

# ENVIRONMENTAL & CONSERVATION SERVICES



FAQ

2016-2017

## FREQUENTLY ASKED QUESTIONS

### HOW DO I ADDRESS INDOOR-AIR QUALITY (IAQ) CONCERNS AT MY FACILITY?



Contact Environmental & Conservation Services (ECS) at 561.684.5154 or PX 45154 and submit an indoor-air quality (IAQ) inspection request. Please provide pertinent information such as room numbers, names of affected staff, nature of the issue, etc. . . . A qualified ECS inspector will conduct a site visit (typically, the site visit is performed within 2-days of complaint receipt). Upon completion, an IAQ report will be provided to school administration with assessment findings & recommended corrective actions. If needed, an

IAQ project for environmental remediation will be initiated by ECS staff to address report findings. Environmental Manager, Kesta James, supervises this program and can be reached by phone or email ([Kesta.james@palmbeachschools.org](mailto:Kesta.james@palmbeachschools.org)).

### HOW DO I HANDLE DISPOSAL OF SPENT FLUORESCENT LIGHT BULBS?



Please refer to School District Bulletin # PD 15-028 COO for details for storing and recycling of fluorescent light bulbs and other mercury-containing devices. The District utilizes vendor, AERC Recycling Solutions to pick up light bulbs. AERC can be reached at 321.952.1516. Other mercury-containing devices such as thermometers and barometers will be picked up by ECS. Please call Environmental & Conservation Services to make arrangements for these items to be picked up: 561.684.5154 or PX 45154. Environmental Specialist, Anne Meador, supervises this program.

### HOW DO I DISPOSE OF WASTES SUCH AS OLD SCIENCE CHEMICALS, WASTE PAINTS, HOUSEHOLD CLEANERS AND THE LIKE?



Please contact Environmental & Conservation Services at 561.684.5154 or PX 45154 and request a chemical pick-up. Please include the chemical or substance names and quantity, plus other pertinent information such as condition of the containers, specific location...etc. Environmental Specialists will evaluate the request and either pick-up the items directly, or make arrangements for a vendor collection. Environmental Specialist, Anne Meador, supervises this program.

### WHAT IS THE PROCEDURE FOR BATTERY DISPOSAL?



Alkaline batteries can be discarded in the regular trash. Lithium-ion and rechargeable batteries must be recycled. If your facility does not already possess a blue pail for collecting & storing rechargeable batteries, please contact Environmental & Conservation Services at 561.684.5154 or PX 45154. When the blue recycling pail is full, please call ECS for pick-up. Environmental Specialist, Anne Meador, supervises this program.

## HOW DO I HANDLE CHEMICAL SPILLS?



School custodial staff are equipped and trained to handle small chemical spills. Please follow-up with notification to Environmental & Conservation Services at 561.684.5154. ECS staff has qualified spill response staff and access to experienced emergency response vendors if needed. If a large spill occurs beyond the control of school staff, local authorities and School Police should be contacted immediately including first-responders such as Fire-Rescue. For some spills, notifications to environmental regulatory agencies are a legal requirement. Please keep ECS updated on spill response actions to assist District notification efforts. Environmental Specialist, Anne Meador, supervises this program for ECS. Custodial Supervisor, Jimmy Pickering in M&PO, provides custodial training for small spill clean-up.

## WHAT IS THE PROPER RESPONSE FOR INFECTIOUS DISEASE INCIDENTS?



Infectious disease incidents, including blood borne pathogen concerns, should necessarily involve the affected facility's School Nurse, plus Safe Schools - Health Services Specialist, Dr. Cathy Burns. Collaboration among school administration and District healthcare administrators will drive decision making and possible Florida Department of Health notification & involvement. Environmental & Conservation Services plays a support role by providing sanitizing services. For small occurrences, ECS can respond directly in the same manner as an IAQ incident to provide general sanitization services. Director, Paul Strauss, and Environmental Manager, Kesta James, supervise this program.

## WHAT ARE THE PROCEDURES TO PURCHASE CHEMICALS USING THE P-CARD?



Purchasing chemicals, including the use of Marketplace, must be approved by the Purchasing Department. Environmental & Conservation Services is often required to perform a review of the intended purchase to ensure the item meets District standards. ECS staff is always available by phone or email to discuss chemicals or chemical purchases. Environmental Specialist, Crystal Robbins, supervises this program.

## HOW DO I HANDLE REQUESTS FOR RADON GAS SAMPLING INFORMATION?



The Florida Department of Health, or associated regulatory agencies may visit school sites that have active day-care operations and request copies of radon-gas sampling results. Please refer these requests directly to Environmental & Conservation Services via phone or email for action. Environmental Specialist, James Chapman, supervises this program.

## WHAT IS THE PROCESS FOR DISCARDING ELECTRONIC WASTE?



Please refer to School District bulletin # PD 16-049 COO for recycling of electronic waste from schools and ancillary facilities. The District utilizes a vendor for this service and the procedure involves asset tag & record-keeping considerations. Please call Environmental & Conservation Services if there are any questions related to this service at 561.684.5154 or PX 45154. Environmental Specialist, Karen Aubry, supervises this program in collaboration with the Purchasing Department and Mark Moon, Construction Purchasing Manager, at the District's re-distribution warehouse.

## WHERE CAN I FIND INFORMATION RELATED TO ZIKA VIRUS?



Please refer to School District Bulletin # PD 16-317 DSCOS for information and school-based recommendations regarding Zika Virus. Director, Paul Strauss, is the Environmental & Conservation Services contact for this program. Dr. Cathy Burns, Health Services Specialist, is the Safe Schools contact. Facility Management Administrator (FMA), Stacey Marshall, is the M&PO contact for issues related to District pest services including Zika mosquito control.

## WHICH DISTRICT EMPLOYEES MUST COMPLETE MANDATORY ASBESTOS TRAINING?



Federal law requires all District custodians and maintenance workers receive an initial Asbestos Awareness course, within 60 days of hire and an annual refresher class. The training is provided through eLearning Management. Please contact Administrative Assistant, Ana Sanchez, at Environmental & Conservation Services if there are any questions regarding access or record-keeping related to asbestos training. Environmental Specialist, James Chapman, supervises this training program.

## WHO DO I CONTACT FOR QUESTIONS RELATED TO ASBESTOS?



Asbestos is a highly regulated building material that is managed very carefully by Environmental & Conservation Services with support from Maintenance & Plant Operations. Every District facility is provided with an Asbestos Management Plan (whether the facility has asbestos-containing building materials, or not). The plan (red 3-ring binder) must be immediately available if requested by an environmental inspector or regulator. Buildings with asbestos-containing building materials are inspected twice-per-year by qualified Environmental & Conservation Services staff. Environmental Specialist, James Chapman, supervises this program.

## HOW CAN I OBTAIN GENERAL INFORMATION INCLUDING (M)SDS FOR SCHOOL DISTRICT CHEMICALS?



The Palm Beach County School District provides chemical information (HAZCOM) to all employees through the District's portal. Please use the MSDS Online tile to access important information regarding chemical handling, storage, disposal and hazards. Please refer to School District Bulletin # PD 16-077 COO for additional information & instructions. Please note: The new regulations have shortened the familiar name: (MSDS) Material Safety Data Sheet to SDS. The federal HAZCOM law also requires each District facility to have an accurate chemical inventory. Environmental Specialist, Anne Meador, supervises this program.

## WHERE DO I GO FOR INFORMATION REGARDING SCHOOL DISTRICT RECYCLING PROGRAMS?



Environmental & Conservation Services provides support and administration for District recycling programs in collaboration with M&PO's Utilities Section. Programs include paper, cardboard and commingled products (plastics #1-7, aluminum and glass). Other recycled items include ink and toner cartridges in addition to textiles, such as clothing. A pilot project is being implemented in SY17 for cafeteria milk and juice containers. The ECS website has an entire section devoted to District sustainability and recycling programs. Environmental Specialist, Lisa Toy, supervises this program for ECS and District Utilities Manager, Christina Davis, supports recycling for M&PO.

## HOW DO I LEARN MORE ABOUT THE GREEN SCHOOLS RECOGNITION PROGRAM?



Environmental & Conservation Services partners with Florida Atlantic University - Pine Jog Environmental Education Center who coordinates *Learn Green*, a professional development opportunity for teachers interested in greening their schools. In addition, ECS supports FAU on their programs: the Green Schools Recognition Program and Green Ambassadors.

## WHAT IS THE PROCEDURE FOR WILD ANIMAL ENCOUNTERS ON SCHOOL DISTRICT PROPERTY?



For dangerous situations involving wild animals on District property, call School Police (561.434.8700), Local Animal Care & Control Services, or Palm Beach County Law Enforcement as needed. For less urgent situations, Maintenance & Plant Operations contracts with a certified trapper to remove unwanted or nuisance animals from District properties. M&PO can be reached through the call-center or work-order process. For regulated wildlife such as burrowing owls, birds-of-prey, bats, and gopher tortoises, please contact Environmental & Conservation Services. Many Florida plant & animals species are protected by the State of Florida and must be handled in accordance with stringent regulations. M&PO and ECS staff can also assist with injured wildlife. Environmental Specialist, Anne Meador, supervises this program for ECS and Facility Management Administrator (FMA), Stacey Marshall, oversees animal control for M&PO.

## HOW DO I ADDRESS ISSUES WITH DRINKING WATER?



Maintenance & Plant Operations manages the District's drinking water supplies. Environmental & Conservation Services performs specialized sampling & analysis of drinking water systems as needed. For routine concerns related to taste, odor, & color of drinking water please contact M&PO through the call-center or work-order process. Environmental Specialist, Anne Meador supervises this program for ECS and Facility Management Administrator (FMA), Stacey Marshall, oversees drinking water for M&PO.

## WHERE CAN I FIND INFORMATION RELATED TO SCHOOL DISTRICT GARDENS?



Support for school gardens is a collaborative effort. School Food Service (Contact: Assistant Wellness Coordinator, Jeannine Rizzo) has developed a Garden Guide which is available on the District's website. The Guide includes important information on garden planning, installation, and maintenance. The Guide is updated annually by School Food Service. M&PO and Environmental & Conservation Services also provide support services to gardens related to acceptable plant use, pest management, and the storage & application of fertilizers & pesticides. Director, Paul Strauss, is the ECS contact and Facility Management Administrator, Stacey Marshall, is the M&PO contact.

## WHO DO I CONTACT IF THERE IS A STRUCTURE AT MY FACILITY THAT NEEDS TO BE DEMOLISHED?



Demolition of a building or an entire school is an EPA regulated activity. All structures have a pre-demolition survey to identify any materials that contain asbestos. These materials are removed before the demolition begins. Once a demolition contractor is on site the building and all of its contents belong to the contractor and it is his responsibility to safely demolish the structure and remove all demolition debris from District property. Contact James Chapman at the Environmental and Conservation Services office to schedule a demolition.

## WHAT IS THE PROPER RESPONSE FOR BLOOD BORNE PATHOGEN INCIDENTS?



Bloodborne Pathogens

Blood Borne Pathogen response and investigation is primarily addressed by Risk & Benefits Management's Safety Technicians. School and/or facility based custodial staff are provided the necessary training for small scale clean up and emergency response. Employees with job classifications 1 or 2 of the District's Exposure Control Plan are provided initial and annual refresher trainings. Environmental & Conservation Services plays a support role by providing sanitizing services in medium to large scale incidents, as requested by Risk & Benefits Management and/or the department of Safe Schools - Health Services Specialist. ECS can respond directly in the same manner as an IAQ incident to provide general sanitization services. Director, Paul Strauss, and Environmental Manager, Kesta James, supervise this program.

## DOES ECS PROVIDE INDUSTRIAL HYGIENE SERVICES?



Director, Paul Strauss, and Environmental Manager, Kesta James, supervise this program.

ECS is responsible for conducting initial field assessments to determine the need for, and scope of, work that may require the services of a certified industrial hygienist. Typical industrial hygiene services requested include indoor environmental quality surveys, HVAC system evaluation, noise surveys, and limited air sampling. ECS staff provides oversight and acts as the liaison between District stakeholders, the industrial hygiene firm, and regulatory agencies, as necessary. All facets of industrial hygiene services are covered under existing ECS consulting contracted services.

## WHAT IS ECS' RESPONSIBILITY IN GREEN BUILDING PROCESS?



Director, Paul Strauss, and Environmental Manager, Kesta James, supervise this program.

Environmental & Conservation Services is committed to the District's initiative to building a sustainable future and greening our schools and ancillary facilities, including green building efforts. ECS staff includes three U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) accredited professionals with Building Design & Construction speciality, as well as two LEED Green Associate certified professionals. ECS participates in the green building process through environmental site assessments, proactive indoor environmental air quality inspections, and issuance of the thermal comfort surveys.

## WHAT IS INTEGRATED PEST MANAGEMENT?



ECS supports the IPM program by overseeing the clean-up of pest wastes and debris to remove potential allergens, and the restoration of building components damaged by pest activity. ECS staff conduct proactive IPM inspections at District facilities on occasion in compliance with IAQ Policy # 7.195 requirements.

Integrated Pest Management (IPM) is a coordinated approach to pest control intended to minimize pest populations, with an emphasis on prevention, while providing the healthiest work and educational environments. The District's M&PO Pest Control Services section oversees the IPM program and services conducted by qualified Pest Control vendors. The District's IPM approach employs a combination of strategies including sanitation, monitoring, habitat modification, culture change, and the judicious use of pesticides.

## WHAT IS GREEN CLEANING?



providing supplemental enhanced environmental and IAQ cleaning via contracted vendors to support limited resources of school based custodians during emergency response actions.

M&PO is responsible for oversight of the District's green cleaning program. The program emphasizes the use of environmentally friendly alternatives, whenever possible, and the identification and removal of harmful contaminants such as particulates, mold spores, bacteria and viruses. Environmental & Conservation Services plays a support role by

# CONTACT US!

MAIN NUMBER.....561-684-5154 OR PX 45154  
WEBSITE.....WWW.PALMBEACHSCHOOLS.ORG/ECS



*Environmental & Conservation Services  
Director - Paul Strauss*