



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: ENVIRONMENTAL
Number: 2920.3B
Date: March 9, 2010
Supersedes: 2920.3A (1/15/08)
Subject: Control of Hazardous
And Non-Hazardous
Chemicals

1. **PURPOSE AND SCOPE.** To establish procedures for the handling, storage and disposal of hazardous and non-hazardous chemicals, including hazardous waste, within the DC Department of Corrections (DOC).
2. **POLICY.** It is the policy of the DOC to make provisions for storing, inventorying and disposing of hazardous chemicals, non-hazardous chemicals and hazardous waste in a manner which protects the health and safety of employees and inmates consistent with applicable local and federal regulations.
3. **APPLICABILITY.** This directive is applicable to all DOC employees, contractors and other persons who provide services to the DOC and inmates.
4. **PROGRAM OBJECTIVES.** The expected results of this directive are:
 - a. Adequate controls for hazardous and non-hazardous chemicals will be provided through an organized system of regulations governing the acquisition, storage, use and disposal of such chemicals.
 - b. DOC staff, contractors who provide services to the DOC and inmates will receive appropriate training in hazards associated with hazardous chemicals.
 - c. The disposal of hazardous chemicals and hazardous waste will comply with applicable local and federal regulations.
 - d. The DOC will provide a safe work environment for staff, inmates and other individuals who enter the Central Detention Facility (CDF).

5. **NOTICE OF NON-DISCRIMINATION.**

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
- b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to services, programs and activities.

6. **DIRECTIVES REFERENCED**

a. **Directives Rescinded.**

DO 2920.3 Hazardous Waste Management (3/8/93)

b. **Directives Referenced**

PS 2000.2A Retention and Disposal of Department Records (12/15/05)

7. **AUTHORITY.** D. C. Code § 24-211.02, Powers; Promulgation of Rules

8. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA), 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-1A-02 and 4-ALDF-1C-11.

9. **DEFINITIONS.** For the purpose of this Program Statement, the following definitions shall apply:

- a. **Caustic Chemical. (corrosive)** A substance capable of destroying or eating away by chemical reaction.
- b. **Combustible Liquid.** A substance with a flash point at or above 100⁰F. Classified by flash point as a Class (II) or Class (III) liquid.
- c. **Environmental Supervisor.** A DOC employee assigned to manage and direct general housekeeping compliance of all DOC staff and Contractors.
- d. **Fire & Safety Specialist.** A DOC employee assigned to direct the agency life safety programs, monitor regulatory compliance of International Fire Codes,

National Fire Protection Association, and Occupational Safety and Health Standards.

- e. **Bulk Chemicals.** Any chemicals shipped in numerous quantities (e.g. Two 5oz bottles of hand sanitizer product) to include single chemical drums (e.g. 15 gallons -55 gallons).
- f. **Flammable Liquid A.** substance with a flash point below 100⁰ F (37.8⁰ C). Classified by flash point as a Class (I) liquid.
- g. **Flash Point.** The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or in the vessel used.
- h. **Hazardous Material.** Any substance or mixture of substances having properties capable of producing adverse effects on the health and safety or the environment of a human being. Substances which have hazardous characteristics such as: flammable, corrosive, reactive, toxic, radioactive, poisonous, carcinogenic or infectious.
- i. **Label.** Written, printed or graphic material displayed on or affixed to containers of hazardous chemicals.
- j. **Material Safety Data Sheet.** A document required by government regulation for all hazardous chemical substances produced and/or sold in the United States. Each MSDS sheet shall contain the following information: the identity used on the label, physical and chemical characteristic (i.e., vapor pressure and flash point), physical and health hazards, primary routes of entry, exposure limits, precautions for safe handling and use, control measures, emergency and first aid procedures, and the chemical manufacturer's name, address and telephone number.
- k. **Toxic Material.** A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body through the skin, digestive tract or respiratory tract.
- l. **Personal Protective Equipment (PPE).** Equipment or clothing that is intended to be worn by an individual to create a barrier against hazards.

10. PROCUREMENT OF CHEMICALS

- a. Under the Direction of the Environmental Supervisor or designee, employees and contractors shall make every effort to select/replace hazardous chemicals with products less likely to cause accidental harm, be abused or misused in a detention setting.
- b. Any department acquiring chemicals for use in the institution must complete a Pre-approval form (Attachment A) and submit it along with the MSDS sheet to the Environmental Supervisor or designee for approval prior to purchasing the chemical.

- c. All approved forms shall be forwarded to the warehouse and loading dock to be filed while awaiting arrival.
- d. When chemicals are delivered to the facility the completed pre-approval form (Attachment A) and MSDS shall be present. If the MSDS sheet and pre-approval form is not present the acceptance shall be denied.
- e. Correctional staff assigned to institutional access areas shall keep a copy of all chemical MSDS and pre-approval forms (Attachment A) that have entered the facility.
- f. Warehouse personnel shall be listed as the point of contact for all pre-approved chemical orders. A copy of the quote/invoice and pre-approval form shall be forwarded to the Warehouse department.
- g. For all chemical orders warehouse personnel shall conduct an inventory and store the chemicals in an approved area until the authorized staff retrieves the products.
- h. All chemical drums that enter the institution shall have the date and time visibly written on them.
- i. DOC/Contracted areas such as Food Service, Health Service, Environmental, Laundry, Barber Squad, Maintenance, and Warehouse shall keep a perpetual inventory (Attachment) of all chemicals and shall forward all completed perpetual inventories to the Environmental Supervisor or designee.
- j. No person may enter the facility with any chemical not authorized and approved by the Environmental Supervisor or designee.

11. MATERIAL SAFETY DATA SHEETS (MSDS)

- a. All outside contractors entering the facility with chemicals shall present the MSDS sheet and maintain a copy in the work location.
- b. All chemicals where pre-approvals and MSDS are not present and cannot be obtained shall be removed from the premises and their use terminated.
- c. All Material Safety Data Sheets shall be maintained at the location where the chemical is stored and/or used. Copies of all MSDS shall be maintained by the Environmental Supervisor or designee.
- d. A master copy of all MSDS sheets shall be maintained in the Warehouse, Health Services, Fire & Safety, and the Warden's Area.

12. ACCOUNTABILITY AND CONTROL

- a. Each department head shall ensure that all chemicals used in their service areas are accounted for and controlled as required by this directive.
- b. Each department head will review the MSDS for all chemicals used in their service area to establish the required PPE to be used. The department head

- will provide and ensure that PPE is used by those employees or inmates utilizing the chemical.
- c. The issuance and use of hazardous chemicals shall be restricted to authorized personnel.
 - d. Chemicals shall only be dispensed to those employees, contractors or inmates who have received training in their use.
 - e. Chemicals shall never be mixed.

13. INVENTORY CONTROL

- a. The Warden or designee shall ensure there is a current inventory of all hazardous chemicals maintained in the facility.
- b. All flammable, toxic and caustic chemicals shall be controlled and used safely in accordance to regulatory guidelines.
- c. An accurate perpetual Inventory must be kept on all chemical storage areas or cabinets. A copy of the inventory must be maintained in the actual location where the chemical is stored.
- d. The Environmental Supervisor shall maintain a copy of the inventory in accordance with PS 2000.2A, Retention and Disposal of Department Records.
- e. If necessary, the supervisor of any work area may contact the Fire/Safety Specialist for assistance in defining chemicals used and/or stored in their area.

14. STORAGE RESPONSIBILITIES

- a. The Environmental Officer in conjunction with the Fire/Safety Specialist shall inspect all chemical storage areas and inventories on a weekly basis to ensure chemicals are properly stored and controlled. Deficiencies shall receive an abatement notification to the appropriate department head.
- b. The Tool Control Officer in conjunction with the Fire & Safety Specialist shall inspect all hazardous chemicals secured in Flammable Cabinet locations on a weekly basis to ensure chemicals are properly stored and controlled.
- c. The Tool Control Officer shall control the issuance of all hazardous chemicals designated to be stored in flammable cabinet locations.
- d. The Tool Control Officer shall issue items from the flammable cabinets to authorized users only.
- e. All chemicals will remain in the container that they were manufactured in or bottles approved by the manufacturer. Each chemical shall be labeled at a minimum with the identity of the chemical, appropriate hazard warnings and the name of the manufacturer.

- f. Storage of any chemical will be in compliance with prevailing laws, regulations and best practices to prevent accidental fires, explosions, exposures, contaminations, spills or other events.
- g. Access to the hazardous chemicals storage areas shall be restricted to authorized personnel. The chemical storage areas are to be secured at all times when not in use.
- h. Hazardous chemicals must be stored with proper liquid covers, barriers or seals to prevent the release of vapors.
- i. Hazardous Chemicals shall only be stored in approved areas within IFC and NFPA guidelines. They will not be stored in an employee work area.
- j. All hazardous chemical stored will have a MSDS and a perpetual inventory located in the storage area.
- k. Each chemical storage area that requires an emergency eyewash station shall have one stationed within close proximity and with fifteen (15) minutes of continuous flow.

15. **STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS.** The following procedures shall be followed and enforced for the storage of flammable chemicals and explosives:

- a. Flammable liquids shall be stored in compliance with NFPA and OSHA guidelines. The cabinets shall be self closing, self latching, leak proof sill, welded double wall 18 gauge construction, and vents with flash arrestors.
- b. Cabinets will not be used to store more than sixty (60) gallons of a Class I or a Class II liquid or more than one hundred twenty (120) gallons of a Class III liquid.
- c. Flammable liquids will not be stored with caustic or toxic chemicals or oxygen producing chemicals.
- d. Flammable and combustible liquids shall be drawn from or transferred into approved safety cans listed or labeled by a nationally recognized testing company containers by the following methods:
 - 1) A closed piping system from safety cans;
 - 2) A device drawing through the top; or
 - 3) Gravity through an approved self-closing system.
 - 4) Secondary portable containers must have legible labels identifying the chemical.
- e. Flammable and combustible liquids, including grease and oil, shall be stored in approved containers.
- f. Inside storage cabinets for flammable and combustible liquids shall be of fire resistive construction with self-closing doors (fire doors) at all openings, four

inch sills or four inch depressed floors. The cabinet shall be labeled "Flammable" and be properly secured.

- g. Outside storage cabinets shall be of fire resistive construction with self-closing doors (fire doors) at all openings. Wherever necessary, the area will be protected against tampering or trespassing and shall be kept free of weeds, debris and other combustible chemicals not necessary to the storage. The cabinet shall be labeled "Flammable" and be properly secured.
- h. All flammable cabinets shall be stored in a cool well ventilated area and where required sprinklers systems must be present per NFPA guidelines.

16. STORAGE OF FLAMMABLE GAS CYLINDERS

- a. All cylinders will be stored with a valve cap protector
- b. Oxygen cylinders shall be separated from fuel gas cylinders at a minimum of twenty (20) feet.
- c. Cylinders, whether empty or full, shall be chained or stored in approved racks in an upright position.
- d. Cylinders must not be exposed to temperatures of more than one hundred and thirty (130) degrees.
- e. Cylinders shall be stored in a well ventilated area.

17. STORAGE OF CAUSTIC AND TOXIC CHEMICALS

- a. Caustic and toxic chemicals shall be stored in an enclosed, locked, storage area inaccessible to inmates.
- b. Only limited amounts sufficient to accomplish the mission shall be stored inside of the Central Detention Facility.
- c. All caustic and toxic chemicals shall be stored in the original container with the manufacturer's label intact.
- d. Appropriate storage protection shall be in accordance to OSHA and NFPA guidelines.

18. USE OF FLAMMABLE/COMBUSTIBLE CHEMICALS

- a. Use of flammable chemicals shall be in accordance with manufacturer's instructions, appropriate "intended" use, in a well ventilated area and away from sparks or other ignition sources.
- b. The amount of flammable liquid located outside of the storage cabinet will be limited to the amount necessary for one (1) day use.
- c. Use of flammable liquids by inmates will be under close supervision.

- d. Under no circumstances shall gasoline be used for cleaning. Only liquids with a flash point above one hundred (100) degrees can be used for cleaning.
- e. Cleaning of metal parts shall be accomplished with an approved cleaning agitator or pump cleaner and not in the buckets.
- f. Approved parts cleaner cabinets, with fusible linked lid, shall be used.
- g. Ventilation of areas where flammable liquids with flash points below 100⁰F are used shall be provided at a rate of not less than one (1) cubic foot per minute per square foot of floor area.

19. **NON-HAZARDOUS CHEMICALS**

- a. Diluted chemicals with a hazard rating of zero (0) or one (1) for health, flammability, and reactivity are not considered hazardous chemicals.
- b. All non-hazardous chemical containers must be labeled by the manufacturer and contain the corresponding chemical.
- c. A perpetual inventory will be maintained on the issuance of non-hazardous chemicals.
- d. MSDS sheets must be maintained on the non-hazardous chemicals and in the areas in which the chemical is used.
- e. The Environmental Supervisor or designee will make physical checks of chemicals storage areas to ensure proper dispensing and inventories are enforced.
- f. Non-hazardous chemical storage areas will only be accessed by authorized personnel.
- g. Non-hazardous chemical storage areas will be secured when not in use.
- h. Inmates utilized to dispense non-hazardous chemicals will be trained accordingly.

20. **BLOOD-BORNE PATHOGENS**

- a. All individuals assigned to tasks that expose them to blood-borne pathogens must undergo special training. This training shall be provided by the Health Educator/ Infectious Disease Control Coordinator or by the trained environmental staff with the assistance and direction of the Health Educator/Infectious Disease Control Coordinator. This training must be documented and retained in the Office of Environmental Safety and Sanitation.
- b. The following procedures shall be followed when cleaning an area where body fluids have been spilled.
 - 1) Preparation and Precautions

- a) Isolated and contain the area immediately until the area has been decontaminated.
 - b) Use universal precautions and consider all blood or body fluids potentially infectious. Universal precautions require the use of appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or body fluids are anticipated.
 - c) Latex gloves shall be worn at all times when cleaning up blood or other body fluids. Change gloves after contact with each blood-borne situation.
 - d) Masks and protective eye wear or face shields shall be worn during procedures that are likely to generate blood or body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.
 - e) Gowns or plastic aprons shall be worn during procedures that are likely to generate splashes of blood or body fluids.
 - f) Keep splashing to a minimum.
 - g) Be careful not to touch or rub your mouth, eyes or nose.
- 2) Spill Cleanup
- a) Remove blood and body fluids with bio-hazardous spill kits or an approved absorbent material.
 - b) Pack absorbent material containing the spilled body fluid in leak-proof bio-hazardous red bags or containers, and seal with tape.
 - c) Carefully and very gently sweep up loose dirt, using a broom and dustpan.
 - d) Using a stiff brush, thoroughly scrub surfaces, paying special attention to corners and cracks.
 - e) Mop up excess soiled water when done and dispose of mop head in a bio-hazardous bag.
- 3) Equipment needed:
- a) Disposable latex or vinyl gloves in various sizes
 - b) Protective eyewear
 - c) Facemasks
 - d) Clean plastic coveralls or other appropriate body protection in appropriate sizes
 - e) Disposable shoe coverings
 - f) Bio-hazardous puncture resistant containers for sharp objects
 - g) Leak proof plastic bags imprinted with the biohazard symbol and

color code

- h) Tape for sealing bags
 - i) Bags for normal waste
 - j) Water-free hand-washing cleanser
 - k) Waterproof bandages
 - l) Absorbent cleaning materials for spills
 - m) "Isolation Area-Do Not Enter" signs
- 4) Decontamination and Precautions
- a) Do not let the outer surfaces of gloves, protective eyewear or body covering touch the skin when taking personal protective equipment off.
 - b) Dispose of all personal protective equipment by discarding appropriately in bio-hazardous waste bags.
 - c) Wash hands and other exposed skin areas.
 - d) Decontaminate non-disposable items such as brushes, mop sticks, pails and other cleaning equipment by rinsing them with a fresh bleach solution (1 part bleach to 10 parts water). Pour the water that was used to clean up the spill, into a mop sink or floor drain only.
 - e) Do not throw contaminated items into the regular trashcan.
 - f) Contact the Medical Unit's Infectious Disease Control Coordinator for pick-up and disposal of the bio-hazardous waste bags.

21. DISPOSAL

- a. The Warden shall ensure that hazardous chemicals/materials are disposed in accordance with all applicable federal, state and local laws and regulations.
- b. The Environmental Supervisor shall maintain copies of all hazardous waste disposal manifests and contracts.

22. TRAINING

- a. All employees shall receive basic training on the requirements of this directive.
- b. All employees who work with chemicals or in areas where chemicals are stored and/or used shall receive training on the nature of any substance they may be required to come into contact with or be exposed to in the normal course of their duties. Wherever possible, such training shall take place before initial exposure. Training shall include the availability and proper use

- of personnel protective equipment, engineering controls, proper work practices, emergency procedures the availability and locations of Material Safety Data Sheets (MSDS), at the facility.
- c. Chemical training shall be documented in the employee's training file.
 - d. All inmates who work with hazardous chemicals or in areas where hazardous chemicals are stored and/or used shall receive training on the hazardous nature of any substance they may be required to come into contact with or be exposed to in the normal course of their duties. Wherever possible, such training shall take place before initial exposure. Training shall include the availability and proper use of personnel protective equipment, engineering controls, proper work practices and emergency procedures, and the locations of Material Safety Data Sheets (MSDS), at the facility.
 - e. Inmate training records shall be maintained by the Environmental Supervisor.



Devon Brown
Director

Attachments:

Attachment A- Pre-Approval