.C. 8:24-3.7(f)]

49. Are poisonous materials used in accordance with the manufacturer's label? [N.J.A.C. 8:24-3.7(f)]

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

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50. Are poisonous compounds such as insecticides and rodenticides, in powdered form, distinctively colored so as not to be mistaken for food or food condiments? [N.J.A.C. 8:24- 3.7(e)]

Y N N/A DK

51. Are insecticides or rodenticides only applied by New Jersey Department of Environmental Protection certified applicators and in full compliance with the manufacturer's labeling? [N.J.A.C. 8:24-3.7(g)]

Y N N/A DK

Note: Often a vermin problem is incorrectly treated by the owner or another person. It is prohibited by law for a non certified person to treat for vermin infestation within a food preparation or service area.

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24

Sanitary dispenser - a container that when used with condiments does not contaminate remaining product when condiment is dispensed

Stem-type, product Thermometer - A thermometer with a dial which reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of

Comments/Corrective Action:

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infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods which have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Appendix M:
Food Preparation and Service- Part 3 Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Food Preparation and Service- Part 3
Self-Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms are provided at the end of the checklist to help you understand some of the questions. Questions marked with the symbol (🏭) may require the help of an outside expert. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

		Please Circle
	Health and Disease Controls Food Service Personnel	Y N N/A DK
1.	Are persons affected with any communicable disease, boils, infected wounds, sores, acute respiratory infection, nausea, vomiting and diarrhea prevented from working in any food area or with other food workers? [N.J.A.C. 8:24-4.1]	Y N N/A DK
	Hygiene Practices Food Service Personnel	
2.	Is personal jewelry prohibited where it could contaminate or become incorporated into food? [N.J.A.C. 8:24-4.2(a)]	

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3.	Is the use of tobacco products during food handling and disk washing prohibited? [N.J.A.C. 8:24-4.2(b)]	Y N N/A DK	Y N N/A DK
4.	Do employees consume food only in designated dining areas? [N.J.A.C. 8:24-4.2(c)]	Y N N/A DK	

Handwashing Food Service Personnel

5.	Are separate handwashing facilities away from food preparation areas provided at convenient locations? [N.J.A.C. 8:24-4.3(a)]	Y N N/A DK	
6.	Do workers wash their hands and exposed arms with soap and warm water before starting work, during work as necessary, after smoking, after eating, after drinking, after visiting the toilet or after handling raw food of animal origin? [N.J.A.C. 8:24-4.3(a)]		
7.	Are employees fingernails clean and neatly trimmed? [N.J.A.C. 8:24-4.3(b)]		

Clothing Food Service Personnel

8.	Is clean clothing worn by all persons including dishwashers? [N.J.A.C. 8:24-4.4(a)]	Y N N/A DK	Y N N/A DK
9.	Are there any extra clean uniforms/clothing available if clothing becomes soiled? [N.J.A.C. 8:24-4.4(a)]		

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10. Are effective hair restraints to prevent contamination properly used? For example, is hat sitting on the back of the head, and hair hanging out loosely prevented or not permitted. [N.J.A.C. 8:24-4.4(b)]

Y N N/A DK

Design, Construction and Materials Food Equipment and Utensils

11. Are multi-use equipment and utensils made with safe materials, corrosion resistant, nonabsorbent, smooth, easily cleanable, durable, dent resistant and sturdy? [N.J.A.C. 8:24- 5.1(a)]

Y N N/A DK

12. Is equipment inspected periodically and replaced, if necessary, with safe materials? [N.J.A.C. 8:24-5.1(a)]

Y N N/A DK

13. Are food contact surfaces of equipment and utensils (e.g. plastic mixing bowls) smooth; free of breaks, open seams, cracks and pits; easily accessible for cleaning; and in good repair? [N.J.A.C. 8:24-5.1(b) and (d)]

Y N N/A DK

14. Are wicker or plastic woven type or other hard to clean breadbaskets lined with clean disposable materials or clean washable materials when used for unwrapped food? [N.J.A.C. 8:24-5.1(b)]

Y N N/A DK

15. Are cutting boards easily removable and cleanable, nontoxic, nonabsorbent, smooth, and free of cracks, crevices and open seams? Cutting boards need to be washed - rinsed and sanitized since they come into direct contact with potentially hazardous foods and raw fruits and vegetables. [N.J.A.C. 8:24-5.1(c)]

Y N N/A DK

Comments/Corrective Action

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16. Is the use of wood as a food-contact service prohibited except for hard maple cutting boards and single-service articles such as chop sticks, stirrers or ice cream spoons? [N.J.A.C. 8:24- 5.1(c)]

17. Are mollusk and crustacea shells throughly washed, rinsed and sanitized if reused for service? [N.J.A.C. 8:24-5.1(e)]

    Note: Sanitization of these shells shall be accompanied by immersion in boiling water for thee minutes or immersion in a 100 ppm solution of chlorine for one minute.

18. Is equipment containing bearings and gears with unsafe lubricants designed and constructed so that the lubricant cannot leak, drip, or be forced into food or onto food contact surfaces? [N.J.A.C. 8:24-5.1(f)]

19. Are ventilation hoods and devices designed to prevent grease or condensation from collecting on walls and ceilings, and from dripping into food or onto food contact surfaces? [N.J.A.C. 8:24-5.1(i)]

20. Is the filter of the ventilation hood readily removable for cleaning and replacement? [N.J.A.C. 8:24-5.1(i)]

21. Are shelves that are not intended for food contact designed free of unnecessary ledges, projections, or crevices? Some shelves are elaborately designed, very deep within a cabinet, or not sealed but screwed or nailed into place. The above conditions make housekeeping difficult. [N.J.A.C. 8:24- 5.1(j)]

Comments/Corrective Action

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

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Y N N/A DK

22. Are ice storage bins free of beverage dispensing units' condensate drainage or non-potable water drainage tubes? [N.J.A.C. 8:24-5.1(k)]

Y N N/A DK

23. Is tubing conveying beverages or beverage ingredients to dispensing heads that comes in contact with stored ice fabricated with safe materials, grommeted at entry and exit points and kept clean? [N.J.A.C. 8:24-5.1(k)]

Y N N/A DK

24. Are all food contact surfaces that are not intended for in place cleaning readily accessible for manual cleaning and inspection? [N.J.A.C. 8:24-5.1(l)]

Note: Ready access means without being dissembled; or by disassembling without the use of tools; or by easy disassembling with the use of only simple tools kept available near the equipment.

Y N N/A DK

25. Is equipment intended for in-place cleaning designed and constructed that cleaning and sanitizing solutions can be circulated throughout a fixed system; and cleaning and sanitizing solutions will contact all interior surfaces; and the system is self-draining or otherwise completely evacuated; and cleaning procedures result in thorough cleaning of the equipment? [N.J.A.C. 8:24-5.1(m)]

26. Are sinks and drain boards self-draining? Self-draining may occur by pitching it toward one of the compartments of the sink. [N.J.A.C. 8:24-5.1(n)]

Comments/Corrective Action

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Equipment Installation and Location

		Y	N	N/A	DK
27.	Is equipment, including ice makers and ice storage equipment located away from under exposed or unprotected sewer lines, leaking water lines, water lines which may accumulate condensate or open stairwells which may cross contaminate equipment or ice? [N.J.A.C. 8:24-5.2(a)]	Y	N	N/A	DK
28.	Is nonportable equipment placed on tables sealed to the table or elevated by at least four inches? [N.J.A.C. 8:24-5.2(b)]	Y	N	N/A	DK
29.	Is nonportable equipment placed on tables installed to facilitate the cleaning of the equipment and adjacent areas? [N.J.A.C. 8:24-5.2(b)]	Y	N	N/A	DK
30.	Is floor mounted equipment sealed to the floor or does it have a minimum of a six inch clearance between floor and equipment? [N.J.A.C. 8:24-5.2(d)] Note: Vertically mounted floor mixers may be elevated to provide at least a four-inch clearance between the floor and equipment if no part of the floor under the mixer is more than six inches from cleaning access.				
31.	Unless sufficient space is provided for easy cleaning between, behind and above each unit of fixed equipment, is the space between it and adjoining equipment and adjacent walls or ceiling 1/32 inch or less or sealed? [N.J.A.C. 8:24- 5.2(f)]				

Comments/Corrective Action

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Y N N/A DK

32. Are aisles and working spaces between units of equipment and walls unobstructed and of sufficient width to permit workers to perform their duties readily without contamination of food or food contact surfaces by clothing or through personal contact? [N.J.A.C. 8:24-5.2(g)]

Equipment and Utensil Cleanliness

33. After each usage, is all tableware thoroughly cleaned to sight and touch? [N.J.A.C. 8:24-5.3(a)]

Y N N/A DK

34. After each usage, are all kitchenware and food contact surfaces (exclusive of cooking surfaces) used in the preparation, serving, display, or storage of food thoroughly cleaned to sight and touch? [N.J.A.C. 8:24-5.3(b) and (d)]

Y N N/A DK

35. Are the food contact surfaces of grills, griddles, and similar cooking devices and the cavities and door seals of microwave ovens cleaned after daily use? [N.J.A.C. 8:24-5.3(b)]

Y N N/A DK

36. Is the food contact surfaces of all cooking equipment kept free of encrusted grease deposits and other accumulated soil? [N.J.A.C. 8:24-5.3(b)]

Y N N/A DK

37. Have all nonfood contact surfaces been thoroughly cleaned as necessary to be free of dirt and in a sanitary condition? [N.J.A.C. 8:24-5.3(c)]

Y N N/A DK

38. Are cloths used for wiping food contact surfaces clean and only used for that purpose to prevent cross contamination? [N.J.A.C. 8:24-5.3(e)]

Y N N/A DK

Comments/Corrective Action

05/2018

Equipment and Utensil Sanitization

39. After each use, has all tableware been sanitized? [N.J.A.C. 8:24-5.4 (a)]

40. If a spoon or other utensil has been used for tasting, is it sanitized before being used again? [N.J.A.C. 8:24-5.4(a)]

41. Have all kitchenware and food contact surfaces that come in contact with potentially hazardous food or raw fruits or vegetables been sanitized after use or when there is an interruption of operations? For example is a slicer or frozen dessert machine sanitized the next day prior to use after the operation was closed? [N.J.A.C. 8:24-5.4(b)]

Methods and Facilities for Washing and Sanitizing For Both Manual and Machine Washing and Sanitizing

42. Prior to washing, have all equipment and utensils been preflushed, prescraped or when necessary presoaked? [N.J.A.C. 8:24-5.5(a)1]

43. Are dish tables, drainboards, or racks provided of adequate size to handle soiled items? [N.J.A.C. 8:24-5.5(a)2]

44. Do dish tables, drainboards, or racks provide adequate space/distance to avoid interference of soiled items with clean items? [N.J.A.C. 8:24-5.5(a)2]

45. Does washing remove foreign matter? [N.J.A.C. 8:24- 5.5(a)3]

46. Has the rinsing process effectively removed detergent solution and foreign matter? [N.J.A.C. 8:24-5.5(a)4]

Comments/Corrective Action

Y N N/A DK Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK Y N N/A DK

Y N N/A DK Y N N/A DK

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47. Are cleaned equipment and utensils properly sanitized? [N.J.A.C. 8:24-5.5(a)5]

Y N N/A DK

48. Have all sanitized utensils or food contact surfaces been allowed to air dry? [N.J.A.C. 8:24-5.5(a)6]

Note: Towel drying of equipment and utensils is prohibited.

Y N N/A DK

Methods and Facilities for Washing and Sanitizing Manual Washing and Sanitizing

49. For manual washing, are three sinks provided for the wash-rinse-sanitize cycle? [N.J.A.C. 8:24-5.5(b)1]

Y N N/A DK

50. Are sink compartments large enough to permit complete immersion of the equipment and utensils intended to be cleaned? [N.J.A.C. 8:24-5.5(b)1]

Y N N/A DK

51. Do all sink compartments have a supply of hot and cold potable running water? [N.J.A.C. 8:24-5.5(b)1]

Y N N/A DK

52. Have all sinks been cleaned prior to use? [N.J.A.C. 8:24-5.5(b)2]

Y N N/A DK

53. Are equipment and utensil preflushed or prescraped and, when necessary, presoaked to remove gross food particles and soil? [N.J.A.C. 8:24-5.5(b)2]

Y N N/A DK

54. Are equipment and utensils thoroughly washed in the first compartment with a detergent solution that is kept clean and used in accordance with manufacturer's directions? [N.J.A.C. 8:24- 5.5(b)2]

Y N N/A DK

Comments/Corrective Action:

05/2018

55. Have equipment and utensils been thoroughly rinsed free of detergent and abrasives with clean water in the second compartment? [N.J.A.C. 8:24-5.5(b)2]

56. Have equipment and utensils been thoroughly sanitized in the third sink? [N.J.A.C. 8:24-5.5(b)2]

57. If using hot water (heat) as a sanitizer, is the water maintained at or above 170 degrees Fahrenheit and tested periodically with a thermometer? [N.J.A.C. 8:24-5.5(c)1]

58. If using hot water as a sanitizer, have equipment and utensils to be sanitized been allowed to be completely immersed for at least 30 seconds in the 170 degree Fahrenheit water? [N.J.A.C. 8:24-5.5(c)1]

59. If chlorine is used as sanitizer, does the solution contain at least 50 parts per million of available chlorine as a hypochlorite and at a temperature of at least 75 degrees Fahrenheit? [N.J.A.C. 8:24- 5.5(c)2]

60. If iodine is used as sanitizer, does the solution contain at least 12.5 parts per million available iodine, a pH not higher than 5.0 and at a temperature of at least 75 degrees Fahrenheit? [N.J.A.C. 8:24-5.5(c)3]

61. If chlorine or iodine is used as a sanitizer, are equipment and utensils to be sanitized immersed for at least one minute? [N.J.A.C. 8:24-5.5(c)2 and 3]

Note: Other approved sanitizers are acceptable. Consult the regulations for requirements.

Comments/Corrective Action:

Y N N/A DK

62. Is there a test kit or other device that accurately measures the parts per million concentration of the sanitizer? [N.J.A.C. 8:24- 5.5(c)6]

Y N N/A DK

Note: Often sanitizers are available in tablet form. When released in the water the water turns color. The color can then be matched against a chart.

Y N N/A DK

63. Is there a thermometer accurate to ± 3 degrees Fahrenheit available? [N.J.A.C. 8:24-5.5(c)6]

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24

Potentially hazardous food means any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor- free shell eggs or foods which have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Comments/Corrective Action:

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Appendix N:
Food Preparation and Service- Part 4 Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Food Preparation and Service- Part 4
Self-Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms are provided at the end of the checklist to help you understand some of the questions. This checklist should be used in conjunction with the other Food Preparation and Service checklists.

Methods and Facilities for Washing and Sanitizing Machine Washing and Sanitizing

1. When spray type dishwashing machines are used that do not perform prewashing, are equipment and utensils preflushed or scraped? [N.J.A.C. 8:24-5.5(d)1i]

2. When spray type dishwashing machines are used, are equipment and utensils placed in racks or in trays to permit unobstructed application and free draining of detergent wash and clean rinse water? [N.J.A.C. 8:24-5.5(d)1i]

3. Is the flow pressure not less than 15 or more than 25 pounds per square inch on the water line at the machine? [N.J.A.C. 8:24- 5.5(d)2]

Comments/Corrective Action:

Please Circle

Y N N/A DK

Y N N/A DK

Y N N/A DK

05/2018

Y N N/A DK

4. Is the flow pressure not less than 10 pounds per square inch at the rinse nozzles? [N.J.A.C. 8:24-5.5(d)2]

Y N N/A DK

5. Is there a gauge cock provided immediately up stream from the final rinse valves to permit checking the flow pressure of the final rinse water on all machines? [N.J.A.C. 8:24- 5.5(d)2]

Y N N/A DK

6. When hot water is used as the sanitizing agent, does the final rinse reach 160 degrees Fahrenheit at the plate? [N.J.A.C. 8:24- 5.5(d)3]

Note: Acceptable wash and final rinse temperatures vary with the type of machine. Consult the regulations for more details. To ensure proper sanitization, the temperature at the final rinse is the most important. Other approved sanitizing agents are acceptable. Consult the regulations for requirements.

Y N N/A DK

Y N N/A DK

7. Are there thermometers located at each cycle, in good repair and accurate to ± 3 degrees Fahrenheit? [N.J.A.C. 8:24- 5.5(d)5]

8. Is the washing machine working properly including jets, nozzles and soap dispenser? [N.J.A.C. 8:24-5.5(d)6]

Note: Check flow pressure gauges, final cleanliness and periodically have serviced.

9. Is the dishwashing machine cleaned thoroughly at least once a day? [N.J.A.C. 8:24-5.5(d)9]

Comments/Corrective Action:

Storage and Handling of Cleaned Equipment and Utensils

10. Are food contact surfaces of equipment and utensils handled in such a manner as to protect from contamination? [N.J.A.C. 8:24- 5.6(a)]

    Note: For example, are food contact surfaces subjected to contamination because they are stored on lower racks/shelves and are subjected to floor moisture and dust.

11. When handling clean spoons, knives and forks are they touched only by the handles to prevent cross contamination? [N.J.A.C. 8:24-5.6(a)]

12. With handling clean bowls, cups and glasses are they handled so that fingers and thumbs do not contact interior surfaces or rims? [N.J.A.C. 8:24-5.6(a)]

13. Are sanitized equipment and utensils stored at least six inches from the floor and in a clean, dry, protected place? [N.J.A.C. 8:24- 5.6(b)]

14. Are sanitized equipment and utensils or single service articles prohibited from storage in toilet rooms, toilet vestibules or garbage or mechanical rooms? [N.J.A.C. 8:24-5.6(b)]

Single Service Articles

15. Are single-service articles made from clean, sanitary, nontoxic, safe materials? [N.J.A.C. 8:24-5.7(a)]

16. Do single-service articles impart no odor, color, or taste or other contamination to the food? [N.J.A.C. 8:24-5.7(a)]

Comments/Corrective Action:

Y N N/A DK Y N N/A DK

17. Are single-service articles stored at least six inches above the floor on pallets, dollies or racks and in closed cartons or containers? [N.J.A.C. 8:24-5.7(b)]

18. Are single-service articles stored away from overhead sewer lines or water lines? [N.J.A.C. 8:24-5.7(b)]

19. Unless prewrapped, are bulk single service-articles offered with food contact surfaces inserted into holders? [N.J.A.C. 8:24-5.7(c)]

20. Are single service articles used only once? [N.J.A.C. 8:24-5.7(c)]

Sanitary Facilities and Controls

Y N N/A DK Y N N/A DK

21. Is the water supply from a potable public or private water supply system? [N.J.A.C. 8:24-6.1(a)]

22. Are hot and cold water under pressure being offered in all areas where food is prepared and where equipment, utensils or containers are washed? [N.J.A.C. 8:24-6.1(b)]

Ice

23. Is ice made from potable water? [N.J.A.C. 8:24-6.3(a)] Y N N/A DK

Y N N/A DK

24. Once ice is made, is it handled, transported and stored in a sanitary manner so to be protected against contamination? [N.J.A.C. 8:24-6.3(b)]

25. If block ice is used, is the outer surface thoroughly rinsed before it is used? [N.J.A.C. 8:24-6.3(c)]

Comments/Corrective Action:

05/2018

26. Are ice crushers maintained in a clean condition and covered when not in use? [N.J.A.C. 8:24-6.3(d)]

Y N N/A DK

27. Are sanitary containers and utensils provided for ice storage and dispensing? [N.J.A.C. 8:24-6.3(e) and (f)]

Y N N/A DK

28. Is ice that is used for cooling food and food containers, only used for that purpose and not human consumption? [N.J.A.C. 8:24- 6.3(g)]

Y N N/A DK

Size, Installation and Maintenance of Plumbing

29. Does plumbing properly convey sewage and liquid wastes from the establishment to the sewerage or sewage disposal system? [N.J.A.C. 8:24-6.6(a)]

Y N N/A DK

30. Is plumbing installed to preclude the possibility of backflow and back siphonage? [N.J.A.C. 8:24-6.6(a)]

Y N N/A DK

Drains

31. Do drains of refrigerators (including floor drains of walk-in refrigerators), ice storage bins and ice machines have air gaps or air breaks between them and the drainage system to prevent backflow? [N.J.A.C. 8:24-6.7(a), (b) & (c)]

Y N N/A DK

Note: Direct connection is prohibited.

32. Do drain lines of equipment discharge properly and without flooding? [N.J.A.C. 8:24-6.7(d)]

Y N N/A DK

Comments/Corrective Action:

05/2018

Toilet Facilities

33. Are toilet facilities adequate (enough water closets) conveniently located and accessible to the students/employees all the time? [N.J.A.C. 8:24-6.8(a)]

34. Are doors to toilet rooms tight fitting and self closing? [N.J.A.C. 8:24-6.8(d)]

    Note: One concern is should vermin such as flies enter an establishment they can be mechanical vectors. Thus cross contamination can occur if flies come in contact with body fluids and then come in contact with clean equipment, food contact surfaces or food.

Y N N/A DK Y N N/A DK

35. Are toilet rooms easily cleanable? [N.J.A.C. 8:24-6.8(d)]

36. Are toilet facilities, including toilet rooms and fixtures clean and in good repair, and free of objectionable odors? [N.J.A.C. 8:24- 6.8(e)]

37. Is there a supply of toilet tissue supplied at each toilet ALL THE TIME? [N.J.A.C. 8:24-6.8(f)]

38. Are signs posted to remind staff to wash their hands before returning to work? [N.J.A.C. 8:24-6.8(g)]

Handwashing Facilities

39. Are handwashing facilities of adequate size, in good repair and conveniently located? [N.J.A.C. 8:24-6.9(a)]

40. Is there a handwashing sink in the food preparation area? [N.J.A.C. 8:24-6.9(b)]

Comments/Corrective Action:

05/2018

41. Is hot and cold or tempered water (between 90 and 105 degrees Fahrenheit) available? [N.J.A.C. 8:24-6.9(d)]

42. Is there an adequate supply of hand cleansing soap or detergent as well as sanitary towels or another approved hand drying device? [N.J.A.C. 8:24-6.9(e)]

43. If disposable towels are used, is there a waste receptacle provided? [N.J.A.C. 8:24-6.9(e)]

44. Are all components of the handwashing facilities kept clean and good repair? [N.J.A.C. 8:24-6.9(f)]

Definitions:

Rinse - Clear water that fulfills heat requirements as specified in various subchapters of N.J.A.C. 8:24.

Single service articles means cups, containers, lids or closures, plates, knives, forks, spoons, stirrers, paddles, straws, place mats, napkins, doilies, wrapping materials, and all similar articles which are intended by the manufacturers and generally recognized by the public as for one usage only, then to be discarded.

Comments/Corrective Action:

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Appendix O:
Food Preparation and Service- Part 5
Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Food Preparation and Service- Part 5
Self-Inspection Checklist

Guidelines: This checklist covers some of the regulations issued by New Jersey Department of Health and Senior Services under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. This checklist may also be helpful in reviewing general food safety practices. Questions marked with the symbol (🏭) may require the help of an outside expert. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*). This checklist should be used in conjunction with the other Food Preparation and Service checklists.

		Please Circle Y N N/A DK
	Garbage and Rubbish Disposal Facilities	
1.	Are all garbage and rubbish containers leak proof, non absorbent, and constructed of durable metal or other approved types of material? [N.J.A.C. 8:24-6.10(a)]	Y N N/A DK
2.	Are waste containers, while being stored, covered with tight- fitting lids, unless kept in a special vermin proofed room or in a waste refrigerator? [N.J.A.C. 8:24-6.10(b)]	Y N N/A DK
3.	Are kitchen waste containers emptied at least daily if not covered? [N.J.A.C. 8:24-6.10(b)]	

Comments/Corrective Action:

05/2018

4. Are waste containers cleaned on the outside and inside? [N.J.A.C. 8:24-6.10(c)]

Y N N/A DK Y N N/A DK Y N N/A

DK

5. Are waste containers cleaned at appropriate locations away from food preparation areas? [N.J.A.C. 8:24-6.10(c)]

Y N N/A DK

6. Are waste container cleaning facilities, including brushes, dedicated only to waste container cleaning? [N.J.A.C. 8:24- 6.10(c)]

Y N N/A DK Y N N/A DK Y N N/A

DK

7. Are there sufficient numbers of containers to hold all garbage and rubbish containing food waste both inside and outside the establishment? [N.J.A.C. 8:24-6.10(d)]

Note: Plastic bags are not mentioned.

Y N N/A D

8. Are waste containers, rooms or areas inaccessible to vermin? [N.J.A.C. 8:24-6.10(e)]

9. Are interior and exterior storage areas enclosures large enough and kept clean? [N.J.A.C. 8:24-6.10(f), (g) and (h)]

10. Is the surface area under inside and outside waste containers smooth and nonabsorbent (e.g. concrete)? [N.J.A.C. 8:24- 6.10(h) and (i)]

11. Is the frequency of waste disposal daily or at a frequency that does not create a health nuisance? [N.J.A.C. 8:24- 6.10(j)]

Vermin Control

12. Are openings to the exterior such as caused by electrical wiring and plumbing effectively protected against the entrance of rodents? [N.J.A.C. 8:24-6.11(e)]

Comments/Corrective Action:
Y N N/A DK

05/2018

13. Are effective control measures utilized to minimize and eliminate the presence of vermin? [N.J.A.C. 8:24-6.11(a)]

Y N N/A DK

Note: This would include professional extermination.

Y N N/A DK

14. Are all openings to the outer air effectively protected against the entrance of insects by self-closing doors, closed windows, screening, controlled air currents or other effective means? [N.J.A.C. 8:24-6.11(b), (c) and (d)]

Floors, Walls and Ceilings

15. Are floors clean and in good repair? [N.J.A.C. 8:24-7.1(a)] Y N N/A DK

16. Are floors in kitchens, stock rooms, restrooms and places where foods are stored or prepared constructed of nonabsorbent materials and easily cleanable? [N.J.A.C. 8:24- 7.1(b)]

surfaces clean, free of debris and properly graded and drained? [N.J.A.C. 8:24-7.1(g)]

Comments/Corrective Action:

Y N N/A DK

17. If provided, are floor drains covered, trapped, sealed, pitched and properly installed so as to properly function? [N.J.A.C. 8:24-7.1(d)]

Y N N/A DK

18. If carpeting is used, is it closely woven (not shag), properly installed (sealed at seams) and kept clean and in good repair? [N.J.A.C. 8:24-7.1(e)]

Y N N/A DK

19. Are food preparation, washing, food storage and toilet areas free of carpet? [N.J.A.C. 8:24-7.1(e)]

Y N N/A DK

20. Are walking and driving

Y N N/A DK

05/2018

Y N N/A DK

21. Are walking and driving surfaces provided with concrete, asphalt, gravel, or similar materials to minimize dust? [N.J.A.C. 8:24-7.1(i)]

Y N N/A DK

22. Are coved juncture tile between floor and wall or "base board" installed to facilitate housekeeping? [N.J.A.C. 8:24-7.1(i)]

Y N N/A DK

23. Are walls in food preparation, utensil-washing and handwashing rooms or areas of light color, smooth and easily cleanable? [N.J.A.C. 8:24-7.1(k)]

Y N N/A DK

Lighting

Y N N/A DK

24. Are 30 foot candles of light provided on all food preparation surfaces and at work levels? [N.J.A.C. 8:24-7.2(a)]

Y N N/A DK

Note: Inadequate lighting has been associated with poor housekeeping and accidental mixing of toxic substances into food stuff.

25. Are 20 foot candles of light provided in storage and lavatory areas? [N.J.A.C. 8:24-7.2(b)1]

26. Are 10 foot candles of light provided in all other areas? [N.J.A.C.8:24-7.2(b)2]

Ventilation

27. Is sufficient ventilation provided to keep rooms free of excessive heat, steam, grease, condensation, vapors, obnoxious odors, smoke and fumes? [N.J.A.C. 8:24-7.3(a)]

Comments/Corrective Action:

		Y N N/A DK
28.	Are all exhaust ducts in hoods provided with filters which are readily removable for cleaning and replacement? [N.J.A.C. 8:24-7.3(d)]	

Housekeeping

		Y N N/A DK
29.	Are effective measures taken to maintain orderly storage of employees' clothing and personal belongings? [N.J.A.C. 8:24-7.4(a) and (b)]	Y N N/A DK
30.	Are dressing areas and lockers kept in a clean condition? [N.J.A.C. 8:24-7.4(c)]	Y N N/A DK
31.	Are all parts of the establishment kept neat, clean and free of litter and rubbish? [N.J.A.C. 8:24-7.4(d)]	Y N N/A DK
32.	Are floor and wall cleaning done at times and using methods that minimize dust contamination of exposed food and food contact surfaces? [N.J.A.C. 8:24-7.4(e)]	Y N N/A DK
33.	Are laundered cloths and napkins stored in a clean protected place until used? [N.J.A.C. 8:24-7.4(f)]	Y N N/A DK
34.	Are nonabsorbent containers or laundry bags used to store soiled, or damp linen or clothing? [N.J.A.C. 8:24-7.4(g)]	Y N N/A DK
35.	Are only items necessary for the operation of the establishment kept on the premises? [N.J.A.C. 8:24-7.4(i)]	Y N N/A DK
36.	Is travel through food preparation and utensil washing areas free of unnecessary persons? [N.J.A.C. 8:24-7.4(j)]	Y N N/A DK
37.	Are maintenance and cleaning tools such as brooms, mops, vacuum cleaners maintained and stored in a way that does not contaminate food, utensils, equipment or linens? [N.J.A.C. 8:24-7.4(k)]	Y N N/A DK

Comments/Corrective Action:

05/2018

Live Birds and Animals

38. Are only guide dogs that accompanying a blind or deaf person permitted in food storage, preparation or serving areas? [N.J.A.C. 8:24-7.5]

Y N N/A DK

Chemical Sanitizing Solutions

39. Are sanitizing agents labeled and used in accordance with label requirements? [N.J.A.C. 8:24-13.1(b)]

Y N N/A DK

Choking Prevention Posters

40. Is a choking prevention poster conspicuously displayed? [N.J.A.C. 8:24-13.2]

Y N N/A DK

Enforcement Provisions

41. * Is there a food inspection at least once a year by a local board of health? [N.J.A.C. 8:52-Appendix-Best Practice]

Y N N/A DK

42. * After an inspection by a licensed official, are evaluation placards immediately posted near the entrance of the establishment? [N.J.A.C. 8:24-9.8]

Y N N/A DK

43. * Are inspection reports provided to the public on request and maintained for 2 years? [N.J.A.C. 8:24-9.8]

Y N N/A DK

Food Manager Certification

44. * Is there at least one supervisory person who has completed a certified food safety and sanitation course? [N.J.A.C. 8:24-10.3]

Y N N/A DK

05/2018

Appendix P:
Fire Protection for Cooking Areas Self-Inspection Checklist

Optional Information

Name of School: Date of Inspection:

Vocational Program/Course/Room: Signature of Inspector:

Fire Protection for Cooking Areas
Self-Inspection Checklist

■

Guidelines:
This checklist covers the "Uniform Fire Code" regulations issued by the New Jersey Department of Community Affairs (N.J.A.C. 5:70) for kitchen exhaust systems for cooking operations that produce grease laden vapors. The Uniform Fire Code has adopted the model code of the Building Officials and Code Administrators International, Inc. known as the “BOCA National Fire Prevention Code" by reference. This checklist also covers regulations from the U.S. Department of Labor - OSHA General Industry Standard 29 CFR 1910.160. In addition, this checklist includes recommendations from the National Fire Protection Association (NFPA) Fire Prevention Code (Standard 1), Standard for Portable Fire Extinguishers (Standard 10) and the Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (Standard 96). There may be additional requirements under county and/or municipal codes. The local fire official should be consulted for clarification regarding interpretation of these regulations.

This checklist does not apply to enclosed ovens, steam tables, or auxiliary equipment which do not produce grease laden vapors.

Implementation of some of the regulations may not be the individual classroom teacher’s responsibility. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) beside the number of the question.

■

Please Circle

1. * Is cooking equipment that produces smoke or grease-laden vapors equipped with an exhaust system (hood and duct system)? [N.J.A.C. 5:70-4.7(g) and NFPA 96]

2. Is the exhaust system in operation during all periods of cooking? [N.J.A.C. 5:70-3.2{BOCA F-504.1}; and NFPA 1 and 96]

3. Are all interior surfaces of the exhaust system reasonably accessible for cleaning and inspection? [NFPA 96]

4. Are kitchen exhaust systems cleaned to bare metal at frequent intervals to prevent surfaces from becoming heavily contaminated with grease or oily sludge? [N.J.A.C. 5:70-3.2{BOCA F-309.2} and NFPA 96]

   Note: Thorough cleaning of ducts, hoods, and fans shall require scraping, brushing, or other positive cleaning methods. A written cleaning schedule must be established indicating the methods of cleaning and the time intervals between cleanings.

5. * Is cooking equipment that produces smoke or grease-laden vapors installed with an approved fixed automatic fire suppression system? [N.J.A.C. 5:70-4.7(g); and NFPA 1 and 96]

6. Is the fixed automatic fire suppression system inspected at least annually? [29 CFR 1910.160(b)(2) and (b)(6)]

   Note: NFPA 96 recommends the fixed automatic fire suppression systems be inspected at least every six months.

7. Are fixed automatic fire suppression system inspections only made by properly trained and qualified personnel? [29 CFR 1910.160(b)(2) and (b)(6); and NFPA 96]

Y N N/A DK

Y N N/A DK Y N N/A DK Y N N/A DK

Y N N/A DK

Y N N/A DK

Y N N/A DK

8. Are all fusible links and fusible link sprinkler heads replaced at least twice per year, or more frequently if necessary as required by the manufacturer? [NFPA 1 and 96]

9. Unless protected by an automatic sprinkler system, is there at least one manual station provided for the discharge activation of each fixed extinguishing system? [NFPA 96]

Y N N/A DK

Y N N/A DK

05/2018

10. Does the extinguishing system automatically shut off all sources of fuels and heat to all equipment requiring protection by that extinguishing system? [NFPA 1 and 96]

Y N N/A DK

11. Does the activation of an automatic extinguishing system activate an audible alarm or visual indicator that shows that the system has been activated? [NFPA 96]

Y N N/A DK

12. Are instructions for manually operating the extinguishing system posted conspicuously in the cooking area and reviewed periodically with users? [NFPA 1 and 96]

Y N N/A DK

13. Is operation of cooking equipment prohibited when the extinguishing system or exhaust system is nonoperational or otherwise impaired? [NFPA 1 and 96]

Y N N/A DK

14. Is the local fire official notified before disconnection and interruption of protection and when tests, repairs, and alterations are made to the extinguishing system? [N.J.A.C. 5:70-3.2{BOCA F-504.1}]

Y N N/A DK

15. Is there at least one portable fire extinguisher available with a minimum of a 40-B rated sodium bicarbonate or potassium bicarbonate dry chemical extinguisher or a K-type fire extinguisher? [N.J.A.C. 5:70-3.2{BOCA F-519.2}; and NFPA 10 and 96]

Y N N/A DK

Note: NFPA 96 recommends fire extinguishers installed after June 30, 1998 for protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) should be Class K. Class K is recommended in all areas where combustible cooking media is used.

16. Is the portable fire extinguisher located not more than 30 feet from the cooking area? [N.J.A.C. 5:70-3.2{BOCA F-519.2} and NFPA 10]

Y N N/A DK

05/2018

17. Is a placard identifying the use of the extinguisher as a secondary backup means to the automatic fire suppression system conspicuously placed near each portable fire extinguisher in the cooking area? [N.J.A.C. 5:70-3.2{BOCA F-519.2}; and NFPA 10 and 96] Y N N/A DK

Note: The placard should state that the fire protections system should be activated prior to using the fire extinguisher.

18. Does the facility have a two-way communication system or an automatically activated responder system to communicate directly with the fire department? [NFPA 1 (11.10)] Y N N/A DK

19. Is an evaluation process in place to evaluate spark-resistant tools to prevent the ignition of flammable vapors from the following sources: flames, lightning, hot surfaces, radiant heat, smoking, cutting and welding, spontaneous ignition, frictional heat or sparks, static electricity, electrical sparks, stray currents, ovens, furnaces, and heating equipment? [NFPA 30 (6.5.1)] Y N N/A DK

05/2018

Appendix Q:

Employee Accident Report

Orange Township Public Schools

OFFICE OF HUMAN RESOURCES

Employee Accident Report

Gerald Fitzhugh, II, Ed.D.
Superintendent of
Schools

Please use this form to report all employee accidents and injuries. **All incidents** must be forwarded to the Business Office, Human Resources, and the Office of the Superintendent within 48 hours. Please print clearly.

Date of Incident: _____ Time of Incident: _____ Date of Report: _____

Method of Report: ☐ Phone ☐ In Person ☐ Other_____

Name:_____Phone Number: _____

Address: _____

Date of Birth:_____School/Department: _____

Exact Location of Incident: _____

Description of Incident: _____

Employee Signature: _____

Witness Name:_____ Phone Number: _____

Address: _____

Description of Injury: _____

Treatment of Injury by: ☐ School Nurse Only ☐ Doctor/Hospital/Medical Center ☐ None

Treatment Given On-Site: _____

Nurse Date

Appendix R:

Pupil Accident Report

Orange Township Public Schools

Pupil Accident Report

Gerald Fitzhugh, II, Ed.D. Superintendent of Schools

Please use this form to report all pupil accident and injuries. **All incidents** must be forwarded to the Business Office and the Office of the Superintendent within 48 hours. Please print clearly.

School:_____ Date of Report: _____

Student's Name:_____ Grade: _____

Student's Address: _____

Parent/Guardian Name:_____Phone Number: _____

Date of Accident:_____Exact Location of Accident: _____

Staff Member in Charge at the Time of Accident: _____

The Following is to be Completed by the Staff Member in Charge

Describe the student's injury, detailing exactly where on the body it is located: _____

What was the student's activity at the time of the accident/injury? _____

Describe how the accident/injury happened: _____

_____

Signature of Staff Member in Charge

Assessment/treatment by the School Nurse: _____

Parent/Guardian Notified: Yes ☐ No ☐ If no, please state reason: _____

Recommendation to Parent/Guardian: _____

Signature of Building Principal

Signature of School Nurse

Appendix S:

District Incident Investigation Form

Orange Township Public Schools
Security Services

Mr. Edwin J. Vasquez Security Manager

Gerald Fitzhugh, II, Ed.D. Superintendent of Schools

Appendix L:

District Incident Investigation Form

1. Incident Date: _____
2. Incident Time: _____
3. Incident Location: _____
4. Individuals injured or suffering illnesses: _____
5. Names of witnesses interviewed: _____
6. Extent of injuries or illnesses: _____
7. Description of incident: _____
8. Tasks/activities being conducted at the time of the incident: _____
9. Describe any unsafe acts: _____
10. Describe any unsafe conditions: _____
11. Identify the cause(s) of the incident: _____
12. Describe incident response actions: _____
13. Identify any incident response problems: _____
14. Corrective action taken: _____
15. Follow up action needed: _____
16. Date(s) of investigation: _____
17. Individual(s) conducting investigation: _____