

**Regulation 3514: Environmental Safety**

**Status:** ADOPTED

**Original Adopted Date:** 06/19/2019

The Superintendent may designate and train one or more employees to oversee and coordinate the district's environmental safety program(s). The responsibilities of the coordinator(s) shall include, but are not limited to, overseeing assessments of district facilities, recommending strategies for the prevention and mitigation of environmental health risks, ensuring effective implementation of environmental safety strategies, and reporting to the Superintendent regarding the district's progress in addressing environmental safety concerns.

(cf. 3510 - Green School Operations)

(cf. 3511 - Energy and Water Management)

(cf. 3517 - Facilities Inspection)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5142 - Safety)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7150 - Site Selection and Development)

**Indoor Air Quality**

In order to provide proper ventilation, humidity, and temperature in school facilities and to reduce indoor air contaminants, the following strategies shall be implemented:

1. Mechanically driven heating, ventilation, and air conditioning systems shall be operated continuously during working hours except under the circumstances specified in 8 CCR 5142. The systems shall be inspected at least annually and problems corrected within a reasonable time. Where the air supply is filtered, the filters shall be replaced or cleaned regularly to prevent significant reductions in airflow. Documentation of inspections, tests of ventilation rates, and maintenance shall be retained for at least five years. (8 CCR 5142-5143)

(cf. 3580 - District Records)

Staff shall ensure that airflow is not obstructed by the blocking of ventilators with posters, furniture, books, or other obstacles.

2. School facilities shall be regularly inspected for water damage, spills, leaks in plumbing and roofs, poor drainage, and improper ventilation so as to preclude the buildup of mold and mildew and prevent accidents due to unsafe conditions. Wet building materials and furnishings shall be dried within 48 hours if possible to prevent mold growth. When evidence of mold or mildew is found, maintenance staff shall locate and repair the source of water intrusion and remove or clean moldy materials.

3. Exterior wall and foundation cracks and openings shall be sealed as soon as possible to minimize seepage of radon into buildings from surrounding soils.

4. Least toxic pest management practices shall be used to control and manage pests at school sites. (Education Code 17608-17614; Food and Agriculture Code 13182)

(cf. 3514.2 - Integrated Pest Management)

5. A carbon monoxide detector or alarm shall be installed in all school buildings that contain a fuel-burning appliance, fireplace, or forced-air furnace, unless otherwise exempted by state law or regulations. The device or alarm shall be located in close proximity to the appliance in order to accurately detect and alert school personnel of any leakage of carbon monoxide. (24 CCR 915.1-915.7)

6. Schedules and practices for routine housekeeping and maintenance shall be designed to effectively reduce levels of dust, dirt, and debris. Plain water, soap and water, or low-emission cleaning products shall be used whenever possible. Aerosols, including air fresheners and other products containing ozone, shall be avoided to the extent possible.

(cf. 5141.23 - Asthma Management)

7. Painting of school facilities and maintenance or repair activities that require the use of potentially harmful substances shall be limited to those times when school is not in session. Following any such activity, the facility shall be properly ventilated with adequate time allowed prior to reopening for use by any person.

8. Paints, adhesives, and solvents shall be used and stored in well-ventilated areas. These items shall be purchased in small quantities to avoid storage exposure.

(cf. 3514.1 - Hazardous Substances)

9. To the extent possible, printing and duplicating equipment that may generate indoor air pollutants, such as methyl alcohol or ammonia, shall be placed in locations that are well ventilated and not frequented by students and staff.

10. The district's tobacco-free schools policy shall be consistently enforced in order to reduce the health risks caused by second-hand smoke.

(cf. 3513.3 - Tobacco-Free Schools)

11. Staff and students shall be asked to refrain from bringing common irritants such as furred or feathered animals, stuffed toys that may collect dust mites, scented candles, incense, or air fresheners and from using perfume or cologne, scented lotion or hair spray, nail polish or nail polish remover, or other personal care products that are not fragrance-free in classrooms, school buses, or other enclosed areas or buildings.

(cf. 6163.2 - Animals at School)

#### Outdoor Air Quality

The Superintendent or designee may coordinate with the local air resources control board and monitor local health advisories and outdoor air quality alerts to obtain forecasts of ozone levels, particle pollution, ultraviolet radiation levels, and/or temperature and humidity.

Whenever a forecast indicates a significant health risk, the Superintendent or designee shall communicate with each principal so that outdoor activities, especially those requiring prolonged or heavy exertion, may be avoided, limited in duration, or modified as necessary for all persons or for persons who may be particularly susceptible to the health risk involved.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 5141.7 - Sun Safety)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

#### Reduction of Vehicle Emissions

In order to reduce public exposure to toxic air contaminants, school bus drivers and other drivers of commercial motor vehicles shall limit unnecessary idling of vehicles at or near schools in accordance with 13 CCR 2480. The Superintendent or designee may also request parents/guardians to turn off their vehicles when they are idling on school grounds and encourage students to walk and/or bicycle to school.

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

(cf. 5142.2 - Safe Routes to School Program)

Any school bus that is diesel-fueled, dual-fueled, or alternative diesel-fueled and has a gross vehicle weight rating over 14,000 pounds shall be equipped with a particulate filter designed to reduce particulate matter emissions, oxides of nitrogen emissions, and other pollutants. (13 CCR 2025)

#### Drinking Water Safety

The quality and safety of the district's drinking water sources shall be regularly assessed, and drinking fountains shall be regularly cleaned and maintained, to ensure that drinking water consumed at school does not contain dirt, mold, lead, or other impurities or contaminants that may cause serious health concerns.

Whenever any contaminants in the drinking water are determined to be a concern, the Superintendent or designee shall take reasonable steps to identify the source and mitigate any potential problem to ensure the availability of safe drinking water. As needed, the Superintendent or designee shall provide alternative sources of drinking water, such as bottled water or on-site water filtration, to ensure that students have access to fresh drinking water at mealtimes and at other times throughout the day.

(cf. 3550 - Food Service/Child Nutrition Program)

Whenever testing of drinking water finds concentrations of lead that exceed federal and state standards, the Superintendent or designee shall notify parents/guardians and take immediate steps to shut down and make inoperable any fountains or faucets where excess lead levels may exist.

#### Prevention of Lead Exposure

In addition to testing for the presence of lead in drinking water in district schools, the following steps shall be taken to minimize potential exposure to lead in school facilities:

1. School facilities shall be kept as dust-free and clean as possible.
2. Lead-based paint, lead plumbing and solders, or other potential sources of lead contamination shall not be used in the construction of any new school facility or the modernization or renovation of any existing school facility. (Education Code 32244)
3. Lead exposure hazards shall be evaluated before any renovation or remodeling is begun, and children shall not be allowed in or near buildings in which these activities may create lead dust. Contractors and workers shall comply with state and federal standards related to the handling and disposal of lead debris and the clean-up and containment of dust within the construction area.
4. Lead-based painted surfaces that are in good condition shall be kept intact. If lead-based paint is peeling, flaking, or chalking, contractors or workers shall follow state and federal standards for safe work practices to minimize contamination when removing the paint.
5. Soil with low lead content may be covered with grass, other plantings, concrete, or asphalt. For soil with high lead content, removal and abatement are required.

Any action to abate existing lead hazards shall be taken only by contractors, inspectors, and workers certified by the California Department of Public Health in accordance with 17 CCR 35001-35099. (Education Code 32243)

The Superintendent or designee shall notify parent/guardians, teachers, and staff members if significant risk factors for lead exposure are found. (Education Code 32243)

#### Prevention of Mercury Exposure

The Superintendent or designee shall identify any mercury-containing products that are present in district facilities and, to the extent possible, shall replace them with mercury-free alternatives.

Staff shall receive information about proper procedures to follow in the event of a mercury spill. Clean-up instructions, a clearly labeled kit with necessary clean-up supplies, and a list of local resources shall be readily accessible.

In the event of a spill, staff shall evacuate all students from the immediate area of the spill, ensure that any clothing or other items with mercury on them remain in the room, open windows to the outside, and close doors to other parts of the school. Staff who are trained in proper clean-up procedures may carefully clean a small spill. As needed

for larger or difficult-to-clean spills, the Superintendent or designee shall use an experienced professional referred by the local health department or environmental agency.

Any products containing mercury shall be properly disposed at an appropriate hazardous waste collection facility.

#### Asbestos Management

The Superintendent shall designate an employee who shall ensure that the district's responsibilities related to asbestos inspection and abatement are implemented in accordance with federal and state regulations. This employee shall receive adequate training to perform these duties, including, as necessary, training on the health effects of asbestos; detection, identification, and assessment of asbestos-containing building materials; options for controlling asbestos-containing building materials; asbestos management programs; and relevant federal and state regulations. (40 CFR 763.84)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The designated employee shall ensure that the district complies with the following requirements:

1. School facilities shall be inspected for asbestos-containing building materials as necessary in accordance with the following:

a. Any school building that is leased, acquired, or otherwise used by the district shall be inspected for asbestos-containing building materials prior to its use as a school building, unless exempted by federal regulations. (40 CFR 763.85, 763.99)

b. At least once every six months, the district shall conduct a periodic surveillance consisting of a visual inspection of each school building that contains or is assumed to contain asbestos-containing building materials. (40 CFR 763.92)

c. At least once every three years, the district shall conduct a re-inspection of all known or assumed asbestos-containing building materials in each school building. (40 CFR 763.85)

2. Based on the results of the inspection, an appropriate response which is sufficient to protect human health and the environment shall be determined from among the options specified in 40 CFR 763.90. The district may select the least burdensome response, taking into consideration local circumstances, including occupancy and use patterns within the school building and economic concerns such as short-term and long-term costs. (40 CFR 763.90)

3. An asbestos management plan for each school site shall be maintained and regularly updated to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. (15 USC 2643; 40 CFR 763.93)

The asbestos management plan shall be available for inspection in district and school offices during normal business hours. Parent/guardian, teacher, and employee organizations shall be annually informed of the availability of these plans. (40 CFR 763.84, 763.93)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

4. Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress. (40 CFR 763.84)

5. Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. (Education Code 49410.5; 40 CFR 763.84, 763.90)

Asbestos inspection and abatement work, preparation of a management plan, and any maintenance activities that may disturb asbestos-containing building materials, except for emergency repairs or small-scale, short-duration maintenance activities, shall be completed by state-certified asbestos inspectors or contractors. (15 USC 2646; 40 CFR 763.84, 763.85, 763.91)

6. All custodial and maintenance employees shall be properly trained in accordance with applicable federal and/or

state regulations. (40 CFR 763.84)

All district maintenance and custodial staff who may work in a building that contains asbestos-containing building materials, regardless of whether they are required to work with such materials, shall receive at least two hours of related asbestos awareness training. New maintenance and custodial staff shall receive such training within 60 days after beginning employment. Any maintenance or custodial staff who conduct activities that will disturb asbestos-containing building materials shall receive 14 hours of additional training. The trainings shall address the topics specified in 40 CFR 763.92. (15 USC 2655; 40 CFR 763.84, 763.92)

7. Short-term workers, such as telephone repair workers, utility workers, or exterminators, who may come in contact with asbestos in a school shall be provided information regarding the locations of known or suspected asbestos-containing building materials. (40 CFR 763.84)

8. Warning labels shall be posted immediately adjacent to any known or suspected asbestos-containing building material located in routine maintenance areas in accordance with 40 CFR 763.95. (40 CFR 763.84)

The district shall maintain, in both the district and school offices and for a period of three years, records pertaining to each preventive measure and response action taken; staff training; periodic surveillances conducted; cleaning, operations, and maintenance activities; and any fiber release episode. (40 CFR 763.94)

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State References

#### Description

13 CCR 2025	<a href="#">Retrofitting of diesel school buses</a>
13 CCR 2480	<a href="#">Vehicle idling, limitations</a>
17 CCR 35001-36100	<a href="#">Lead abatement services</a>
22 CCR 64670-64672.6	<a href="#">Lead and copper in drinking water</a>
22 CCR 64673-64674	<a href="#">Water System Requirements</a>
22 CCR 64675-64679	<a href="#">Monitoring for Lead and Copper</a>
24 CCR 915.1-915.7	<a href="#">California Building Standards Code; carbon monoxide devices</a>
5 CCR 14010	<a href="#">Procedure for site acquisition</a>
8 CCR 1528-1537	<a href="#">Construction safety orders; exposure to hazards</a>
8 CCR 337-339	<a href="#">Hazardous substances list</a>
8 CCR 340-340.2	<a href="#">Occupational safety and health, rights of employees</a>
8 CCR 5139-5223	<a href="#">Control of hazardous substances</a>
Ed. Code 17002	<a href="#">State School Building Lease-Purchase Law, including definition of good repair</a>
Ed. Code 17070.75	<a href="#">Facilities inspection</a>
Ed. Code 17582	<a href="#">District deferred maintenance fund</a>
Ed. Code 17590	<a href="#">Asbestos abatement fund</a>
Ed. Code 17608-17614	<a href="#">Healthy Schools Act of 2000</a>
Ed. Code 32080-32081	<a href="#">Carbon monoxide devices</a>
Ed. Code 32240-32245	<a href="#">Lead-Safe Schools Protection Act</a>
Ed. Code 48980.3	<a href="#">Notification of pesticides</a>
Ed. Code 49410-49410.7	<a href="#">Asbestos materials containment or removal</a>
F&A Code 11401-12408	<a href="#">Pest control operations and agricultural chemicals</a>
F&A Code 13180-13188	<a href="#">Healthy Schools Act of 2000</a>

Gov. Code 3543.2  
H&S Code 105400-105430  
H&S Code 113700-114437  
H&S Code 116277

[Scope of representation](#)  
[Indoor environmental quality](#)  
[California Retail Food Code, sanitation and safety requirements](#)  
[Lead testing of potable water at schools and requirements to remedy](#)

**Federal References**

15 USC 2601-2629  
15 USC 2641-2656  
40 CFR 141.1-141.723  
40 CFR 745.61-745.339  
40 CFR 763.120-763.123  
40 CFR 763.80-763.99  
42 USC 1758  
7 USC 136-136y

**Description**  
[Control of toxic substances](#)  
[Asbestos Hazard Emergency Response Act](#)  
[Drinking water standards](#)  
[Lead-based paint standards](#)  
[Asbestos worker protections](#)  
[Asbestos-containing materials in schools](#)  
[Food safety and inspections](#)  
[Use of pesticides](#)

**Management Resources References**

CA DHS Publication  
CA DOE Publication  
CA DOE Publication  
CA EPA: Air Resources Board Publication  
CA State Water Res. Control Board Pub.  
CSBA Publication  
CSBA Publication  
CSBA Publication  
CSBA Publication  
Division of the State Architect Publication  
U.S. EPA Publication  
Website  
Website  
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Website  
Website

**Description**  
[Report to the Legislature: Lead Hazards in California's Public Elementary Schools and Child Care Facilities, April 1998](#)  
[Indoor Air Quality, A Guide for Educators, 1995](#)  
[School Site Selection and Approval Guide, 2000](#)  
[Facts about Truck and Bus Regulation School Bus Provisions, rev. March 22, 2011](#)  
[FAQ about Lead Testing of Drinking Water in CA Schools; Updated for Assembly Bill 746/Health and Safety Code 116277, December 15, 2017](#)  
[Food Safety Requirements, Fact Sheet, October 2007](#)  
[Sun Safety in Schools, Policy Brief, July 2006](#)  
[Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008](#)  
[Asthma Management in the Schools, Policy Brief, March 2008](#)  
[K-12 Occupancy Classification and Load Factors, IR A-26, rev. April 18, 2012](#)  
[A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon, 2016](#)  
[Healthy School Environments Assessment Tool, rev. 2015](#)  
[Indoor Air Quality Tools for Schools, rev. 2009](#)  
[Mold Remediation in Schools and Commercial Buildings, September 2008](#)  
[The ABCs of Asbestos in Schools, rev. August 2003](#)  
[How to Manage Asbestos in School Buildings: AHERA Designated Person's Self-Study Guide, 1996](#)  
[AirNow](#)  
[California Building Standards](#)  
[California Department of Education, Health and Safety](#)  
[California Department of Pesticide Regulation](#)  
[Consumer Product Safety Commission](#)

Website	<a href="#">National Center for Environmental Health</a>
Website	<a href="#">California State Water Resources Control Board</a>
Website	<a href="#">Centers for Disease Control and Prevention</a>
Website	<a href="#">California Air Resources Board</a>
Website	<a href="#">U.S. Department of Labor, Occupational Safety and Health Administration</a>
Website	<a href="#">U.S. Environmental Protection Agency</a>
Website	<a href="#">American Association of School Administrators</a>
Website	<a href="#">California Department of Public Health</a>
Website	<a href="#">CSBA</a>

**Cross References**

**Description**

0200	<a href="#">Goals For The School District</a>
0400	<a href="#">Comprehensive Plans</a>
0450	<a href="#">Comprehensive Safety Plan</a>
0450	<a href="#">Comprehensive Safety Plan</a>
1240	<a href="#">Volunteer Assistance</a>
1240	<a href="#">Volunteer Assistance</a>
1240-E(1)	<a href="#">Volunteer Assistance - Bass Lake Joint Union Elementary School District</a>
1312.4	<a href="#">Williams Uniform Complaint Procedures</a>
1312.4-E(1)	<a href="#">Williams Uniform Complaint Procedures</a>
1400	<a href="#">Relations Between Other Governmental Agencies And The Schools</a>
3000	<a href="#">Concepts And Roles</a>
3510	<a href="#">Green School Operations</a>
3511	<a href="#">Energy And Water Management</a>
3511	<a href="#">Energy And Water Management</a>
3513.3	<a href="#">Tobacco-Free Schools</a>
3513.3	<a href="#">Tobacco-Free Schools</a>
3514.1	<a href="#">Hazardous Substances</a>
3514.1	<a href="#">Hazardous Substances</a>
3514.2	<a href="#">Integrated Pest Management</a>
3516	<a href="#">Emergencies And Disaster Preparedness Plan</a>
3516	<a href="#">Emergencies And Disaster Preparedness Plan</a>
3516.5	<a href="#">Emergency Schedules</a>
3517	<a href="#">Facilities Inspection</a>
3517	<a href="#">Facilities Inspection</a>
3530	<a href="#">Risk Management/Insurance</a>
3530	<a href="#">Risk Management/Insurance</a>
3540	<a href="#">Transportation</a>
3540	<a href="#">Transportation</a>
3541	<a href="#">Transportation Routes And Services</a>
3541.1	<a href="#">Transportation For School-Related Trips</a>

3542	<a href="#">School Bus Drivers</a>
3550	<a href="#">Food Service/Child Nutrition Program</a>
3550	<a href="#">Food Service/Child Nutrition Program</a>
3580	<a href="#">District Records</a>
4112.9	<a href="#">Employee Notifications</a>
4112.9-E(1)	<a href="#">Employee Notifications</a>
4131	<a href="#">Staff Development</a>
4131	<a href="#">Staff Development</a>
4157	<a href="#">Employee Safety</a>
4157	<a href="#">Employee Safety</a>
4212.9	<a href="#">Employee Notifications</a>
4212.9-E(1)	<a href="#">Employee Notifications</a>
4257	<a href="#">Employee Safety</a>
4257	<a href="#">Employee Safety</a>
4312.9	<a href="#">Employee Notifications</a>
4312.9-E(1)	<a href="#">Employee Notifications</a>
4331	<a href="#">Staff Development</a>
4331	<a href="#">Staff Development</a>
4357	<a href="#">Employee Safety</a>
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5141.23	<a href="#">Asthma Management</a>
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5142	<a href="#">Safety</a>
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5145.6	<a href="#">Parental Notifications</a>
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5145.6-E(2)	<a href="#">Parental Notifications</a>
5145.6-E(3)	<a href="#">Parental Notifications</a>
6142.5	<a href="#">Environmental Education</a>
6142.7	<a href="#">Physical Education And Activity</a>
6142.7	<a href="#">Physical Education And Activity</a>
6142.8	<a href="#">Comprehensive Health Education</a>
6145	<a href="#">Extracurricular And Cocurricular Activities</a>
6145	<a href="#">Extracurricular And Cocurricular Activities</a>
6145.2	<a href="#">Athletic Competition</a>
7110	<a href="#">Facilities Master Plan</a>
7111	<a href="#">Evaluating Existing Buildings</a>
7150	<a href="#">Site Selection And Development</a>
7150	<a href="#">Site Selection And Development</a>