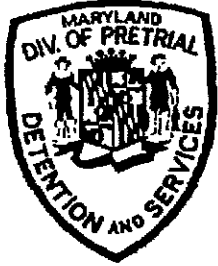
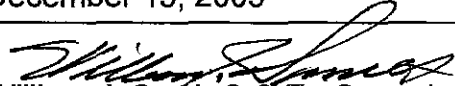


STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF PRETRIAL DETENTION AND SERVICES

	PROGRAM: Safety & Sanitation
	PADS: 80-4
	TITLE: Toxic, Caustic & Flammable Materials
	ISSUED: December 15, 2005
	APPROVED:  William J. Smith, C.C.E., Commissioner

- I. References: (A) MCCS .04A  
(B) ACA 4-ALDF-1C-11  
(C) PDSD# 80-5, General Sanitation Requirements
- II. Applicable to: The Division of Pretrial Detention and Services
- III. Purpose: To establish control procedures for the handling of hazardous materials.
- IV. Definitions: Caustic – capable of corroding, burning, dissolving, or otherwise eating away by chemical action.
- Flammable – when ignited, capable of burning with great rapidity.
- Material Safety Data Sheet* - information that lists the chemical composition of toxic, caustic, flammable materials, the hazards of each material and the remedies for intoxication, fire extinguishing, etc.
- Personal Protection Equipment – rubber gloves, safety goggles, etc.
- Toxic – harmful, destructive, or deadly, such as rat poisons, insecticide and cleaning products, which require a *Material Safety Data Sheet*.
- V. Policy: It is the policy of the Division of Pretrial Detention and Services that all toxic, caustic and flammable materials, (TCFs) be properly labeled, safely stored outside of resident living and activity areas, and accounted for. Disposal of these materials shall be handled in accordance with local health and safety codes.

## VI. Procedures:

## A. Safety Instruction/ Materials

1. The Health & Safety officer shall:
  - a. Maintain a current master chemical information list of all TCFs that are brought into the building(s).
  - b. Maintain a complete set of current *Material Safety Data Sheets* (MSDSs) for all TCFs used within the institutions and provide copies to department heads, and contractors as needed;
  - c. Within 30 days of notification that a new TCF will be introduced into the facility, update the master chemical information list, secure the *MSDSs* and ensure that all proper precautions are communicated to appropriate staff, contractors and residents;
  - d. Document periodic observation of *MSDSs*, bulletins, etc. that are maintained by various departments/contractors to ensure that the reference material is complete, current and readily available.
  - e. Document random observation of work sites within the institution to ensure that TCFs are used in a safe manner, under proper supervision. Provide instruction to staff residents and contractors as required; and
  - f. Upon request, assist in the procurement of educational materials and training models related to TCF safety.
2. The department head/contractor or designee shall ensure that:
  - a. All staff/residents under their supervision, who use TCFs have received instruction in their proper use and storage. Appropriate personal safety equipment shall be made available.
  - b. Signs, bulletins, etc. are posted, as needed, to remind staff and residents of the precautions required during the use of TCFs (Appendix B);
  - c. Residents using TCFs are closely supervised;
  - d. A *MSDS* for each TCF used by personnel or residents, is maintained/posted in a central location for quick access by staff. *MSDSs* referencing a new TCF shall be posted immediately. The entire set of *MSDSs* shall receive a documented review/update no less than every 2 years; and
  - e. The Health & Safety officer is notified in writing, at least 30 days in advance, that a new toxic, caustic or flammable material will be introduced into the facility. The warden, when circumstances merit, may reduce the 30-day prior notice period, ( e.g. TCF required for emergency repairs completed by an outside mechanical contractor.)

3. Training staff shall include appropriate chemical training during the documented pre and in-service training provided to DPDS employees.
4. The Director of Classification/Population Management shall ensure that all incoming DPDS residents receive a documented oral briefing about toxic/caustic chemicals.

#### B. Inventory

1. The Health & Safety officer, in order to ensure that DPDS staff, residents and contractors operate in compliance with this directive shall:
  - a. Routinely review *TCF Materials Inventory/Inspection* forms (Appendix C/D) and *Storeroom Withdraw Forms* (DPSCS #2130-943) to ensure accuracy, completion, proper use, accountability and to determine when the introduction of new TCFs requires safety instruction to staff residents/posting of additional *MSDSs*; and
  - b. Maintain the original *TCF Materials Inventory/Inspection* form on file and by the 10<sup>th</sup> of the month, submit a copy to the institution's Compliance officer.
2. The department head/contractor or designee shall ensure that:
  - a. Receipt, storage, issue and disposal of TCFs are recorded on a *TCF Materials Inventory/Inspection* form;
  - b. By the 5<sup>th</sup> of the month, these forms are reviewed for accuracy and completion and distributed as follows:
    - i. Copy maintained on file in the unit; and
    - ii. Original to the Health & Safety officer.

#### C. Storage

1. The Health & Safety officer shall document spot checks of TCF storage areas and utility closets to verify that only the appropriate quantities are distributed for housekeeping and that all TCFs and related equipment are properly controlled and secured.
2. The department head/contractor or designee, upon receipt of TCFs and at each TCF inspection shall:
  - a. Complete a monthly inspection of all TCFs, noting results on the *TCF Materials Inventory/Inspection* form;
  - b. Immediately correct any deficiencies in labeling or storage methods uncovered during the inspection; and
  - c. Distribute the completed *TCF Inventory/Inspection* forms as described in VI.B.2.b of this policy.

#### **E. Disposal**

1. The Health & Safety officer shall review all related documents to ensure that proper procedures were followed for all TCF disposal and provide instruction/take corrective action, as required.
2. The department head, contractor or designee shall ensure that disposal of all TFCs is completed in conformance with applicable Federal, State and local regulations and documented with appropriate accounting on the *TCF Material Inventory/Inspection* form.
3. All expired chemical agents shall be turned over to the DOC Headquarters' Crisis Management Team as follows:
  - a. Inventory expired chemical agents;
  - b. Notify designated personnel of the Crisis Management Team that pick up is required;
  - c. Stored expired chemical agents separate from non-expired chemical agents until picked up by a member of the Crisis Management Team; and
  - d. Document the disposal on the appropriate *TCF Material Inventory/Inspection* form.

#### **F. Reporting Suspected Hazards**

1. If any employee suspects a hazardous situation, they shall report the matter to the immediate supervisor during the tour of duty.
2. Upon receiving notice of the situation, the area supervisor shall:
  - b. Immediately inspect the potential hazard, taking corrective action as needed; and
  - b. Submit a written report complete with action taken to the Health & Safety officer.
  - c. The Health & Safety officer shall evaluate the report and take any action necessary to correct the hazardous situation.

**VII. Attachments:** Appendix A – Chemical Information List  
Appendix B – DPDS Toxic & Caustic Fact Sheet  
Appendix C – Toxic, Caustic, Flammable Materials  
Inventory/Inspection  
Appendix D–Toxic,Caustic,Flammable Materials  
Inventory/Inspection for Dietary

**VIII. Rescission:** 80-4, Toxic, Caustic & Flammable Materials (8-15-05)

**Distribution:** B

Division of Pretrial Detention and Services  
CHEMICAL INFORMATION LIST

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Workplace Address (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact

Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Title: \_\_\_\_\_

Date of preparation  
or revision: \_\_\_\_\_

Common Name [1]	Chemical Name [1]	Work Areas [2]	MSDS On file	Date added to list
(In alphabetical order)				

[1] Either the chemical name or the common name must be the identity of the chemical that is found on the label and the MSDS. More than 1 common name may be listed for a particular substance in the "Common Name" column.

[2] If symbols, letter or numbers are used to identify work areas, the employer should provide a key, map or other descriptive information.

Division of Pretrial and Detention Services  
Fact Sheet

Subject: **Toxic & Caustic Materials**

What are they?

**Toxic** materials are harmful, destructive, or deadly substances such as rat poisons, disinfectants, cleansers, insecticides, etc.

**Caustic** materials are capable of corroding, burning, dissolving, or otherwise eating away by chemical action such as floor stripper, ammonia, fire extinguisher material, etc.

How should they be stored?

All toxic or caustic materials should be stored in labeled containers. Cleaners should be stored in secured utility closets and dispensed only by security personnel/correctional officers. **Residents may not dispense toxic or caustic materials.**

How should they be used?

**Cleaning Agents with Bleach** Special precaution should be taken when using bleach or other agents containing bleach as a cleanser/disinfectant. Bleach should not be mixed with other cleansers, especially those containing ammonias because an extremely deadly chlorine gas can form. Bleach should not be used in its concentrated form; a solution of ½ cup of bleach per gallon of water is sufficient for general cleaning/disinfecting purposes.

**Cleaning Agents with Ammonia** Ammonia, a colorless gas or liquid with a sharp irritating odor, can be found in most cleansers, such as wax removers and window cleaners. A strong form of ammonia can be found in commercial cleaning products such as items used in this institution (Soilax, for example.) All cleaning products work best when used as intended by the manufacturer and used in the proper amounts.

Should you require additional information on the control or use of toxic or caustic materials, contact the facility's Health & Safety Officer.

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## DIVISION OF PRETRIAL DETENTION AND SERVICES

### Toxic , Caustic , Flammable Materials - Inventory / Inspection

Use pencil as you may have to pull more than once a day.

Daily In - Indicates all receipt of materials


Daily Out - Indicates all removal of materials

Month: \_\_\_\_\_, Year: \_\_\_\_\_

Area: \_\_\_\_\_

## Appendix C

[illegible]

Inventoried by:   
( initials )

I have visually inspected all of the above on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(month) (year)

Signature: \_\_\_\_\_

**If you checked "YES" to any  
of the above - Notify the  
Health & Safety Officer Immediately**

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**TOXIC, CAUSTIC AND FLAMMABLES**

## Appendix D

# INVENTORY/ISSUE FORM

Substance \_\_\_\_\_

Unit \_\_\_\_\_

[illegible]