

**Montague Township Board of Education
475 Route 206 Montague, NJ 07827
973-293-7131/Fax 973-293-3391**

**David H. Miller Jr.
Director of School Facilities**

September 5, 2023

Memo to all School Employees:

Please be advised that the Buildings and Grounds office maintains a master file of hazardous products that have been received on school premises. The SDS binder is located in the Buildings and Grounds office. Suppliers provide an information sheet on these products listing hazardous ingredients, emergency first aid measures, as well as spill, leak and disposal instructions. These Safety Data Sheets (SDS) are in a file that is accessible to all employees. Each new product that enters our school building and is classified as “hazardous” is required to have one of these sheets for the benefit of any employee who may come in contact with the hazardous material.

Of course, if you, or anyone in your vicinity were to experience an adverse reaction to any product, contact the local poison control or hospital first. They are trained to handle emergency situations and have records of almost any hazardous material available. Have the product on hand when calling so you may quickly and accurately respond to any questions regarding the material.

If you have any questions, or would like to review the SDS file, please stop by the Main Office or Custodial Office and we will be happy to assist you.

Thank you,

**David H. Miller Jr.
Director of School Facilities /Supervisor of Buildings and Grounds**

**Call 911 first
Local Poison Control:
1-800-222-1222**