

SCHOOL DISTRICT NO. 57
(PRINCE GEORGE)

PANDEMIC RESPONSE PLAN

October 2009

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Introduction

This Pandemic Response Plan has been developed to function in conjunction with the Pandemic Response Framework produced by the Ministry of Education in August 2009. These two documents will ensure that the school district is prepared for and can respond appropriately to a pandemic.

The purpose of this plan is to guide and support operational decision-making and ensure that staff, students and parents are appropriately informed throughout the phases of a pandemic.

The plan is organized by pandemic phase terminology: pre-pandemic period, pandemic period and post-pandemic period. Each section outlines key roles and responsibilities for staff in School District No. 57. At the end of the document, the roles and responsibilities are listed by position.

Context for Development

In the spring of 2009, the World Health Organization (WHO) reported laboratory-confirmed cases of the H1N1 flu virus in seven countries. By June 2009, the WHO raised its alert level to phase 6 (the pandemic phase). In September 2009, the H1N1 virus began spreading across Canada, and pandemic plans at the federal, provincial and local level were activated.

A pandemic is defined by the WHO as an epidemic of infectious disease that is spreading through human populations across a large region (a continent or worldwide). A pandemic can start when three conditions have been met:

- Emergence of a disease new to a population;
- Agents infect humans, causing serious illness; and
- Agents spread easily and sustainably among humans.

A disease or condition is not a pandemic merely because it is widespread or has potentially severe complications; it must also be infectious.

Pandemic Response Advisory Committee

School District No. 57's Pandemic Response Advisory Committee was formed in September 2009 to develop a plan for educational and business continuity in the event of significant student and employee absences due to a pandemic. The members of the committee were:

- Brian Pepper, Superintendent of Schools
- Bruce Ballantyne, Assistant Superintendent
- Dan Haley, Director of Human Resources
- Allan Reed, Director of Finance
- Royce Norum, Human Resources Officer
- John McLay, Seconded Principal, Maintenance
- Peter High, District Custodial Supervisor
- Mike Hart, Aboriginal Education Officer
- Gerry Sheanh, District Administrator, Transportation
- Dan Domes, Principal, Van Bien Elementary School
- Steve MacRae, Principal, Kelly Road Secondary School
- Wendy De Marsh, Executive Assistant

References

- *Pandemic Response Framework and Pandemic Planning Guidelines for School Districts*, Ministry of Education, August 2009
- *School District No. 73 (Kamloops/Thompson) Pandemic Response Plan*, September 1, 2009

Action Plan

Pre- Pandemic

Activity	Responsibility
1. PLANNING AND COORDINATION	
a. Meet with senior administration and others as necessary (Emergency Response Team) to advise and consult re: plan implementation.	Superintendent
b. Review and update plan.	Superintendent, Pandemic Planning Advisory Committee
c. Advise and consult with the Northern Health Authority and the Ministry of Education re: the plan	Superintendent
d. Activate plan.	Superintendent
e. Advise staff of plan.	Asst Supts, Principals, Managers
f. Identify persons to supervise ill students until parents arrive.	OH&S Officer, Principals
2. CONTINUITY OF OPERATIONS	
a. Discuss impact of varying levels of student and staff absences.	Asst Supts, Principals, Managers
b. Refer to Policies 6114 (Emergency Situations in Schools) and 3541.35 (Winter Weather) for guidance.	Superintendent, Asst Supts, Principals
c. Develop and/or review plans for continuity of essential services.	Sr Admin, Principals, Managers
i. Identify essential services and activities.	Sr. Admin, Managers, Principals
ii. Ensure that cross-training programs and other contingency plans are in place.	Sr Admin, Managers, Principals
iii. Develop and/or review list of upcoming critical events and deadlines.	Sr Admin, Managers
iv. Contact applicable authorities re: suspension or extension of deadlines	Superintendent, Managers, Principals

3. INFECTION CONTROL	
a. Implement infection control practices and procedures to help limit the spread of infection. (See Appendices)	OH&S Officer
4. COMMUNICATION	
a. Maintain contact with the Northern Health Authority and the Ministry of Education.	Superintendent
b. Post relevant information on district website.	Superintendent
c. Ensure that schools have up-to-date contact information for parents/guardians.	Principals
d. Establish methods of communication with schools and parents. Ensure that information distributed electronically is also available in hard copy, for those without Internet access.	Superintendent, Principals
e. Advise Board of Education of plan implementation.	Superintendent
f. Add topic to agenda of District Health and Safety Committee meetings.	OH&S Officer
g. Provide information to staff regarding influenza prevention, signs, symptoms and preparedness.	Principals, Managers, OH&S Officer
h. Communication with media.	Superintendent

During a Pandemic

Activity	Responsibility
1. PLANNING AND COORDINATION	
a. School trips – have a plan for dealing with children who become ill with flu-like symptoms. Trips may be cancelled. Refer to Policy 6153.2 (Field Trip Safety).	Principals, Asst. Supts
b. Use of school by community groups outside of school hours may be impacted.	Superintendent, Principals
c. Schools may be used by health officials for clinics, hospitals, daycare centres, etc.	Superintendent
d. Bus routes may need to be combined due to driver and/or student absences.	Transportation Administrator

2. CONTINUITY OF OPERATIONS	
a. Review and implement plans developed in the pre-pandemic period for continuity of essential services.	Sr Admin, Principals, Managers
b. If attendance is significantly reduced, refer to Policy 3541.35 (Winter Weather).	Principals
3. INFECTION CONTROL	
a. Continue use of infection control practices and procedures to help limit the spread of infection. (See Appendices)	OH&S Officer, Principals
4. COMMUNICATION	
a. Media communications.	Superintendent
b. Continue to work with the Northern Health Authority and the Ministry of Education.	Superintendent
c. Post relevant information on district website.	Superintendent
d. Maintain communication with schools and parents.	Superintendent, Principals
e. Ensure that information distributed electronically is also available in hard copy, for those without Internet access.	Superintendent, Principals
f. Keep Board of Education informed.	Superintendent

Post-Pandemic

1. RESUMPTION OF REGULAR ACTIVITIES	
a. Evaluate disruption to student learning continuity, make adjustments as necessary.	Principals
b. Evaluate impact of disruption to business activities, make adjustments as necessary.	Managers, Directors
2. INFECTION CONTROL	
a. Continue use of infection control practices and procedures to help limit the spread of infection. (See Appendices)	OH&S Officer, Principals

3. COMMUNICATION	
a. Media communications.	Superintendent
b. Continue to work with the Northern Health Authority, Ministry of Education.	Superintendent
c. Post relevant information on district website.	Superintendent
d. Maintain communication with schools and parents. Ensure that information distributed electronically is also available in hard copy, for those without Internet access.	Superintendent, Principals
g. Undertake a review of the plan and how it worked and amend as necessary.	Superintendent, Pandemic Planning Advisory Committee

Summary of Responsibilities

Superintendent of Schools

- Meet with senior administration to advise, consult and prepare for implementation of the pandemic plan.
- Convene the Pandemic Planning Advisory Committee to review and update the plan.
- Activate the plan when appropriate.
- Maintain contact with the Ministry of Education and the Northern Health Authority; incorporate their directives and instructions into implementation of the plan.
- Post relevant information on the district's website.
- Establish methods of communication with schools and parents. Ensure that they are provided with the information they need throughout the process, even if they don't have Internet access.
- Keep Board of Education advised of developments.
- Communication with media.
- Close schools or limit activities in schools, as advised by medical health officers.
- Arrange for health officials to use schools as required.
- Undertake a review of the plan after the pandemic has ended; modify as necessary.

Assistant Superintendents

- Assist with preparation and implementation of plan.
- Guide and assist principals throughout the process.
- Reference policies:
 - 4130.2 (First Aid)
 - 6114 (Emergency Situations in Schools)
 - 3541.35 (Winter Weather)
 - 4150 Leaves of Absence – PGDTA and PEA)
 - 3541 (Student Transportation – Home and School)
 - 6145 (Student Transportation and Travel)
 - 6153.2 (Field Trip Safety)
 - 1110 (Communications)
 - 1330 (Use of School Facilities)

-
- When attendance returns to normal levels, assist principals with assessing the disruption to student learning continuity and making adjustments as necessary.

Occupational Health and Safety Officer

- Liaise with Superintendent on implementation of plan.
- Implement infection control practices and procedures to help limit the spread of infection.
- Educate students and staff on proper hand washing and cough/sneeze etiquette.
- Assist principals with planning for isolation of staff and students who become ill with flu-like symptoms while at the school. Develop a similar plan for the central administration office.
- Add the topic to the agenda of District Health and Safety Committee meetings.
- Provide staff with information regarding influenza prevention, signs, symptoms and preparedness.

Principals

- Advise staff and the school community about the plan; ensure they are provided with the information they need throughout the process, and as provided by the Superintendent and the OH&S Officer.
- Implement infection control practices and procedures to help limit the spread of infection. (See Appendices)
- Identify persons to supervise ill students until parents arrive.
- Consider the impact of varying levels of student and staff absences. Refer to Policies 6114 (Emergency Situations in Schools) and 3541.35 (Winter Weather).
- Develop and review plans for continuity of essential services – Identify essential services and activities, ensure that cross-training programs and/or contingency plans are in place, develop and/or review list of upcoming critical events and deadlines.
- School trips – have a plan for dealing with children who become ill with flu-like symptoms. Note that trips may have to be cancelled.

- Reference policies:
 - 4130.2 (First Aid)
 - 6114 (Emergency Situations in Schools)
 - 3541.35 (Winter Weather)
 - 4150 Leaves of Absence – PGDTA and PEA)
 - 3541 (Student Transportation – Home and School)
 - 6145 (Student Transportation and Travel)
 - 6153.2 (Field Trip Safety)
 - 1110 (Communications)
 - 1330 (Use of School Facilities)

- When attendance returns to normal levels, evaluate the disruption that has occurred to student learning continuity, make adjustments as necessary.

Managers

- Review plan with staff. Ensure they are provided with the information they need throughout the process, and as provided by the Superintendent and the OH&S Officer.
- Consider impact of varying levels of staff absences.
- Develop and review plans for continuity of essential services – Identify essential services and activities, ensure that cross-training programs and other contingency plans are in place, develop and/or review list of upcoming critical events and deadlines.
- Advise employees who are sick with flu-like symptoms to remain at home.
- When attendance returns to normal levels, evaluate the disruption that has occurred to operations and make adjustments as necessary.

Transportation Administrator

- Bus routes may need to be combined due to driver and/or student absences.

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Infection Control Checklist

The following checklist is provided to assist schools with developing infection control process and meeting regulatory requirements:

- Provide staff with information regarding influenza prevention, signs, symptoms and preparedness (see school district website).
- Educate students, staff and visitors on proper hand washing and cough / sneeze etiquette (see "Know What to Do to Fight the H1N1 Virus").
- Add topic to monthly health and safety meetings for discussion.
- Inform parents that children with flu-like symptoms should stay home.
- Monitor younger students throughout the day for signs and symptoms.
- Advise students and staff who are sick to stay home.
- Ensure necessary emergency contact information is current and available for students and staff.
- Plan for an isolation room for staff and students who become ill with flu-like symptoms while at school.
- Identify a person to supervise ill students until they are able to leave school.
 - Ensure this person is provided with necessary personal protective equipment (gloves and mask) and is familiar with their use and fit (see "Use of Surgical Masks and Respirators").
- Ensure the school has an adequate supply of soap and paper towel for hand washing purposes.
- Monitor soap supplies and availability to students.
- Ensure emergency clean-up kit is available should a body fluid clean-up be required (see "Pandemic Response Plan – Custodial Guidelines").
- Ensure custodial staff are aware of cleaning protocols (see "Pandemic Response Plan – Custodial Guidelines").
- School trips – have a plan in place for dealing with children who become ill with flu-like symptoms. Trips may have to be cancelled.
- Remove clutter and non-essential items, i.e. magazines, from staff rooms and waiting rooms, as these are touched by many people.

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Pandemic Response Plan – Custodial Guidelines

General Cleaning during a Flu Pandemic

Recommendations for Surfaces to be Cleaned and Disinfected

Use disinfectants, preferably when no students or staff members are present, as some may be sensitive to the products.

Clean high-touch surfaces or touch-points more often during a pandemic situation.

Common High-Touch Surfaces in Schools

These are surfaces that are frequently touched by a variety of hands. For example, a surface such as a desk top that is only touched daily by one student might be touched often, but is not considered an area to be managed for infection control, since no one else would be exposed to the microbes. Examples of areas that might be touched frequently by many hands include, but are not limited to:

- A shared computer mouse or keyboard
- Shared musical instruments and keyboards
- Shared desks
- Doorknobs, door push bars and handrails
- Faucet handles, toilet handles, toilet stall door locks, towel dispensers and hand driers.
- Coffee pots, microwave oven doors, refrigerator doors, cafeteria trays and tables

Common High-Risk Areas in Schools

Some areas of the school building are of greater concern for possible transmission of disease because there is an increased likelihood of skin-to-skin, object-to-mouth or fecal-to-oral contact. Also, areas where food is prepared, sick children are cared for or where specific incidents such as vomiting may occur. These areas would include, but not be limited to:

- Athletic departments – gym mats, exercise equipment, shower and locker rooms
- Bathrooms, kitchens and lunchrooms
- First aid rooms

Cleaning Desk Tops

1. Wash desks with a general cleaning solution and microfiber cloth.
2. Rinse and/or wipe desks if required.
3. Rinse cloth in clean water after each desk.
4. Reapply cleaning solution for the next desk or surface.
5. After cleaning process is complete, rinse out cloth and hang to dry.

Disinfecting Touch-Points

1. Clean with a detergent and rinse or wipe surfaces first, as above.
2. Uniformly apply disinfectant to microfiber cloth and wipe surface with saturated cloth, or spray surface directly with solution.
3. Ensure surface stays wet for dwell time (ten minutes for Finale disinfectant).
4. Rinse and wipe surface after dwell time has elapsed.
5. Rinse cloth in clean, clear water after each surface.

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Pandemic Response Plan – Custodial Guidelines Flu-Specific Body Fluid Clean-up Process

In the event that a student or staff member becomes ill to the point of vomiting, it is essential that body fluids be cleaned up both quickly and in the most effective manner possible.

In preparation for this event, custodians should ensure a clean-up kit is available to staff, stocked appropriately and all cleaning fluids labeled to WHMSS standards.

In the case of the flu, the kit should contain the following items:

- Labeled spray bottle containing a mixture of Finale (disinfectant). The solution must be a mixture of 1 part Finale to 15 parts water.
- Finale WHMSS sheet in case of exposure to chemicals. (see “Dustbane Finale Material Safety Data Sheet”).
- Adequate supply of paper towel to clean up the fluids.
- Disposable gloves.
- Disposable face mask.
 - Part # 8210 Midway Custodial supplies.
- Garbage bags to dispose of cleaning materials and waste.

Clean up Procedures

- Put on gloves and face mask. (see “Use of Surgical Masks and Respirators”)
- Ensure best possible ventilation.
- Spray disinfectant on area to be cleaned.
- Wipe up with paper towel and dispose of in garbage bag.
- Repeat procedure until all evidence of body fluids is removed.
- Spray once again with disinfectant, let stand for ten minutes.
- Wipe up one last time, and dispose of all waste in garbage bag including face mask and gloves.
- Rinse area with clean water to remove any solution residue. A clean cloth or mop may be used at this stage.
- Ensure surface is dry prior to use.

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Use of Surgical Masks and Respirators

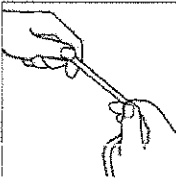
Surgical masks

A surgical mask is a protective barrier that is worn on the face, covers at least the nose and mouth, and is used to contain large droplets generated during coughing and sneezing by the person using the mask.

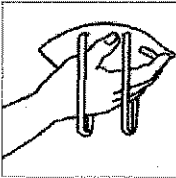
Surgical masks help minimize the spread of potentially infected material from the wearer to other people. Under some circumstances (for example, when a student is ill with influenza and isolated prior to being picked up by their parents), some staff may be required to supervise someone who shows signs of influenza. These staff should either:

- Wear surgical masks and reinforce that the student practice cough/sneeze etiquette to avoid infecting other workers and students; or
- Have the student wear a surgical mask and practice cough/sneeze etiquette to avoid infecting other workers and students.

Respirators



1. Check the straps before placing the respirator on the face.




2. Cup the respirator in your hand, with the nosepiece at your fingertips, allowing the headbands to hang freely below your hand.



3. Position the respirator under your chin with the nosepiece up. Pull the top strap over your head resting it high at the top back of your head. Pull the bottom strap over your head and position it around the neck below the ears.



4. Place your fingertips from both hands at the top of the metal nosepiece. Using two hands, mold the nose area to the shape of your nose by pushing inward while moving your fingertips down both sides of the nosepiece. Pinching the nosepiece using one hand may result in improper fit and less effective respirator performance. Use two hands.



**KNOW WHAT TO
DO TO FIGHT THE
H1N1 FLU VIRUS
(HUMAN SWINE FLU)**

**SAVEZ-VOUS QUOI FAIRE
CONTRE LE VIRUS H1N1
(GRIPPE PORCINE CHEZ
L'ÊTRE HUMAIN)**



▶ **FLU SYMPTOMS ARE:** cough *and* fever, runny nose, sore throat, body aches, fatigue and lack of appetite

Protect yourself and others:

- ▶ Wash your hands often and thoroughly in warm, soapy water or use hand sanitizer
- ▶ Cough and sneeze in your arm, not your hand
- ▶ Keep common surfaces and items clean and disinfected
- ▶ Stay home if you're sick. Contact a health care provider if your symptoms worsen

**KNOWLEDGE IS
YOUR BEST DEFENCE**

▶ **SYMPTÔMES DE LA GRIPPE :** toux et fièvre, nez qui coule, maux de gorge, douleurs musculaires, fatigue et un manque d'appétit

Protégez-vous et les autres en suivant ces recommandations :

- ▶ Lavez-vous fréquemment et soigneusement les mains au savon et à l'eau chaude ou utilisez un gel antiseptique pour les mains
- ▶ Toussez ou éternuez dans votre bras plutôt que dans votre main
- ▶ Nettoyez et désinfectez les surfaces et les articles que vous partagez avec d'autres personnes
- ▶ Restez à la maison si vous êtes malade. Consultez un fournisseur de soins de santé si vos symptômes s'aggravent

**S'INFORMER,
C'EST SE PROTÉGER**

For more information:

**www.fightflu.ca
1-800-454-8302
TTY 1-800-465-7735**

Pour en savoir plus :

**www.combattezlalgrappe.ca
1-800-454-8302
ATS 1-800-465-7735**



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada 



Material Safety Data Sheet

FINALE



Section I Product Identification			
Product Name: Finale			
Product Type: Germicidal Detergent			
WHMIS Classification: Exempt			
Section II Hazardous Ingredients			
Cas Registry No.	%	Chemical Name(s)	Toxicity
68424-85-1	0.1-1.0	Alkyl Dimethyl Benzyl Ammonium Chloride	LD ₅₀ ORAL (RAT) 400 mg/kg
7173-51-5	0.1-1.0	Didecyl Dimethyl Ammonium Chloride	Not Available
Section III Physical Data		Section IV Fire and Explosion Hazard Data	
Appearance: Clear Green Liquid		Flash Point (Method used) (°C): None	
Odour: Scented		Extinguishing Media: Not Applicable	
PH(concentrate): 7.2		Special Fire Fighting Procedures: None	
Boiling Point (°C): 100		Unusual Fire and Explosion Hazards: None	
Specific Gravity: 1.0			
Solubility in water (%): 100			
Section V Toxicological Properties			
Effects of Overexposure	Hazard Rating	Rating System	
Swallowing: Slightly Toxic	Health: 1	0 = insignificant	
Inhalation: Slight Irritant	Flammability: 0	1 = Slight	
Skin Absorption: Unknown	Reactivity: 0	2 = Moderate	
Skin Contact: Slight to Moderate Irritant		3 = High	
Eye Contact: Slight to Moderate Irritant		4 = Extreme	
Special Warning: None			
Section VI First Aid Measures			
Ingestion: Promptly drink large quantities of milk, egg whites, gelatin or water. Avoid alcohol. Call a physician immediately.			
Inhalation: Remove to fresh air. Call a physician.			
Skin: Flush thoroughly with water for at least 15 minutes. Remove and wash contaminated clothing. Call a physician.			
Eyes: Flush thoroughly with water for at least 15 minutes. Call a physician.			
Section VII Reactivity Data			
Stable: x		Unstable:	
Condition to avoid: None			
Incompatibility (Materials to avoid): None			
Hazardous Decomposition Products: None			
Hazardous Polymerization: Will not occur			
Section VIII Preventive Measures			
Protective Gloves: Yes			
Eye Protection: Yes			
Ventilation: Local Exhaust:		General: X	
Respiratory Protection (Specify type): No			
Other Protective Equipment: In case of spills, wear chemical resistant apron and boots.			
Steps to be taken in case material is released or spilled: Mop up spillage. Rinse spill area with water and allow to dry.			
Waste disposal method: Flush with water into waste systems in accordance with municipal, provincial and federal regulations.			
Precautions to be taken in handling and storage: Normal handling processes. Inside storage at 4-40°C recommended.			
Other precautions: Follow label use instructions			
UN: Not Applicable			
TDG Class: None			
Section IX Preparation Data			
Prepared by: D.R. Dunlop		Phone: (613) 745-6861	
Date: January 1, 2007		MSDS S06 Dustbane Products Limited, 25 Pickering Place, Ottawa, Ontario, K1G 5P4	

FINALE

Germicidal Detergent - Dustbane's 5th Generation

"One step cleaner, germicide and deodorant (Pseudomonacidal, Staphylocidal, Salmonellacidal, Fungicidal, Virucidal)."

Features and Benefits

Environmentally friendly - A.P.E. free
Neutral quat - preserves the floor finish appearance
Excellent cleaning abilities - handles heavy duty cleaning on hard non-porous surfaces
Multiple claims - effectively destroys a broad range of bacteria, fungi and viruses including: Pseudomonas aeruginosa, Staphylococcus aureus, Salmonella choleraesuis, Trichophyton mentagrophyte, Influenza A/Hong Kong, Vaccinia
Pine fragrance - leaves the area smelling fresh and clean

Where to Use

FINALE is intended for use in veterinary clinics, laboratories, hospitals, dental clinics, nursing homes, food processing facilities and federally inspected meat, poultry and fish establishments. Surfaces subject to direct food contact should be adequately rinsed with potable water.

How to Use

Recommended Dilution Rates:

General Cleaning 1:15 - 1:30
Heavy Duty Cleaning 1:8 - 1:15
Disinfection 1:15

Note: Adjust dilution rates to suit your cleaning needs.

Apply with a mop, sponge or cloth.

Mold and Mildew: When mixed at a rate of 1:15, FINALE effectively inhibits the growth of odour-causing mold and mildew. Apply the solution and allow it to dry on the treated surface. Repeat treatment when mold or mildew returns.

Disinfecting: Allow a minimum contact time of 10 minutes in a single application. Surfaces subject to direct food contact should be adequately rinsed with potable water. Heavily soiled surfaces may require a precleaning step.

HIV-1 When mixed at a rate of 1:15, FINALE may be used to clean and decontaminate hard surfaces exposed to blood or other body fluids that contain the HIV-1 virus. Thoroughly clean all hard surfaces removing blood and body fluids prior to disinfection. Allow surfaces to remain wet for a minimum of 4 minutes. Wear protective clothing including latex gloves, gown, mask and eye goggles. Blood, body fluids, cleaning materials and clothing should be autoclaved and disposed of according to local regulations. [Note: efficacy testing was done in the presence of hard water (400 ppm as CaCo3) and a soil load (5% blood serum)].

Specifications

Didecyl dimethyl ammonium chloride	0.54%
n-Alkyl (50% C14, 40% C12, 10% C16); dimethyl benzyl ammonium chloride	0.36%
Inert Ingredients	99.10%
pH, concentrate @ 25°C	7.2 - 7.7 (neutral)
pH, at 1:80 @ 25°C	7.0 - 7.5
Colour	green
Odour	pine
DIN#	02213117
Agri-Food Approval	yes

MSDS.S06