

SOUTH PEKIN GRADE SCHOOL DISTRICT 137
BOARD OF EDUCATION POLICY MANUAL
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Operations

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the School Board sets the date, place and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the School Board.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year (September 30), or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit

reduction plan to balance the District's budget within 3 years according to the State Board of Education requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website, notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer with the County Clerk within 30 days of the budget's adoption
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.
- 5.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth In Taxation Act.

Budget Amendments

The Board of Education may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board of Education with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on:

- interfund loans, interfund transfers, transfers within funds and transfers from the working cash fund if one exists.

LEGAL REF.: 105 ILCS 5/10-17, 5/10-22.33 5/17-1, 5/17-2A, 5:17-11, 5/20-5 and 5/20-8.
35 ILCS 200/18-55 et seq.

CROSS REF: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADOPTED: December 19, 2000

AMENDED: March 15, 2007, April 17, 2008

Operations

Transfer of Funds

Interfund loans and transfers within funds shall be made only with Board of Education approval.

LEGAL REF.: 105 ILCS 5/10-22.33, 5/17-1, 5/17-2A, 5/20-5, and 5/20-8.

CROSS REF.: 4:30

ADOPTED: December 19, 2000

Operations

Revenue and Investments

Revenue

The Superintendent is responsible for making all claims for property tax revenue, State Aid, special state funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal. Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity. The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return. The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification. The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest any District funds if any investment as authorized in 30 ILCS 235.2, and acts amendatory thereto.

Investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate state or federal agency.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized by: (1) securities eligible for District investment or any other high-quality, interest-bearing security rated at least AA/Aa by one or more standard rating services to include Standard & Poor's, Moody's, or Fitch, (2) mortgages, (3) letters of credit issued by a Federal Home Loan Bank, or (4) loans covered by a State Guaranty under the Illinois Farm Development Act. The market value of the pledged securities shall equal or exceed the portion of the deposit requiring collateralization. The Chief Investment Officer shall determine other collateral requirements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education shall determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer.

Ethics and Conflicts of Interest

The Board of Education and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board Members are bound by the *Board Member Conflict of Interest* policy 2:100. No District employee having influence on the District's investment decisions shall:

1. have any interest, directly or indirectly, in any investments in which the District is authorized to invest.
2. have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/1 et seq.

105 ILCS 5/8-7, 5/17-1, and 5/17-11.

CROSS REF.: 2:100, 4:20

ADOPTED: December 19, 2000

Operations

Incurring Debt

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent shall prepare all documents and notices necessary for the Board of Education, at its discretion, to issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness.

LEGAL REF.: 30 ILCS 305/2.

50 ILCS 420/5.

105 ILCS 5/17-16, 5/18-18, 5/19-1 et seq.

ADOPTED: December 19, 2000

Operations

Insufficient Fund Checks

The Superintendent or designee is responsible for collecting the maximum fee authorized by State law for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent or a designee is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

LEGAL REF.: 810 ILCS 5/3-806.

ADOPTED: December 19, 2000

Operations

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it in advance of the Board of Education's first regular monthly meeting. These bills shall be reviewed by the Board of Education, after which they may be approved for payment by Board of Education order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving the Board of Education order as evidenced by a certified, properly signed copy of the Board minutes.

The Treasurer is authorized to pay Social Security taxes and wages without further Board of Education approval. These disbursements shall be included in the listing of bills presented to the Board of Education.

Revolving funds for school cafeterias, athletics, petty cash, or similar purposes may be used, provided such funds are in the custody of an employee who is properly bonded according to State law and who is responsible to the Superintendent and the Board. Payments from these funds shall be included in the listing of bills presented to the Board of Education.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

ADOPTED: December 19, 2000

Operations

Use of Credit and Procurement Cards

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. The district may from time to time issue and or authorize Board members to use District credit cards to simply the payment of actual and necessary expenses as authorized in Board Policy 2:125. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Activity Funds), 5:60 (Expenses)

APPROVED: MARCH 28, 2017

Operational Services

Exhibit - Carduser's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards

Carduser's name

Carduser's address

Position

Name of individual who authorized issuance of card.

I affirm that I am familiar with the Board's policy on using credit and procurement cards, that I understand my responsibilities regarding use of such cards, and that I agree to adhere to all requirements regarding such cards.

Carduser's signature

Date

I provided a copy of this Statement along with a copy of the Board policy 4:55, *Use of Credit and Procurement Cards*, to the carduser who signed this statement.

Office personnel

Date

DATED: MARCH 28, 2017

Operational Services

Administrative Procedure - Controls for the Use of District Credit and Procurement Cards

This procedure implements, and is subject to, Board policy 4:55, *Use of Credit and Procurement Cards*. The business office shall oversee the following controls:

Issue District credit and/or procurement cards to only authorized individuals.

1. Require prior authorization before issuing a card to any individual.
2. Have cardholders sign 4:55-E, *Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.
3. Instruct cardholders:
 - a. In the proper use of cards, and;
 - b. How to document purchases, including the need to: (a) present an itemized receipt in addition to a credit or procurement card receipt for each item, (b) indicate the date, purpose, and nature of the charge on the receipt, and (c) identify the names of individuals for whom expenditures were incurred on the receipt.

Monitor that credit and/or procurement cards are being used for appropriate purchases.

1. Prohibit the use of District credit or procurement cards for personal expenses. Two problems prevent personal use pending later reimbursement – there is no guarantee of reimbursement and the practice is a *de facto* loan available only to certain employees.
2. Do not use cards that allow cash advances or cash back from purchases.
3. Establish reasonable credit limits for each purchase, transaction, and/or the balance total on each card. Reduce the limits on existing cards if necessary. Require prior authorization for purchases above these limits.
4. When a card is used for “emergency purposes,” require that the user clearly document the emergency situation that justified the need.
5. Block certain types of vendors or purchases using Merchant Category Codes – these categorize businesses by the products or services they provide. Request that the card issuer prohibit charges from dry cleaners, health or beauty spas, liquor stores, race tracks, casinos, churches, physicians, and other merchant categories the District will never use.
6. Perform scheduled and random analyses of individual cardholders. This includes examining the continued need for the card and the nature of purchases being made.
7. Perform scheduled and random analyses to determine whether Board policy is being followed.

Safeguard District credit and procurement cards.

1. Keep all cards in a secure location.
2. Issue cards only for the time period that they are needed.
3. Issue cards in the names of specific individuals to help maintain accountability.
4. Develop and follow procedures to cancel cards when lost or stolen and when individuals leave employment.
5. Cancel existing cards that are not needed or accounted for.
6. Review and update master credit card lists annually.

Monitor credit and/or procurement card statements.

1. Review statements and watch for suspicious activity, such as, unusual destinations or items, purchases from a vendor whose reputation has not been verified, or purchases that would have been less expensive if another available payment method had been used.
2. Have billing statements broken down by individual user.
3. Have a reconciliation process and timetable. This includes:
 - a. Reconciling credit card statements to itemized receipts and invoices;
 - b. Examining the documentation supporting purchases to ensure charges are authorized and reasonable;
 - c. Delegating approval, verification, and payment of bills to different individuals; and
 - d. Requiring someone other than the cardholder or an individual supervised by the cardholder to review and approve transactions.
4. In exceptional circumstances when the Superintendent approved a charge that would otherwise be disallowed, maintain a record documenting the Superintendent's approval as well as all other pertinent information about the charge.
5. Review all uses of a card via telephone, fax, and the Internet to be sure they were approved by the Superintendent or designee.
6. Establish a way of recouping inappropriate charges.
7. Do not use automatic payment deductions to pay credit or procurement card bills.
8. Pay bills on time to avoid paying fees and late charges.
9. Appropriately follow up on any discrepancies.
10. Verify that the items purchased were actually received.
11. Account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and verify that it was used for the District's benefit.

Operations

Purchases and Contracts

The Superintendent shall manage all the District's purchases and contracts in accordance with the State law, the standards set forth in this policy and other applicable School Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with the State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with the State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services provided that State law is followed. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency.

When presenting a contract or purchase for Board approval, the superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials or work involving an expenditure in excess of \$10,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21 unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with the State law and Board policy 4:150. *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided. (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-22.34c, and 5/19b-1 et seq. 820ILCS 130/0.01 et seq.

CROSS REF: 2:100 (Board Member Conflict of Interest), 4:150 (Facility Management and Building Programs)

ADOPTED: December 19, 2000

AMENDED: May 18, 2006; April 17, 2008

Operations

Resource Conservation

The School District will conserve energy resources by:

- full utilization of materials prior to disposal;
- limited use of disposable materials;
- limited use of non-biodegradable products;
- participation in recycling programs;
- adherence to energy conservation measures.

The Superintendent or a designee shall develop procedures for purchasing recycled paper and paper products in amounts which will, at a minimum, meet the requirement of The School Code.

LEGAL REF.: 105 ILCS 5/10-20.19c.

ADOPTED: December 19, 2000

Operations

Accounting and Audits

All reporting formats used for the Annual Financial Report will be consistent with the Illinois Program Accounting Manual for Local Educational Agencies.

At the close of each fiscal year, the Superintendent shall arrange to have the District books and accounts audited by an independent certified public accountant designated by the Board of Education in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board of Education member and to the Superintendent.

The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Inventories

The Superintendent is responsible for developing and maintaining an inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase, and the cost or the estimated replacement cost.

Disposition of District Property

The Superintendent shall notify the Board, as necessary, of any (1) District personal property no longer needed for school purposes, and (2) school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient, so that the Board may consider its disposition.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-22.8 and 5/17-1
et seq.
23 Ill. Admin. Code, ch. 110 and 125.

ADOPTED: December 19, 2000

Operations

Student Activity Fund Management

The Board of Education annually shall appoint a student activity funds treasurer who shall be bonded in accordance with The School Code.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.

CROSS REF.: 7:325

ADOPTED: December 19, 2000

Operations

Insurance Management

The Superintendent shall annually recommend an insurance program which provides the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. Liability coverage to ensure against any loss or liability of the School District, Board of Education members, employees, volunteer personnel authorized in 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and student teachers by reason of civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the Board of Education.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect the individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

LEGAL REF.: 820 ILCS 305/1.
105 ILCS 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and
5/10-22.34b.
215 ILCS 5/1 et seq.
Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222,
4980B(f) of the I.R.S. Code, 42 U.S.C. § 300bb-1 et seq.

ADOPTED: December 19, 2000

Operational Services

Transportation

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board of Education requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law.

Bus schedules and routes shall be determined by the Superintendent and shall be altered only with the Superintendent's approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration or as dictated by emergency situations.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

Post-Trip Vehicle Inspection

The superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift or workday.

LEGAL REF.: 105 ILCS 5/10-22.22 and 5/29-1 et seq.
625 ILCS 5/1-182, 5/11-1414.1, and 5/13-109.
23 Ill. Admin. Code §§ 1.510a and 226.935.

CROSS REF.: 5:280

ADOPTED: December 19, 2000

AMENDED: January 26, 2010

Operations

Food Services

The Superintendent or designee shall establish such administrative procedures to control food sales which compete with the District's non-profit food service in compliance with the Child Nutrition Act.

Specifically, food service rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal periods.

LEGAL REF.: 42 U.S.C. § 1779, as implemented by 7 C.F.R. § 210.11.

State Board of Education, Sub-Chapter 1, Food Program, Part 305.

ADOPTED: December 19, 2000

Operations

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

Appeal From a Decision

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk In Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.
105 ILCS 125/1.
23 Ill. Admin. Code §§ 1.520 and 305.10 et seq.

ADOPTED: December 19, 2000

Operations

Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students must also pay for loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to the State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.
- Unemployment
- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with the State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25 and 5/28-19.223 Ill.

Admin. Code § 1.245 [may contain unenforceable provisions]

CROSS REF.: 4:130 (Free and Reduced-Price Food Service

ADOPTED: December 19, 2000

AMENDED: December 21, 2010

Operational Services

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion. When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs and energy efficiency.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq.
105 ILCS 5/10-22.36, 5/17-2.11, 140, and 230/5-1 et seq.
820 ILCS 130/0.01 et seq.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: December 19, 2000

AMENDED: January 26, 2010

Operational Services

Hazardous and Infectious Materials

The Superintendent shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

LEGAL REF.: 105 ILCS 5/10-20.17a and 135/1 et seq.
 225 ILCS 235/2.
 415 ILCS 65/3(f).
 820 ILCS 255/1 et seq.
 23 Ill. Admin. Code § 1.330.
 29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill.
 Admin. Code § 350.280.

CROSS REF: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: December 19, 2000

AMENDED: December 23, 2008

ADMINISTRATIVE
PROCEUDRES

ADOPTED: January 26, 2010

Operational Services

Administrative Procedure - Environmental Quality of Buildings and Grounds

Hazardous and/or Infectious Materials

A hazardous and/or infectious material is any substance, or mixture of substances, that constitutes a fire, explosive, reactive, or health hazard. The following are examples of such materials:

- Any item contained in the definition of “toxic substance” in the Toxic Substances Disclosure to Employees Act (820 ILCS 255/)
- An item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids
- Non-building related asbestos materials
- Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes)
- Compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (exhaust gases, such as, carbon monoxide)
- Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride)
- Liquids, compounds, solids or other hazardous chemicals that might be toxic, poisonous, or cause serious bodily injury
- Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algaecide, rodenticide, bactericides)
- Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol)

The Buildings and Grounds Supervisor is responsible for compliance with State and federal law, including the Toxic Substances Disclosure to Employees Act (820 ILCS 255/), and shall:

1. Maintain a perpetual inventory of hazardous materials.
2. Make available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compile Material Safety Data Sheets (MSDS) for each toxic substance used, produced, or stored to which an employee may be exposed, and distribute them as appropriate. Update the data sheets when necessary.
4. Submit to the Director of the Illinois Department of Labor, as required, an alphabetized list of substances, compounds, or mixtures for which the District has acquired a MSDS.
5. Make available MSDS to all persons requesting the information.
6. Store hazardous or toxic materials in compliance with local, State, and federal law. Storage containers must be labeled with the chemical name and appropriate warning hazards and stored in a location that limits the risk presented by the materials. Containers must be stored in a limited-access area.
7. Transport hazardous materials in a manner that poses the least possible risk to persons and the environment and that is in compliance with local, State, and federal law.
8. Classify hazardous materials as current inventory, waste, excess, or surplus. Dispose of hazardous materials in accordance with local, State, and federal law.
9. Post information regarding employee rights under the Act on employee bulletin boards throughout the District.
10. Provide an education and in-service training program with respect to all toxic substances to which employees are routinely exposed in the course of employment.

Pesticide Application on School Grounds

The Buildings and Grounds Supervisor is responsible for compliance with the Lawn Care Products Application and Notice Act (415 ILCS 65/3, amended by P.A. 96-424) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building.
2. In coordination with the supervisor of each District building (including each Building Principal), notify employees and students and their parents/guardians in each building. The notification must:
 - a. Be provided at least 4 business days before a pesticide application on school grounds.
 - b. Be written or by telephone. If written, the notice may be included in newsletters, calendars, or other correspondence currently being published.
 - c. Identify the intended date of the application.
 - d. Provide the name and telephone contact number for the Buildings and Grounds Supervisor or other school personnel responsible for the pesticide program.

An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Lawn Care Products Application and Notice Act shall control. If such a situation arises, the Building and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written or telephonic notice is provided as soon as practicable.

Pesticide Application in School Buildings and Structures

The Buildings and Grounds Supervisor is responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/, reenacted by P.A. 96-473) and shall:

1. Provide an annual schedule of pesticide application to the supervisor of each District building.
2. In coordination with the supervisor of each District building (including each Building Principal):
 - a. Maintain a registry of all employees and parents/guardians of students.
 - b. Notify those employees and parents/guardians before pesticides are applied in or on each building. The notification must:
 - i. Be provided at least 2 business days before a pesticide application in or on school buildings.
 - ii. Be written. The notice may be included in newsletters, bulletins, calendars, or other correspondence currently being published.
 - iii. Identify the intended date of the application.
 - iv. Provide the name and telephone contact number for the Buildings and Grounds Supervisor or other school personnel responsible for the pesticide program.

An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Structural Pest Control Act shall control. If such a situation arises, the Building and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.

The Buildings and Grounds Supervisor is responsible for the District's integrated pest management program and the District's compliance with the Structural Pest Control Act (225 ILCS 235/, reenacted by P.A. 96-473).

- Applicable if the Superintendent determines that an integrated pest management program is economically feasible:*

The Buildings and Grounds Supervisor or designee shall: (1) develop and implement a program incorporating the Department of Public Health guidelines; (2) notify the Department, on forms provided by the Department, that a program is being implemented; (3) repeat the notification every 5 years after the initial notification; and (4) keep copies of all notifications and all written integrated pest management program plans.

- Applicable if the Superintendent determines that adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs:*

The Buildings and Grounds Supervisor or designee shall: (1) notify the Department, on forms provided by the Department, that the development and implementation of an integrated pest management program is not economically feasible; (2) include in the notification the projected pest control costs for the term of the pest control program and projected costs for implementing a program for that same time period; (3) repeat this notification every 5 years after the initial notification until a program is developed and implemented; and (4) attend a training course, approved by the Department, on integrated pest management and repeat attendance every 5 years thereafter until a program is developed and implemented in the District's schools.

The Buildings and Grounds Supervisor or designee shall maintain copies of all notifications that are required by the Structural Pest Control Act and provide the Building Principal(s) or designee(s) sufficient information to allow him/her/them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements.

Training and Necessary Equipment

Each Building Principal and noncertificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials as required by 105 ILCS 5/10-20.17a. Emergency response and evacuation plans must be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards as required by 23 Ill.Admin.Code §1.330. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

Substitute Non-Hazardous Materials

District staff shall comply with State law governing toxic art supplies in schools, 105 ILCS 135/. This includes substituting non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

Infectious Materials

The Buildings and Grounds Supervisor shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall comply with the Bloodborne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are exempt from the Plan and the Standards generally.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.
3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

Emergency Response Plan

The Building Principal shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for the actual cleanup,
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times, and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

Evacuation

The Building Principal shall ensure compliance with the School Safety Drill Act, 105 ILCS 128/. This includes, among other things, ensuring that evacuation rules are posted in each room and discussed with each class using the room during the first days of the school year. The evacuation rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Building Principal shall conduct evacuation drills according to School Board policy 4:170, *Safety*, and administrative procedure 4:170-AP1, *Comprehensive Safety and Crisis Program*.

LEGAL REF: 29 C.F.R. Part 1910.1030, adopted by the Ill. Department of Labor, 56 Ill.Admin.Code §350.300.
 105 ILCS 5/10-20.17a, Hazardous Materials Training; 5/10-20.46, Compliance with Chemical Safety Acts; 135/, Toxic Art Supplies in School Act; and 140/, Green Cleaning School Act.
 225 ILCS 235/, Structural Pest Control Act.
 415 ILCS 65/, Lawn Care Products Application and Notice Act.
 820 ILCS 255/, Toxic Substances Disclosure to Employees Act.
 23 Ill.Admin.Code §1.330, Hazardous Materials Training.
 56 Ill.Admin.Code Part 205, Toxic Substances Disclosure to Employees.

ADMINISTRATIVE
PROCEDURES

ADOPTED: January 26, 2010

Operational Services

Safety

Safety Program

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; fire emergency and drill procedures, tornado protection, instruction in safe bus riding practices, emergency aid, and post-crisis management. In the event the police are called to the school for a specific safety issue, the Superintendent or designee shall notify the Board President that the police were called and if appropriate, there shall be timely notification to the parents of the event.

During each academic year, each school building must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill and
3. One severe weather and shelter-in-place drill.
 - A law enforcement drill is optional.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical breakdown or other mechanical problem, (3) where a cellular telephone is owned by the school district and used as a digital two-way radio, and (4) when the school bus is parked.

Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is:
 - i. Attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially,
 - ii. Participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or
 - iii. Attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The

Superintendent shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9 or is a known child sex offender. The contractor shall obtain a criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Student Insurance

The Board of Education shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parent/guardian and the company. Each student who participates in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent is authorized to close the school in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.22, 5/10-20.23, 5/10-21.9, and 5/27-26.
730 ILCS 152/101 et seq.
41 Ill. Admin. Code § 110.20.
Illinois Rules and Regulations for Fire Drills in Schools, 5 Ill. Reg. 10676.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:100 (Relations with Other Organizations and Agencies)

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ADOPTED
ADMINISTRATIVE
PROCEDURES: January 26, 2010

**ENTERING AND WORKING IN CONFINED SPACES
MANUAL**

Adopted by
South Pekin Grade School

**Prepared by
Environmental Health & Safety Department**

**for
Oklahoma State University
January 30, 1992**

**Reviewed
April 9, 2004**

INTRODUCTION

Entering and working in confined spaces has been and will continue to be an integral part of daily activity by South Pekin Grade School employees. This document has been developed to ensure the safety of personnel required to enter and conduct work in confined spaces. The program contained herein describes reasonable and necessary policies and procedures for any and all facilities, departments, and individuals who are associated with confined space entry operations. This program and all parts of 29 CFR 1910.146 shall apply to all confined space entry operations conducted at South Pekin Grade School. As it is the policy of South Pekin Grade School to provide its employees with the safest work environment possible, the school requires compliance with the procedures set forth in this manual. A site-specific program may be used, providing it meets or exceeds the requirements listed in this manual.

CONTENTS OF THIS MANUAL

This manual has been organized into four sections:

- 1 Identifying Confined Spaces** page 2

Department Heads or their designated representatives should determine if any personnel under their supervision are required to enter or conduct work in confined spaces as defined in this section.
- 2 Identifying Confined Space Hazards** page 3

This section of the manual gives information on the types of hazards that may be present in a confined space. It should be reviewed whenever the hazards of a confined space are being evaluated.
- 3 Confined Space Entry Program** page 5

If it is determined that department personnel are required to perform duties in confined spaces, the program outlined in page 5, paragraph 2—The Permit System—should be implemented.
- 4 Responsibilities and Training Requirements** page 12

This section lists the responsibilities and training requirements of each individual involved in a confined space entry.

1 IDENTIFYING CONFINED SPACES

Recognition is an important aspect of making a safe entry into a confined space. Not all confined spaces will be considered permit-required confined spaces and being able to identify the difference between the two is important. To clarify what constitutes a Confined Space, the following definition will be used.

A **Confined Space** is any space that has the following characteristics:

1. It is large enough or so configured that an employee can bodily enter and perform assigned work.
2. It has limited or restricted means for entry or exit.

Confined-space openings are limited primarily by size and location. Openings may be small in size and may be difficult to move through easily. However, in some cases openings may be very large; for example, open-topped spaces such as pits or excavations. Entrance and exit may be required from top, bottom, or side. In some cases, having to access the work area by a fixed ladder may constitute limited or restricted entry or exit. Size or location may make rescue efforts difficult.

3. Is not designed for continuous employee occupancy.

Most confined spaces are not designed for employees to enter and work on a routine basis. They may be designed to store a product, enclose materials and processes, or transport products or substances. Because they are not designed for continuous occupancy, frequently they will not have good ventilation or lighting. Therefore, occasional employee entry for inspection, maintenance, repair, cleanup, or similar tasks can be difficult and dangerous. The danger associated with entry may come from chemical or physical hazards within the space.

A **Non-Permit Confined Space** is a confined space that does not contain, nor has the potential to contain, any hazard capable of causing death or serious physical harm (with respect to atmospheric hazards). Examples of non-permit required confined spaces might include the interiors of HVAC units, certain air plenums and pipe chases, attics, walk-in freezers or refrigerators, and some building crawl spaces.

A **Permit-Required Confined Space (permit space)** is a confined space that **is** potentially hazardous. A permit-required confined space has one or more of the following characteristics:

1. Contains or has a potential to contain a hazardous atmosphere.
2. Contains a material that has the potential for engulfing an entrant.
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly-converging walls or by a floor that slopes downward and tapers to a smaller cross-section; or
4. Contains any other recognized serious safety or health hazard. Examples of serious safety or health hazards might include:
 1. Fall hazards
 2. Unguarded machinery
 3. Extreme heat or cold

4. Steam pipes or chemical lines
5. Hazardous noise levels
6. Electrical hazards
7. Presence of asbestos
8. Potentially hazardous levels of dust (such as might occur at the Feed Mill)

Because of the lack of ventilation in most confined spaces, they will have the potential for a hazardous atmosphere. Therefore, they must be designated “permit-required,” and the procedures for making entry into a permit-required space must be followed. Examples of permit-required confined spaces at OSU include sewers, electrical vaults, steam tunnels, sump pits, certain mechanical rooms, some excavations, and other types of enclosures.

Any space that is accessed by lifting a manhole cover shall be considered a permit-required confined space. Additionally, some roofs, the Lake Carl Blackwell dam access tunnel, certain grain storage facilities, and equipment access areas may be designed permit-required confined spaces even though they don't technically meet the definition (i.e., they may not really have limited or restricted means of entry or exit). These areas shall be clearly marked as permit-required spaces.

OSU has two blanket designations concerning permit-required confined spaces.

1. Steam tunnels, regardless of access, shall be considered permit-required confined spaces (i.e., as soon as you step into a steam tunnel, you are in a permit-required confined space, even if you walked into it through a mechanical room).
2. Attics are not considered to be permit-required confined spaces.

Supervisors are directly responsible for ensuring the safety of their employees in regards to confined spaces. It is their responsibility to evaluate potentially hazardous spaces within their facilities and areas to ensure that the proper precautions are taken for safety. This includes clearly marking permit-required confined spaces, training employees, and ensuring proper entry procedures are followed. These responsibilities may be delegated to another competent person provided he/she is qualified.

Physical Plant supervisors are responsible for ensuring their employees are properly trained to do the jobs they are sent to do. This includes recognition of confined spaces and proper procedures for making entry into permit-required confined spaces whenever necessary. **No Physical Plant employee shall be sent on a job that potentially involves work in a confined space unless they have been properly trained in confined space entry procedures.**

It may be determined that a space presents no real danger for employees. However, it is recommended that all spaces be considered potentially dangerous until they have been evaluated and tested. Once a space has been evaluated, the Environmental Health & Safety Department shall determine if the confined space requires a permit and will apply appropriate labeling.

2 IDENTIFYING CONFINED SPACE HAZARDS

Once a space has been identified as confined, the hazards that may be present within the confined space must be identified. Confined-space hazards can be grouped into the following categories: 1) Oxygen-deficient atmospheres, 2) flammable atmospheres, 3) toxic atmospheres, and 4) mechanical and physical hazards.

Every confined space must be evaluated for these four types of hazards. The three types of atmospheric hazards are often the most difficult to identify since they might not be detected without the assistance of a gas monitor.

1. Oxygen-Deficient Atmospheres

The normal atmosphere is composed of approximately 21% oxygen and 79% nitrogen. An atmosphere containing less than 19.5% oxygen shall be considered oxygen-deficient. The oxygen level inside a confined space may be decreased as the result of either consumption or displacement.

There are a number of processes that consume oxygen in a confined space. Oxygen is consumed during combustion of flammable materials, as in welding, cutting, or brazing. A more subtle consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen can also be consumed during chemical reactions such as in the formation of rust on the exposed surfaces of a confined space. The number of people working in a confined space and the amount of physical activity can also influence oxygen consumption. Oxygen levels can also be reduced as the result of oxygen displacement by other gases.

2. Flammable Atmospheres

Flammable atmospheres are generally the result of flammable gases, vapors, dust mixed in certain concentrations with air, or an oxygen-enriched atmosphere.

Oxygen-enriched atmospheres are those atmospheres that contain an oxygen concentration greater than 22%. An oxygen-enriched atmosphere will cause flammable materials such as clothing and hair to burn violently when ignited.

Combustible gases or vapors can accumulate within a confined space when there is inadequate ventilation. Gases that are heavier than air will accumulate in the lower levels of a confined space. Therefore, it is especially important that atmospheric tests be conducted near the bottom of all confined spaces.

The work being conducted in a confined space can generate a flammable atmosphere. Work such as spray-painting, coating, or the use of flammable solvents for cleaning can result in the formation of an explosive atmosphere. Welding or cutting with oxyacetylene equipment can also be the cause of an explosion in a confined space and shall not be allowed without a hot work permit. Oxygen and acetylene hoses may have small leaks in them that could generate an explosive atmosphere and, therefore, should be removed when not in use. The atmosphere shall be tested continuously while any hot work is being conducted within the confined space.

3. Toxic atmospheres may be present within a confined space as the result of one or more of the following:

A. The Product Stored in the Confined Space

When a product is stored in a confined space, the product can be absorbed by the walls and give off toxic vapors when removed or when cleaning the residual material. The product can also produce toxic vapors that will remain in the atmosphere due to poor ventilation.

B. The Work Being Conducted in the Confined Space

Toxic atmospheres can be generated as the result of work being conducted inside the confined space. Examples of such work include: Welding or brazing with metals capable of producing toxic vapors, painting, scraping, sanding, etc. Many of the solvents used for cleaning and/or degreasing produce highly toxic vapors.

C. Areas Adjacent to the Confined Space

Toxic fumes produced by processes near the confined space may enter and accumulate in the confined space. For example, if the confined space is lower than the adjacent area and the toxic fume is heavier than air, the toxic fume may "settle" into the confined space.

4. Mechanical and Physical Hazards

Problems such as rotating or moving mechanical parts or energy sources can create hazards within a confined space. All rotating or moving equipment such as pumps, process lines, electrical sources, etc., within a confined space must be identified.

Physical factors such as heat, cold, noise, vibration, and fatigue can contribute to accidents. These factors must be evaluated for all confined spaces.

Excavations could present the possibility of engulfment. Employees shall be protected from cave-ins by sloping, benching, or shoring systems when the depth of the excavation is more than four feet, in accordance with 29 CFR 1926.652. In some circumstances, air monitoring may also be required. See OSU's "Trenching and Shoring Manual" for more details regarding safe practices in excavations.

3 **CONFINED SPACE ENTRY PROGRAM**

1. Identifying All Confined Spaces

A. All confined spaces located within a facility or under the facility's control should be identified. Once the space has been identified as Confined, EHS shall determine if a permit is required.

B. All employees shall be made aware of these confined spaces through training or instruction provided by supervisors or their designated representatives. Assistance in this training shall be provided by EHS.

2. Preventing Unauthorized Entry

A. All employees shall be instructed by supervisors or their designated representatives that entry into a confined space is prohibited without an authorized permit.

B. Supervisors or their designated representatives shall instruct all employees to list their names on the authorized permit before they will be allowed to enter a confined space.

3. The Permit System

- A. When a confined space must be entered, a permit shall be completed and authorized by department heads, supervisors, or their designated representatives prior to entry of the confined space. This permit shall serve as certification that the space is safe for entry. The permit shall contain the date, the location of the space, and the signature of the person providing the certification.
- B. A permit shall not be authorized until all conditions of the permit have been met. The permit to be used by South Pekin Grade School personnel can be found in Appendix A.

4. Planning the Entry

The first step towards conducting a safe confined-space entry is to plan the entry. This will allow for the identification of all hazards, and for the determination of all equipment necessary, to complete the project.

A. Gathering General Data

- a. Identify the confined space. Give the name or location of the confined space.
- b. Give the reason for entering the confined space. Be specific. Also, identify if hot work will be done.
- c. Identify the contents of the confined space. This refers to any chemicals or other materials and energy that are usually present in the confined space.

B. Identifying the Hazards

NOTE: Atmospheric testing shall be conducted prior to entering permit-required confined spaces. It is recommended that the entry supervisor conduct these tests; however, any competent person certified in confined space entry may do so.

- a. The entry supervisor will determine the oxygen content and record this on the entry permit.
- b. The entry supervisor will determine flammable gas content and record this on the entry permit.
- c. The entry supervisor will determine levels of H₂S and Carbon Monoxide and record this on the entry permit.
- d. If a toxic substance is determined to be in the confined space during testing by the entry supervisor, Environmental Health & Safety shall be contacted to assist in obtaining a Material Safety Data Sheet or other chemical information to determine what type of personal protective equipment is required, the potential health effects, the Permissible Exposure Limits, and any other information needed to safely conduct the work.

- e. Entry supervisors will determine mechanical and physical hazards. They should list all items and energy that will require lockout/tagout, blanking and bleeding, disconnecting, or securing. Physical hazards should also be listed.

C. Ventilation of the Confined Space

- a. Indicate whether mechanical or natural ventilation will be used. Describe the procedures to be used.

NOTE: If mechanical ventilation is to be used, the exhaust must be pointed away from personnel or ignition sources. Also, mechanical ventilators should be bonded to the confined space.

D. Isolating the Confined Space

- a. Describe the procedures for disconnecting equipment or lockout and tagout. All mechanical, electrical, or heat-producing equipment should be disconnected or locked and tagged out. This would also include any pumps that pull fluid from, or pump fluid into, the confined space.

E. Purging/Cleaning the Confined Space

- a. Indicate if the confined space will be purged. Purging with inert gas is not recommended. If the space must be purged, describe the procedures.
- b. Indicate the type of cleaning methods to be used. If chemical cleaners are to be used, name the type and describe the procedures. The MSDS for the chemical should be consulted prior to use.

NOTE: When introducing a chemical into a confined space, the compatibility of that chemical with the contents of the confined space must be checked. If in doubt, consult Environmental Health & Safety.

NOTE: If steam is to be used, the hose should be bonded to the confined space.

F. Placement of Warning Signs

- a. Indicate if warning signs or barriers will be needed to prevent unauthorized entry or to protect workers from external hazards. If the confined space will be left open and unattended for any length of time, warning signs and barriers such as barricades and/or caution tape will be required.

G. Identifying All Personnel

- a. List all employees that will be required to prepare the confined space and complete the work inside the space.

H. Identifying Necessary Equipment

- a. List all equipment that will be necessary to complete the project.

5. Conducting Pre-Entry Training

Once the entry has been planned, department heads or their designated representatives must train all employees who will be involved in the entry. The training should be conducted no earlier than one day before entry is to be made.

The following outline should be used for the training:

- A. Identify the confined space and the reason(s) for entry.
- B. Identify work detail
 - a. Assign each employee the job(s) he/she is to perform in the entry project (entrant, standby person, etc.).
 - b. If an employee is required to use a piece of equipment, be sure that he/she is capable of using the equipment properly.
 - c. Inform all personnel that no one is to enter the confined space unless the attendant is present at the work site.
- C. Inform entrants of all known or suspected hazards
 - a. Inform personnel of any access or exit problems.
 - b. Inform personnel of all equipment that must be locked out or tagged out.
 - c. Inform personnel of the contents of the confined space.
 - d. Inform personnel of all atmospheric levels that must be maintained before entering and while working in the confined space.

If a toxic atmosphere or substance is present or could become present, the following additional training must be completed:

- e. If respiratory protection is not going to be used, inform personnel of the maximum permissible exposure level (PEL) that can exist within the confined space, and the method used to monitor PEL.
- f. Inform personnel of the potential health effects of exposure to the toxic atmosphere or substance.
- g. Inform personnel of the signs and symptoms of exposure to the toxic fume.
- h. Inform personnel of the personal protective equipment (PPE) that they will be required to wear.
- i. If entrants are unaware of the proper use of the PPE, they must be trained in the proper use of this equipment.

NOTE: Supervisors may request assistance from Environmental Health & Safety in providing the above-mentioned training.

- j. Persons should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. A local physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically (annually).
- D. Identify isolation procedures
 - a. Inform the personnel responsible for the lockout/tagout of all equipment that must be isolated.
 - b. Inform the personnel responsible for performing this function of the methods to be used.
- E. Identify purging and/or ventilation procedures
 - a. Inform all personnel responsible for performing this function of the methods to be used.
- F. Identify all equipment needed
 - a. Inform personnel involved in the project of all equipment that will be necessary to complete the project.
 - b. Make sure that all employees are capable of using their assigned equipment properly.
- G. Determine necessary personal protective equipment
 - a. Inform personnel of all PPE that must be used to ensure their safety.
 - b. Make sure that all personnel required to use PPE are trained in the proper use of the equipment.
- H. Establish communication
 - a. Inform all entrants that they are required to maintain communication with the attendant.
 - b. Inform attendant that he/she must maintain constant contact with all entrants.
 - c. Inform personnel of the type of communication they are to use.
- I. Protect from external hazards
 - a. Inform personnel where signs and barriers will be placed to prevent unauthorized entry and protect entrants from external hazards.

- J. Pre-plan rescue procedures
 - a. The designated attendant(s) should be informed of the rescue procedures to be followed. Rescue procedures to be used are listed in Item 10 of this section.
 - b. The attendant should be informed that he/she can have no other duty but to maintain contact with personnel inside the confined space.
 - c. Inform the attendant(s) that they must not enter the confined space under any circumstances.
- K. Place the confined space back into service
 - a. Inform personnel of the steps to be taken to place the confined space back into service.

6. Preparing The Confined Space For Entry

Once the entry has been planned and personnel have been trained, the next step is to prepare the confined space for entry.

The following steps are to be followed when preparing the confined space for entry:

- A. Place warning signs or barriers around the confined space to prevent unauthorized entry as necessary.
- B. Place all tools, safety equipment, monitoring equipment, etc., near the confined space.
- C. Isolate all mechanical and/or electrical hazards as necessary.
- D. Purge/ventilate the confined space as necessary.
- E. Test the atmosphere using an appropriate gas monitor.
 - a. If oxygen content is less than 19.5% or greater than 21.5%, perform additional ventilation. Then shut off ventilation equipment and re-test the oxygen content.
 - b. If oxygen content is between 19.5% and 21.5%, continue entry preparation.
- F. Test for flammable gases.
 - a. If the meter reading is less than 10% of the lower explosive limit (LEL), continue entry preparations.
 - b. If the meter reading is above 10% of the LEL, continue ventilation of the confined space. Then shut off the ventilation and have the atmosphere re-tested.

- c. If the meter reading is still above 10% of the LEL, the confined space must be cleaned before entry is permitted. If the confined space must be entered for cleaning purposes, the procedures outlined in Item 9 of this section must be followed.
- G. Test for toxics (If a toxic atmosphere is present, no person should be permitted to enter the confined space at a level exceeding the Permissible Exposure Limit without proper Personal Protective Equipment. Environmental Health & Safety should be called to assist in identifying proper precautions and the protective measures to be taken.
- H. Assemble all personnel involved and review rescue procedures. The entry supervisor will then add any needed information, then complete and sign the permit.
- I. Notify the Department Head or supervisor that entry is commencing. If Department Head or supervisor is unavailable, notify EHS Department.

7. Utilizing Safety Equipment

Where practical, all personnel entering a confined space should be equipped with a retrieval line secured at one end to the entrant by a full-body harness with its other end secured to a tripod lifting hoist.

8. Atmospheric Testing Procedures

- A. Environmental Health & Safety shall calibrate all testing equipment as instructed by the manufacturer (Draeger Multi-Pac-Monthly).
- B. All of the manufacturer's operating instructions must be followed.
- C. The test equipment should be tested in a known atmosphere to insure its accuracy.
- D. Ventilation equipment must be shut off before conducting any atmospheric tests.
- E. The atmosphere must be tested at the bottom, top, and middle of all confined spaces.
- F. The atmosphere must be continuously monitored while work is being conducted in the confined space.
- G. If the confined space is left for any reason, the atmosphere must be re-tested before re-entering the space.

9. Confined Space Cleaning Procedures

If cleaning must be conducted in a confined space to achieve acceptable atmospheric conditions, the following procedures must be followed:

- A. All entrants must be equipped with the safety equipment designated in Item 7.
- B. All entrants must be equipped with an SCBA.
- C. No spark-producing tools will be allowed for use.

10. Rescue Procedures

In the event of an emergency, the attendant should:

- A. Immediately summon the City of Stillwater Fire Department by radio or telephone. (Dial 911)
- B. Attempt to remove the victim by use of the retrieval line from outside the confined space if this can be accomplished without creating further hazard for the entrant or the attendant.
- C. If the attendant is able to remove the victim with the retrieval line, he/she should administer aid within the limits of his/her training until emergency medical services (EMS) arrive.
- D. If the attendant is unable to remove the victim by using the retrieval line, he or she must wait for help to arrive. The attendant(s) is not to enter the confined space for any reason.
- E. Give EMS personnel any information they request.

4 PERSONNEL RESPONSIBILITIES AND TRAINING

Everyone involved in a confined-space entry project has certain responsibilities and requires a certain amount of training. It is very important that every individual is familiar with his/her responsibilities. This section outlines the responsibilities and training requirements of each individual involved in a project.

1. Responsibilities of the Director of Environmental Health & Safety

The Director of Environmental Health & Safety or his/her designated representative shall be responsible for the following:

- A. Reviewing and updating the South Pekin Grade School Confined Space Entry Program to conform to current CFR standards.
- B. Ensuring compliance with standards set forth in the program by periodic inspection of entry sites and canceling permits where unsafe conditions are present.
- C. Assisting Supervisors with:
 - i. providing training as set forth in the program
 - ii. identification of confined spaces
 - iii. identifying spaces that require a permit for entry
 - iv. labeling Permit-Required Confined Spaces.
- D. Performing a single annual review covering all entries performed during a 12-month period to ensure employees participating in entry operations are protected from permit space hazards.

2. Responsibilities and Training Requirements of Supervisors or Their Designated Representatives

Supervisors or their designated representatives shall be responsible for the following:

- A. Identifying confined spaces within facilities or areas under their control.
- B. Identifying hazards within a confined space under their control.
- C. Documenting that all training requirements for a specific confined space entry have been met by signing the pre-entry authorization space on the entry permit.

3. Responsibilities and Training Requirements of Entry Supervisors

Entry Supervisors shall be responsible for the following:

- A. Ensuring that the required atmospheric tests are performed at the confined space and results recorded on the permit prior to entry authorization.
- B. Obtaining and maintaining all equipment necessary to complete the confined-space entry project.
- C. Authorize entry by signing the Entry Authorization space on the entry permit after all conditions for a safe entry have been met.
- D. Terminating the entry and canceling the permit when:
 - 1. Entry operations covered by the entry permit have been completed.
 - 2. A condition that is not allowed under the entry permit arises in or near the permit space.
- E. Determining, whenever responsibility for a permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

4. Responsibilities and Training Requirements of Authorized Entrants

The person(s) authorized to enter a confined space shall be responsible for and receive training in the following:

- A. The knowledge of hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
- B. Proper use of equipment, which includes:
 - a. Atmospheric testing and monitoring equipment.
 - b. Ventilating equipment needed to obtain acceptable entry conditions.
 - c. Communication equipment necessary to maintain contact with the attendant.
 - d. Personal protective equipment as needed.

- e. Lighting equipment as needed.
 - f. Barriers and shields as needed.
 - g. Equipment, such as ladders, needed for safe ingress and egress.
 - h. Rescue and emergency equipment as needed.
 - i. Any other equipment necessary for safe entry into and rescue from permit spaces.
- C. Communication with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space if required.
- D. Alert the attendant (standby person) whenever:
- a. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
 - b. The entrant detects a prohibited condition.
- E. Exiting the permit space as quickly as possible whenever:
- a. An order to evacuate has been given by the attendant or the entry supervisor;
 - b. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
 - c. The entrant detects a prohibited condition; or
 - d. An evacuation alarm is activated.
5. Responsibilities and Training Requirements of Attendants

Persons authorized to perform duties as attendant shall be responsible for and receive training in the following:

- A. Knowing the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
- B. Awareness of possible behavioral effects of hazard exposure in authorized entrants.
- C. Continuously maintaining an accurate count of authorized entrants in the permit space and ensuring that the means used to identify authorized entrants accurately identifies who is in the permit space.
- D. Remains outside the permit space during entry operations until relieved by another attendant.
- E. Attempting **non-entry** rescue if proper equipment is in place and the rescue attempt will not present further hazards to the entrant or attendant.

- F. Communicating with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant.
- G. Monitoring activities inside and outside the space to determine if it is safe for entrants to remain in the space and ordering the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - a. If the attendant detects a prohibited condition.
 - b. If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
 - c. If the attendant detects a situation outside the space that could endanger the authorized entrants.
 - d. If the attendant cannot effectively and safely perform all the duties required by this program.
- H. Summoning rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- I. Taking the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - a. Warning the unauthorized persons that they must stay away from the permit space.
 - b. Advising the unauthorized persons that they must exit immediately if they have entered the permit space.
 - c. Informing the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
- J. Performing no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

LIST OF TERMS

Attendant – A person designated by the department head in charge of entry to remain outside the confined space and to be in constant communication with the personnel working inside the confined space.

Authorized Entrant – A person who is approved or assigned by the department head in charge of the entry to perform a specific type of duty or duties or to be at a specific location at the job site.

Bonding – The joining of two or more items with an electrical conductor so that all ends joined have the same electrical charge or potential.

Confined Space – (see page 2).

Department Head – Department Heads are those people in charge of students or employees of South Pekin Grade School facilities with common interests, jobs, or objectives.

Entry – The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit – The written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in this program.

Entry Supervisor – Department Head or the designated representative (such as the foreman or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this program.

Note: An *entry supervisor* also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this program for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of entry operation.

Hazardous Atmosphere – An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

N Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL).

N Airborne combustible dust at a concentration that meets or exceeds its LFL.

NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less.

N Atmospheric oxygen concentration below 19.5% or above 23.5%.

N Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational health and Environmental

Confined Space Entry Program: List of Terms

Control, or in Subpart Z, Toxic and Hazardous Substances, of 29 CFR 1910 and that could result in employee exposure in excess of its dose or permissible exposure limit. (SEE NOTE BELOW)

NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

N Any other atmospheric condition that is immediately dangerous to life or health.

NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, section 1910.1200, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

Hot Work – Any work involving burning, welding or similar fire-producing operations. Also, any work that produces a source of ignition, such as grinding, drilling, or heating.

Hot Work Permit – The employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

Immediately Dangerous to Life or Health – An atmosphere that poses an immediate threat of loss of life: May result in irreversible or immediate severe health effects; may result in eye damage/irritation; or other condition that could impair escape from a confined space.

Lower Explosive Limit (LEL) – The minimum concentration of a combustible gas or vapor in air that will ignite if an ignition source is introduced.

Non-Permit Required Confined Space – (see page 2)

Oxygen-Deficient Atmosphere – An atmosphere that contains an oxygen concentration of less than 19.5% by volume.

Oxygen-Enriched Atmosphere – An atmosphere that contains an oxygen concentration greater than 22% by volume.

PPE - Personal Protective Equipment: Any devices or clothing worn by the worker to protect against hazards in the environment. Examples are respirators, gloves, and chemical splash goggles.

PEL - Permissible Exposure Level: – Concentration of a substance to which an individual may be exposed repeatedly without adverse effect.

Permit Required Confined Space – (see page 2)

Purging – The removal of gases or vapors from a confined space by the process of displacement.

Standby Person – A person designated by the department head in charge of entry to remain outside the confined space and to be in constant communication with the personnel working inside the confined space.

Confined Space Entry Program: List of Terms

REFERENCES

1. Title 29 of the Code of Federal Regulations Part 1910.146 - *Permit-Required Confined Spaces*. U.S. Government Printing Office.
2. National Safety Council Data Sheet 1-704-85 - *Confined Space Entry Control System for R&D Operations*, National Safety News.
3. N.I.O.S.H. Training and Resource Manual - *Safety and Health in Confined Workspaces for the Construction Industry*.
4. N.I.O.S.H. 87-113 - *A Guide to Safety in Confined Spaces*.
5. City of Stillwater, Oklahoma - *Confined Space Entry Manual* 1990.
6. Title 29 of the Code of Federal Regulations Part 1926.652 - *Requirements for Protective Systems*.
7. Title 29 of the Code of Federal Regulations Part 1910.150 - *The Control of Hazardous Energy*.
8. Title 29 of the Code of Federal Regulations Part 1910.134 - *Respiratory Protection*.

APPENDIX A

Copy of Confined Space Entry Permit