January 25, 2018

Nick Baral

Director, Maintenance, Operations and Facilities

Woodland Joint Unified School District

435 6th Street Woodland CA 95695

Dear Mr. Baral:

On behalf of the Woodland Coalition for Green Schools, I am requesting pursuant to the California Public Records Act § 6250 et seq. an opportunity to inspect or obtain copies of public records for all institutionally-purchased cleaning products along with their corresponding Material Safety Data Sheets (MSDS) (if applicable) used in the past year. If the products have changed in since I made my initial inquiry on September 19, 2017 in public comment at the Facilities Meeting, please provide both the old and new product. Should MSDS sheets not be available, please provide the chemical names.

The requested information was not disclosed at the next Facilities Meeting (November 28, 2017), nor did it even appear on the agenda. I inquired again by email and have not received a response. The most recent Facilities meeting (January 9, 2018) was abruptly canceled.

I am therefore invoking my public right to know. For our members, please provide a list and MSDS sheets for the following products and how/where they are used:

* All cleaning products used in district and schools, including regular custodial products, products used less periodically (e.g. carpet shampoo), and special disinfectants used for infectious outbreaks and/or to clean bodily fluids (e.g. vomit in carpet).
* All types of soaps (restrooms and kitchen)
* Deodorizers, air fresheners, etc.
* All personal hygiene products (e.g. sanitizers) purchased for use in classrooms, kitchens, bathrooms, etc. that are available for students, staff, and teacher use.

Please also let us know if any of the above are at the discretion of the principal, school site committee, or teachers and therefore may differ from school to school.

If there are any fees for searching or copying these records, please inform me of the cost. However, I am requesting a waiver of all fees as the disclosure of the requested information is in the public interest and will contribute significantly to the public’s understanding of procurement of products used in the schools. This information is not being sought for commercial purposes.

The California Government Code Article 1, Section 6253 provides that a response to public records inspection request be made within ten business days. If accessing the records I am requesting will take you longer, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

Liza Grandia

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Cc: Lewis Wiley

Tom Pritchard; Superintendent

### Linda Coco, Ph.D., J.D., Associate Professor of Law and Attorney, #215330 State Bar of California

