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	POLICY AND PROCEDURE		SUPERSEDES:	2920.3D September 7, 2012	
			OPI:	ENVIRONMENTAL	
			REVIEW DATE:	January 17, 2018	
			Approving Authority	Quincy L. Booth Interim Director	
SUBJECT:	CONTROL OF HAZARDOUS AND NON-HAZARDOUS CHEMICALS				
NUMBER:	2920.3E				
Attachments:	Attachments A-E				

SUMMARY OF CHANGES:

Section	Change
Added	<i>New Sections were added to policy: §10, 11, 12, 14, 15, and 16.</i>
Revisions	<i>The following revisions were made to the policy: § 12 and 13.</i>



Quincy L, Booth, Interim Director

1/17/17

Date Signed

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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 that 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 procedures governing the acquisition, storage, use and disposal of such chemicals.
 - b. DOC staff, volunteers, and 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 environment for staff, volunteers, contractors, inmates, all 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, status as a victim of intrafamily offense, 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

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6. DIRECTIVES REFERENCED

a. Directives Rescinded.

PP 2920.3C Control of Hazardous and Non-Hazardous Chemicals
(09/07/12)

b. Directives Referenced

PS 2000.2 Retention and Disposal of Department Records
PP 2920.4 Inspections and Abatement Program

7. AUTHORITY.

- a. D. C. Code § 24-211.02, Powers; Promulgation of Rules
- b. 29 C.F.R. 1910, Occupational Safety and Health Standards, Subpart H, Hazardous Materials and Subpart I, Personal Protective Equipment.
- c. 2012 International Fire Code (IFC)
- d. National Fire Protection Association (NFPA) National Fire Codes, specifically NFPA 30, Flammable and Combustible Liquids Cod (2012).

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 Manager** A DOC employee assigned to manage and direct general housekeeping compliance of all DOC staff and Contractors.

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- d. **Bulk Chemicals** Any chemicals shipped in numerous quantities (ex. Two 5oz bottles of hand sanitizer product) to include single chemical drums (ex. 15 gallons - 55 gallons).
 - e. **Flammable Liquid** A substance with a flash point below 100⁰ F (37.8⁰ C). Classified by flash point as a Class (I) liquid.
 - f. **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.
 - g. **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.
 - h. **Label** Written, printed or graphic material displayed on or affixed to containers of hazardous chemicals.
 - i. **Safety Data Sheet** A document required by government regulation for all hazardous chemical substances produced and/or sold in the United States. Each SDS 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.
 - j. **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.
 - k. **Personal Protective Equipment (PPE)** - Equipment or clothing that is intended to be worn by an individual to create a barrier against hazards.
10. **HAZARDOUS WASTE AND MATERIALS.** Hazardous Wastes and Materials can cause damage to people and the environment if it is dispose of in a general way (e.g. landfill or burning). Hazardous waste is isolated and stored in special places where people know how to manage and monitor it.

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11. **NON-HAZARDOUS WASTES.** Non-Hazardous Waste is generally trash and can be disposed of in variety of ways.

12. **SAFETY DATA SHEETS (SDS).** Material Safety Data Sheets will list and identify all hazardous chemicals characteristics, physical and health hazards, control measures and more. Before handling any hazardous chemicals and materials, staff are to read, review and understand SDS. **DO NOT** handle any chemical you are not familiar with its proper use.

13. **STORAGE OF FLAMMABLE OR COMBUSTIBLE LIQUIDS**
 - a. The following procedures shall be followed and enforced for the storage of flammable chemicals and explosives:
 - 1) Flammable liquids shall be stored in compliance of 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.
 - 2) Cabinets will not be used to store more than sixty (65) gallons of a Class I or a Class II liquid.
 - 3) Flammable liquids will not be stored with caustic or toxic chemicals or oxygen producing chemicals.
 - 4) 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:
 - a) A closed piping system from safety cans;
 - b) A device drawing through the top; or
 - c) Gravity through an approved self-closing system.
 - d) Secondary portable containers must have legible labels identifying the chemical.
 - 5) Flammable and combustible liquids, including grease and oil, shall be stored in approved containers.

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- 6) 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.
 - 7) 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.
 - 8) Small quantities of gasoline shall be stored in compliance with NFPA and OSHA guidelines. Approved portable gasoline containers for use in lawn mowers and other power equipment shall be stored in a Flammable cabinet with SDS and perpetual inventory in place for the Motor Pool area.
 - 9) All flammable cabinets shall be stored in a cool well-ventilated area and where required sprinklers systems must be present per NFPA guidelines.
 - 10) The use of any flammable or combustible liquids must conform to the provisions and safety precautions listed in the manufacturer's SDS.
- b. **Class I Liquids.** Class I Flammable and Combustible Liquids are:
- 1) Gasoline,
 - 2) Benzene (petroleum ether),
 - 3) Acetone,
 - 4) Lighter Fluids,
 - 5) Hexane,
 - 6) Lacquer,
 - 7) Lacquer thinner,

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- 8) Denatured alcohol;
 - 9) Ethyl alcohol,
 - 10) Antifreeze,
 - 11) Xylene (xylol),
 - 12) Contact cement,
 - 13) Adhesives,
 - 14) Toluidi (toluene),
 - 15) Methyl ethyl ether,
 - 16) Methyl ethyl detone,
 - 17) Naphtha Y, M, and P,
 - 18) Aerosol components (cans), and
 - 19) Polyurethane products.
- c. **Class II Liquids.** Class II Flammable and Combustible Liquids are:
- 1) Diesel fuel,
 - 2) Motor oil,
 - 3) Kerosene,
 - 4) Petroleum distillates,
 - 5) Cleaning solvents,
 - 6) Minerals spirits,
 - 7) Agitene,

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- 8) Toxic base glues,
- 9) Hydraulic fluids,
- 10) Brake fluids,
- 11) Lubricants, and
- 12) Oil based furniture polish.

d. **Class II Liquids.** Class III Flammable and Combustible Liquids are:

- 1) Paints (oil base),
- 2) Linseed oil,
- 3) Mineral oil,
- 4) Neatsfoot oil,
- 5) Sunray conditioner, and
- 6) Guardian fluid.

11. 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.

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12. 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.
- e. Toxics include, but are not limited to the following: ammonia, chlorine, antifreeze, duplicating fluid, methyl alcohol (wood alcohol or methanol), defoliants, insecticides, herbicides, pesticides, rodenticide, mop treatment chemicals, disinfectants and acids.
- f. Caustics include, but are not limited to the following: Cleaners (foaming cleaners, Easy-Off, Sani-Flush), muriatic acid, caustic soda, caustic flakes, sulfuric acid, tannic acid, lye, caustic base wax stripper, carpet cleansers, degreasers, descalers, liquid plumbing digester, water treatment chemicals and detergents.

13. BLOOD-BORNE PATHOGENS

- m. All individuals, including staff and inmates 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.
- n. The following procedures shall be followed when cleaning an area where body fluids have been spilled.
 - 1) Preparation and Precautions
 - a) Area should be isolated and contained immediately until 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

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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, bleach and water mixture 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) Apply hot water and bleach mixture to any areas having visible contaminants.
- e) Using a stiff brush, thoroughly scrub surfaces, paying special attention to corners and cracks.
- f) Mop up excess soiled water when done and dispose of mop head in a bio-hazardous bag.

3) Equipment needed:

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- 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.

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- f) Contact the Medical Unit's Infectious Disease Control Coordinator for pick-up and disposal of the bio-hazardous waste bags.

14. HAZARDOUS AND NON-HAZARDOUS INVENTORY

- a. Perpetual Inventory shall be maintained for all flammable, toxic and caustic substances used in stored in the storage room or in the shops. Records shall be maintained for each substance to accurately reflect disbursement and the amounts in stock, and daily usage logs must be utilized to monitor inventories.
- b. Each housing unit using any flammable, toxic or caustic substance shall maintain a SDS for each substance, which shall be updated at least annually or when a new item is introduced.

15. ISSUING HAZARDOUS AND NON-HAZARDOUS

- a. All flammable, toxic and caustic substances shall be issued only under the supervision of authorized staff.
- b. All hazardous materials will be securely stored on shelves to prevent spillage or fire.
- c. During rotation of hazardous materials shall be securely stored on shelves to prevent spillage or fire.

16. **SDS DISPOSAL/SPILLS.** The SDS for each substance prescribes the proper method of disposal. If required, DOC will contract with a commercial disposal firm which will handle, transport and dispose of the substances, in a manner consistent with all applicable local, state, and federal regulations. The SDS will also prescribe the proper course of action in case of spillage.

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Attachments:

Attachment A- Chemical Authorization Form

Attachment B – Perpetual Inventory Form

Attachment C- Example Safety Data Sheet (SDS)

Attachment D – Weekly Hazardous Chemical/Material Inspection Form

Attachment E – Monthly Eye Wash Station Inspection Form

DOC/2920.3D/1/17/17



Chemical Authorization Form

Requested by: _____ Date: _____

Department: _____ Quantity: _____

Name of chemical and intended use: _____

=====Environmental Supervisor=====

Denied: _____ Approved: _____ Urgent: _____ Routine _____ Emergency: _____

SDS: _____ Yes _____ No

Comments: _____

=====Approval=====

Requestor or Responsible Personnel Signature: _____

Environmental Supervisor Signature: _____

Warehouse Staff Receipt: _____ SDS _____ Date: _____

Material Safety Data Sheet

PATHWAYS DRAIN TREATMENT

1. Product and company identification

Trade name of product : PATHWAYS DRAIN TREATMENT
 Product use : Drain Cleaner

Product dilution information : Up to 0.01 oz/0.26 gal or 0.3 mL/L in water

Supplier's Information :

Code :

Date of issue :

05-May-2011

EMERGENCY HEALTH INFORMATION: 1-800-328-0026
 Outside United States and Canada CALL 1-651-222-5352 (in USA)

2. Hazards identification

Product AS SOLD
 Physical state : Liquid.
 Emergency overview : CAUTION !

No specific hazard.
 No specific hazard.

Potential acute health effects

Product AS SOLD
 Eyes : No known significant effects or critical hazards.
 Skin : No known significant effects or critical hazards.
 Inhalation : No known significant effects or critical hazards.
 Ingestion : No known significant effects or critical hazards.

Product AT USE DILUTION

Liquid.
 CAUTION !

No specific hazard.
 No specific hazard.

Product AT USE DILUTION

No known significant effects or critical hazards.

No known significant effects or critical hazards.

No known significant effects or critical hazards.

No known significant effects or critical hazards.

See toxicological information (section 11)

3. Composition/information on ingredients

Within the present knowledge of the supplier, this product does not contain any hazardous ingredients in quantities requiring reporting, in accordance with local regulations.

4. First aid measures

Product AS SOLD
 Eye contact : No known effect after eye contact. Rinse with water for a few minutes.
 Skin contact : No known effect after skin contact. Rinse with water for a few minutes.
 Inhalation : No special measures required. Treat symptomatically.
 Ingestion : Get medical attention if symptoms occur.

Product AT USE DILUTION

No known effect after eye contact. Rinse with water for a few minutes.

No known effect after skin contact. Rinse with water for a few minutes.

No special measures required. Treat symptomatically.

Get medical attention if symptoms occur.

WEEKLY HAZARDOUS CHEMICAL/MATERIAL INSPECTION

Facility: _____

Date : _____

Inspection Conducted By: _____

Area: _____

AREA INSPECTED:	<i>MSDS Present</i>	<i>Approved Containers</i>	<i>Properly Labeled Containers- Secured</i>	<i>Stored Properly</i>	<i>Perpetual Filled Out Properly</i>	<i>Area Ventilated</i>	<i>PPE Present - good condition (if applicable)</i>	<i>Proper Mixing & Dispensing</i>	<i>Manufacturer's Intended Use Strictly Adhered to</i>	<i>Compressed Gas(es)- Secured in Upright Position</i>	<i>Gases - Valve Cap Protector Present</i>	<i>Only Authorized Staff dispensing flammable & combustible liquids</i>	<p style="text-align: right;">*Comments:</p> <p style="font-size: small;">Any unsatisfactory findings must be identified and corrected in this section and on an abatement plan completed.</p>



DATE (mm/yy): _____

MONTHLY EYE WASH STATION INSPECTION

Inspection Conducted By: _____
(FSA or Designee)

DC DOC