

***Standard Operating Procedure for
Reading Chemical Product Labels used in Child Care Centers***

1. Determine the task requiring use of a chemical product.
2. Unlock chemical storage area.
3. Select a chemical product from center's shelf.
4. Make sure you are in a well-lit area.
5. Determine the type of chemical from the label (e.g., disinfectant, sanitizer, insecticide, herbicide, etc.). If this is not the type of chemical needed for the task, carefully re-shelf the product and make another selection.
6. Make sure you have access to the entire label. Some products have folded the label and temporarily secured the document with some type of adhesive. Carefully disengage the adhesive and unfold the label.
7. Read *each* section of the product label. Some type of magnifying device may be necessary as the font size of some text is very small. If *any* information is not understood, contact the manufacturer before use. The manufacturer's name, address, and telephone number are provided on the label.
 - The **Signal Word** provides the relative toxicity of the product.
 - 'CAUTION' represents relatively non-toxic to slightly toxic products.
 - 'WARNING' represents moderately toxic chemicals.
 - 'DANGER' represents highly toxic products.
 - **Active Ingredient(s)** are responsible for controlling the target pest.
 - **EPA Registration Number** ensures the product has been reviewed by the U.S. Environmental Protection Agency and can be used with limited risk if directions are followed. This number is also helpful for Poison Control Center personnel.
 - **Precautionary Statements** list any potential hazard(s) to people and pets.
 - **Personal Protective Equipment** section gives the required items that must be worn when mixing and applying the product. This includes chemical resistant gloves, goggles or safety glasses, and chemical resistant apron.
 - **User Safety Recommendations** give practical advice to reduce the toxicity risk.
 - The **First Aid/ Statements of Practical Treatment** provides the emergency first aid instructions in the event of a misuse situation. ALWAYS call the poison control center [800-222-1222] for treatment advice. Keep the product container handy for quick reference.
 - **Environmental Hazards** lists potential hazards to domestic animals and wildlife and the environment.
 - The **Directions for Use** tells you how to use a chemical product. Items given are: the target pest(s); where, how and when to use the product; and how to mix and apply the product. These directions *must* be followed for the product to be used safely. Following use, clean the application equipment, wash/discard personal protective equipment, and wash your hands with soap and running water.
 - The **Storage and Disposal** section describes the proper way to store any remaining product or how to safely dispose of the empty container
8. Replace chemical product in chemical storage area and lock the area. No food or preparation/serving equipment, medications, clothing, or first aid supplies should be stored in the same area(s) pesticides or cleaning chemicals are stored.