

# STEPS TO PREPARE FOR A SCHOOL CHEMICAL INVENTORY & DISPOSAL

1



If the chemicals are located in a classroom or a closet within a classroom, please prepare to have the students moved to another area while the inventory/disposal is taking place. These processes can take a few hours so plan accordingly.

2



Please make sure all chemicals to be disposed of are housed in one location. This could be a classroom, a closet, or cabinets.

3



Make sure all chemicals needing to be disposed of are separated and identifiable from the chemicals your school wishes to keep.

4



If your school has provided an inventory please reaffirm that it matches our inventory format.