

## WAUNAKEE COMMUNITY SCHOOL DISTRICT

### CLEAN SWEEP PROCEDURES

As part of our district's overall safety and security practices we conduct Clean Sweep activities. Twice a year, in May and September, our district custodial and maintenance services support all district staff in Clean Sweep Procedures. This practice is particularly important to areas such as science, art, and technical education teachers, but all district staff should be aware of the procedures.

Individuals who use any products that may be hazardous must be stored and labeled in a safe and appropriate manner away from student access. Materials that may be potentially hazardous must always be used under the supervision of a qualified adult. Materials must be disposed of within the time frame indicated on the label and must be disposed of properly through Clean Sweep Procedures.

Any types of volatile items (including batteries) that are not normally disposed of in the trash or down drains are to be disposed of through Clean Sweep Procedures. The custodians in each building will collect items from staff members for disposal. When items are prepared for disposal, they should be in their original container with a label, or if they are not in an original container, they must be labeled with the name of the product (e.g., vinegar, oil based paint, hydrochloric acid, etc.). Additionally, items should not be mixed in any way to insure that items will not create fumes or become combustible and create a dangerous situation for anyone in the district, in transport, or at the Clean Sweep facilities in Dane County.

All district staff will be notified via e-mail of the Clean Sweep activities in May and September. It is the staff members' responsibility to contact the building level custodian to inform that person that items are prepared, packaged, and labeled, and need to be picked up at the classroom.

***District staff MUST have items safely packaged and labeled for pick up. Original containers with labels are preferred.***

If you have any questions on how to prepare items, please contact your building level custodian.

Additional information is available through the Dane County Clean Sweep website  
<http://www.danecountycleansweep.com/>

Thank you!