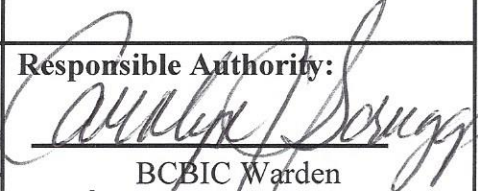
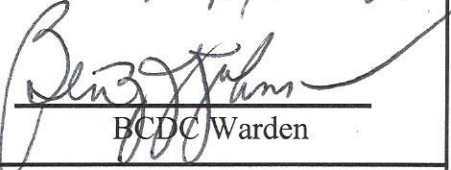


# Facility Directive

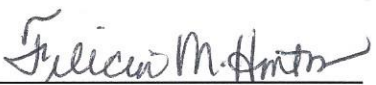


<b>Title:</b> Safety and Sanitation	<b>Facility Directive Number:</b> DPDS.080.0005
<b>Related MD Statute/Regulations:</b> Annotated Code of MD, Article 41 §§4-101,4-1040e); Executive Order .0101/1989 and .01.01/1995.26; Secretary's Directive 04-90(Rev.3) Correctional Services Article, 2-103, Annotated code of Maryland Occupational Safety and Health Act of 1970, 29 U.S.C. 651et seq., 84 STAT.1590,P.L.91-596 Maryland Labor and Employment Article, 5-101, Annotated Code of Maryland Department of Public Safety and Correctional Services and the U.S. Environmental Protection Agency Consent Agreement and Final Order (March 3, 2003).  <b>COMAR:</b> 12.02.08.03; 12.14.03.02; 12.14.04.02; 12.14.05.02 and Title 26	<b>Supersedes:</b> CRDET-080-0005, titled Safety and Sanitation, dated December 2013
<b>Related ACA Standards:</b> 1-CORE-1A-01; 1-CORE-1A-02; 1-CORE-1A-03; 1-CORE-1A-04	<b>Responsible Authority:</b> <div style="text-align: center; margin-top: 10px;">   <hr style="width: 80%; margin: 0 auto;"/>                     BCBIC Warden                 </div> <div style="text-align: center; margin-top: 10px;">   <hr style="width: 80%; margin: 0 auto;"/>                     BCDC Warden                 </div>
<b>Related MCCS Standards:</b> .04B; .04C	
<b>Related NCCHC Standards:</b> J-C-06	
<b>Established Related Directive:</b> DOC Directives: 080-0004 and 160-0001	<b>Effective Date:</b> July 13, 2015
<b>Number of Pages: 5</b>	


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 Brenda Shell  
 Commissioner


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 Felicia M. Hinton  
 Assistant Commissioner

**.01 Purpose.**

To establish procedures governing facility sanitation inspections and housekeeping for the Division of Pre- Trial Detention and Services.

## **.02 Scope.**

The Division of Pretrial Detention and Services, excluding Chesapeake Detention Facility and the Division of Parole and Probation:

- A. Baltimore Central Booking and Intake Center; and
- B. Baltimore City Detention Center.

## **.03 Policy.**

It is the policy of the Division of Pre-Trial Detention and Services to adhere to sanitation standards throughout its facilities and maintain compliance with federal, state, and local statutes and regulations.

## **.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Detainee or Inmate Workers" means a detainee or inmate who is appropriately trained and supervised for a specific job assignment. A detainee or inmate is not a substitute for professional staff.
- (2) "DPDS" means the Division of Pre-Trial Detention and Services.
- (3) "Environmental Compliance and Safety Officer (ECSO)" means an officer who is responsible for assisting in the planning, development, implementation and administration of an environmental health and safety program in a facility and associated facilities. The ECSO shall develop and implement corrective action plans when necessary. It is the responsibility of the ECSO to increase safety, health and environmental awareness to facility staff by promoting policies and programs aimed at reducing accidents, improving safety and maintaining environmental compliance.
- (4) "Facility Sanitation Coordinator (FSC)" means staff person designated by the Warden to supervise the distribution of supplies and the cleaning of the facilities.
- (5) "Intense Cleaning" means to scrub with a coarse material or hardware utilizing an improved degreaser or cleanser.
- (6) "Managing Official" means as stated in the Correctional Services Article §1-101, Annotated Code of Maryland and includes the:
  - (a) Warden;
  - (b) Assistant Warden;
  - (c) Facility Administrator; and
  - (d) Chief of Security.

## .05 Responsibility.

### A. Staff Training

- (1) Training is given once per quarter during roll call; on all-teams-day by qualified personnel (ex. ECSO or Facility Training Coordinator). This training is also extended to new employees. The staff shall acknowledge review of the information by signing the provided acknowledgement form.
- (2) The contents of the review includes the purpose of the cleaning solutions that are currently being utilized. The solution comes in different colors. The packs and bottles are labeled and color coded. The color will assist with identifying the purpose of the solution. A sample of the solution bottle shall be used as an aid.
- (3) The training also includes the storage and distribution of the solutions.
- (4) *Depot Pac Product Use* shall be posted in sanitation closets, tiers, dorms and wherever the solutions are stored.

### B. Hiring for Detainee and Inmate Workers

- (1) Building/Area Supervisors along with Case Management shall be responsible for the hiring of detainee or inmate workers for sanitation. Notification of new hires shall be forwarded to the ECSO & FSC for training purposes.
- (2) Once hired the ECSO and FSC shall provide training and orientation before any job assignment is completed by the detainee/inmate worker.

### C. Detainee and Inmate Training

Qualified personnel (ex. ECSO or FSC) shall:

- (1) Identify and demonstrate the use of the various cleaning solutions.
- (2) Explain the purpose of the different colors as specified on *Depot Pac Product Use*.
- (3) Train the detainee or inmate worker(s) on the proper use of equipment and the solutions to be utilized.
- (4) Along with the detainee or inmate worker, acknowledge the training/orientation by providing their signature on the *Sanitation Worker Job Description*. The agreement will be then be placed inside the detainee or inmate's base file.

### D. Housekeeping

- (1) Each officer is responsible for the sanitation of their assigned post. Upon assuming a post, the officer shall inspect showers, cells, dorms, floors, walls, hallways, grilles, catwalks, trash receptacles, and vents etc. for cleanliness. If the area is not satisfactory, the officer shall notify the immediate supervisor and take steps necessary to correct the deficiencies. The inspection and necessary corrective action shall be documented in the post logbook and on the *Daily Sanitation Checklist*.
- (2) Prior to the end of the shift, the section officer shall conduct a round of the area to include cells, dormitories, floors and stairs. It shall also be the responsibility of the section officer to ensure that the

area is clean and ready for transfer to the next shift.

(3) Detainee and Inmate Housing Areas

- (a) Showers are cleaned thoroughly once per shift. In addition an intense cleaning and sanitizing is conducted nightly.
- (b) At DPDS facilities, a detainee or inmate shall have the opportunity to clean the assigned cell during the week as necessary or on the weekends as scheduled.
- (c) The section officer shall:
  - (i) Assign at least one detainee or inmate worker per tier or housing unit;
  - (ii) Refer to the *DPDS Schedule for Sanitation, Cleaning & Trash Detail* for the sanitation schedule and training of the residents in the safe and proper use of cleaning supplies; and
  - (iii) Ensure that a detainee or inmate perform tasks according to these instructions.

(4) Mattresses are sprayed and cleaned according to DPDS Directive 080-0011, entitled Mattress Replacement and Control.

(5) An officer is responsible for cleaning areas that are restricted to inmates to include Control Centers. On a daily basis, along with sweeping and vacuuming floors, staff shall ensure that desks, phones and chairs are wiped down with an approved solution. Where appropriate to clean restricted areas such as administrative offices, a detainee or inmate shall be utilized under strict supervision.

(6) Food trays and trash are collected immediately after the completion of a meal in a cell and or dormitory by the assigned detainee/inmate worker .

(7) The FSC or designee shall assign detainee/workers to a trash detail for collection of facility garbage for all remaining areas following the Trash Detail listed in Appendix A .

(8) The FSC will also take measures to remove the trash from the facility should the contractual hauler be unable to pick-up the trash as scheduled.

(9) Cleaning/trash detail assignments shall be performed by detainee/inmate labor under staff supervision. Staff responsible for supervising detainee/inmate workers shall ensure that all cleaning equipment is cleaned and properly stored when not in use.

(10) The ECSO serves as the contract monitor for Pest and Vermin Control. (1CORE-1A-03). The ECSO is responsible for:

- (a) Ensuring scheduled vermin and pest control services are provided in accordance with the contract and implement an integrated pest management plan for housing areas.
- (b) Maintaining copies of documented request , services or complaints with corrective action and treatment receipts.
- (c) Ensuring the contract on file is readily available for Audit purposes.

(d) Implementing an integrated pest management plan for housing areas and build in a pest management inspection plan as a regular part of sanitation.

(e) Monitors the contractual hauler to ensure weekly trash removal.

(11) Inspections

(a) Comprehensive and thorough monthly inspections by a safety and sanitation specialist will be documented on *Environmental Health, Safety and Sanitation Inspection Form*.

(b) Weekly sanitation inspections are conducted by Supervisors with findings documented on the *Weekly Supervisor's Sanitation, Safety and Security Inspection*.

(c) At least annual inspections by qualified persons will be conducted. (1CORE-1A-03)

(12) The officer supervising the cleaning which is conducted in all other areas shall refer to the *DPDS Schedule for Sanitation, Cleaning & Trash Detail* for the sanitation schedule and instructions for the safe and proper use of cleaning supplies and ensure that information is provided to the residents.

**.06 Attachments.**

Appendix A- Schedule for Sanitation, Cleaning and Trash Detail

Appendix B- Health and Safety Orientation

Appendix C- Daily Sanitation Checklist

Appendix D - Security/Weekly Sanitation Inspection Sites

Appendix E- Weekly Supervisor's Sanitation Safety and Security Inspection

Appendix F- Environmental Health, Safety and Sanitation Inspection Form

Appendix G- BCBIC Booking Sanitation Plan

Appendix H- BCBIC Institutional Sanitation Paint Plan

Appendix I- Sanitation Worker Job Description and Agreement

Appendix J- Depot Pac Product Use Instructions

**.07 History.**












DPDS.080.0005, titled Safety and Sanitation, dated December 2013

**.08 Distribution. A**

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DIVISION OF PRETRIAL DETENTION and SERVICES  
**SCHEDULE for SANITATION – HOUSING AREAS**

Resident housing areas shall be cleaned using appropriate protective equipment. Staff must supervise any resident involved in diluting disinfectants. Cleaning shall proceed as follows: (Note the following schedule may be modified to meet the unique needs of the area. It may not be inclusive of all duties to be performed.)

DAILY TASKS	AFTER BREAKFAST	AFTER LUNCH	AFTER DINNER
Sweep and mop the floors. <b>Display appropriate “Caution” signs whenever floors are wet, slippery or blocked by cleaning equipment.</b>			
Empty the trash			
Clean the bathroom & all showers with approved disinfectant or germicidal cleaners			
Clean all grilles, walls, hallways & catwalks			

**INSTRUCTIONS for using CLEANING SUPPLIES**

**Mopping Floors:** For waxed floors, fill 1<sup>st</sup> bucket with premixed YELLOW neutral floor cleaner (1 pack goes into 4 gallon of water) and fill 2<sup>nd</sup> bucket with rinse water. For shower and bath floors, fill 1<sup>st</sup> bucket with premixed GREEN heavy-duty floor cleaner (1 pack goes into 5 gallon of water) and fill 2<sup>nd</sup> bucket with rinse water. Apply floor cleaner to the floor then rinse with clean water.









**Cleaning Toilet/Sinks/Shower Stalls:** Sprays with premixed GREEN heavy-duty cleaner and let sit for 5 minutes. Then use green/brown scrub pad and rinse area thoroughly. Spray with RED germicidal detergent (1pack goes into 5 gallon of water) and let dry. **DO NOT RINSE.** Purple bathroom cleaner (1 pack goes into 5 gallon of water) can be used in place of the GREEN heavy duty cleaner.

**Windows and Stainless Steel:** Spray BLUE window cleaner (1pack goes into 5 gallon of water) on windows/glass/counter tops and clean with paper towels. Use stainless steel heavy-duty cleaner first. Rinse, then use window cleaner to polish/shine.

**Handling Equipment:** Cleaning solutions shall be flushed immediately after each detail assignment. Unused solutions must not be left standing for later use. All mops and buckets shall be washed out, cleaned and stored when not in use. All brooms, brushes, etc., when not in use, shall be properly stored.

**DIVISION OF PRETRIAL DETENTION and SERVICES  
SCHEDULE for SANITATION – SUPPORT AREAS**

Resident housing areas shall be cleaned using appropriate protective equipment. Staff must supervise any resident involved in diluting disinfectants. Cleaning shall proceed as follows: (Note the following schedule may be modified to meet the unique needs of the area. It may not be inclusive of all duties to be performed.)

<b>DAILY TASKS</b>	<b>ONCE DAILY</b>	<b>TWICE DAILY</b>	<b>EVERY 6 MONTHS</b>	<b>AS NEEDED</b>
Sweep and mop the floors in all corridors, connecting halls, steps, bullpens, holding areas and public access areas. <b>Display appropriate “Caution” signs whenever floors are wet, slippery or blocked by cleaning equipment.</b>				
Vacuum the carpet				
Dust				
Wipe the Walls				
Clean the restrooms and all showers with disinfecting/scouring cleaners				
Strip and wax the floors in all corridors, connecting halls, offices and public areas. <b>Display appropriate “Caution” signs whenever floors are wet, slippery or blocked by cleaning equipment.</b>				
Clean officer’s dining room				
Clean perimeter as weather conditions allow				

**INSTRUCTIONS for using CLEANING SUPPLIES**

**Mopping Floors:** For waxed floors, fill 1<sup>st</sup> bucket with premixed YELLOW neutral floor cleaner (1 pack goes into 4 gallon of water) and fill 2<sup>nd</sup> bucket with rinse water. For shower and bath floors, fill 1<sup>st</sup> bucket with premixed GREEN heavy-duty floor cleaner (1 pack goes into 5 gallon of water) and fill 2<sup>nd</sup> bucket with rinse water. Apply floor cleaner to the floor then rinse with clean water.

**Cleaning Toilet/Sinks/Shower Stalls:** Sprays with premixed GREEN heavy-duty cleaner and let sit for 5 minutes. Then use green/brown scrub pad and rinse area thoroughly. Spray with RED germicidal detergent (1pack goes into 5 gallon of water) and let dry. DO NOT RINSE. Purple bathroom cleaner (1 pack goes into 5 gallon of water) can be used in place of the GREEN heavy duty cleaner.

**Windows and Stainless Steel:** Spray BLUE window cleaner (1pack goes into 5 gallon of water) on windows/glass/counter tops and clean with paper towels. Use stainless steel heavy-duty cleaner first. Rinse, then use window cleaner to polish/shine.

**Handling Equipment:** Cleaning solutions shall be flushed immediately after each detail assignment. Unused solutions must not be left standing for later use. All mops and buckets shall be washed out, cleaned and stored when not in use. All brooms, brushes, etc., when not in use, shall be properly stored.

DIVISION OF PRETRIAL DETENTION and SERVICES

## **SCHEDULE for TRASH DETAIL**

### **COLLECTION**

1. Residents assigned to trash detail by the FSC/designee shall collect trash throughout the remainder of the institution, every day, including weekends and holidays.
2. RESIDENTS SHALL NEVER HANDLE TRASH, WHICH IS TAGGED OR OTHERWISE IDENTIFIED AS "HAZARDOUS WASTE."

### **TREATMENT**

1. Collected trash will be deposited at a designated, central pick-up point at the end of shifts A and B. Trash collected on C shift will be left on the section for removal by A shift.
2. Trash will be stored in proper containers and under proper conditions at all times.

### **DISPOSAL**

1. Trash will be removed at least weekly by the contractual hauler.
2. If the contractual hauler should be unable to remove the trash as scheduled, the Facility Sanitation Coordinator (FSC) shall arrange for the trash to be removed from the facility.

**NOTE:** THIS SCHEDULE MAY BE MODIFIED TO MEET CERTAIN CONDITIONS WHICH MAY EXIST IN DIFFERENT AREAS. THIS SCHEDULE MAY NOT BE INCLUSIVE OF ALL TRASH DETAIL DUTIES TO BE PERFORMED.



**Baltimore City Detention Center/Central Booking and Intake Center  
Health and Safety Orientation**

**Do**

1. Wear safety glasses or shields as required by law when dealing with chemicals.
2. Always use caution when handling chemicals and supplies.
3. Never store chemicals in containers other than the original container. All containers shall be labeled.
4. Report all accidents to the Sanitation Supervisor immediately. If the Sanitation Supervisor is not in your immediate area, report the accident to the officer on the section.
5. Use all safety guards and other designated safety devices when operating all machinery.
6. Check with the supervisor if in doubt about the correct procedure or operation of any chemical or machine (i.e. buffer, stripper...etc).
7. Be aware of the location of the fire extinguisher, fire alarm, and evacuation route in case of emergency.
8. Always wear protective gloves.
9. All solutions must be diluted according to the manufactures directions and distributed according to each facility schedule.

**Do Not**

1. Remove any supplies without prior approval of the supervisor.
2. Leave your work area until the supervisor has approved for you to go.
3. Attempt to fix, adjust, or repair any piece of equipment

My signature acknowledges that I have read and fully understand the safety guidelines associated with this job and that I will abide by the rules set forth in this contract.

\_\_\_\_\_  
ECSO/Training Coordinator Printed Name

\_\_\_\_\_  
Officer Printed Name and Title

\_\_\_\_\_  
ECSO/Training Coordinator Signature

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CC: Inmate Base File  
Audit/Compliance

BALTIMORE CENTRAL BOOKING INTAKE AND BALTIMORE CITY DETENTION CENTERS  
DAILY SANITATION CHECKLIST

Post Location: \_\_\_\_\_

This form is to be filled out on a daily basis by the officer assigned to this area. The below areas will be inspected by the officer assigned and forwarded to the Supervisor each Sunday at the conclusion of the 3-11 Shift.

AREAS TO BE INSPECTED: Showers, Cells, Dorms, Floors, Walls, Hallways, Grilles, Catwalks, Trash Receptacles, Baseboards, Yards, Visiting Booths, Counselor’s Station, Screening, Lights, Windows, Doors, Steps, Railings, Panel Boxes, Closets, Trash Cans, Vents & Heat Ducts, Water Fountains, Fans, Sanitary Equipment, Lockers, Latrines, Push Brooms, Straw Brooms, Plastic Dust Pans, Scrub Brushes, Buckets, and Wet Mops have been inspected and accounted for. If the area is not satisfactory, the officer shall notify the immediate supervisor and take necessary steps to correct the deficiencies. Any corrective action taken will be documented below and forwarded to the Environmental Compliance Safety Officer.

Condition Codes - (S) - Satisfactory (U) –Unsatisfactory

Day/Date		11-7	7-3	3-11
Monday	Officer’s Signature			
	Condition			
Tuesday	Officer’s Signature			
	Condition			
Wednesday	Officer’s Signature			
	Condition			
Thursday	Officer’s Signature			
	Condition			
Friday	Officer’s Signature			
	Condition			
Saturday	Officer’s Signature			
	Condition			
Sunday	Officer’s Signature			
	Condition			

COMMENTS/CORRECTIVE ACTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECURITY/WEEKLY SANITATION INSPECTION****BALTIMORE CITY DETENTION CENTER  
SECURITY/SANITATION INSPECTION SITES:**

A-Section	J-Section	Annex: Floors 1 thru 4	Control Center	WDC: Floors 1 thru 5	DORMS: 500 thru 900
B-Section	K-Section		Post #1		
C-Section	L-Section	Wyatt Building	Post #3	WDC Gym	JI Gym
D-Section	M-Section	MSAP TRAILER	Post #4	WDC Roof	Release Area
E-Section	N-Section	School Trailers	Post #14	WDC Visiting Area	JI Visiting Area
F-Section	O-Section	Maintenance Shop	Post #21	WDC Tunnel	Key Posts
G-Section	P-Section	Power Plant	Operations (Administration )	SAP Trailers	2 <sup>nd</sup> for Administration
R-Section	Q-Section	Post #5 Back gate	MDC Perimeter	Service Drive	Garage
S-Section	U-Section	Post #6 (Tower)	O'Brien House	WDC Perimeter	Post #200
T-Section	North Key Post	Post #9 (Tower)			Post #201
South Key Posts	Library	Post #10 (Tunnel)			JI Roof
RDCC	MDC Gym				Skybridge
Dietary	MDC Yard				JI Perimeter
MDC Roof					

**BALTIMORE CENTRAL BOOKING and INTAKE CENTER  
WEEKLY FACILITY SANITATION INSPECTION SITES:**

<b>NORTH TOWER</b>	<b>CENTER TOWER</b>	<b>SOUTH TOWER</b>
1 <sup>st</sup> Floor Corridor	Security Suite	Central Control
Parking Lot	ODR (Officers Dining Room)	Madison Street Lobby
Eager Street Lobby	3 Center: Lobby, A & B	Medical
Exit Sallyport	4 Center: Lobby, A & B	Entry Sallyport
2 North Corridor	5 Center Gym	Transportation
3 North: Lobby, A & B		3 South: Lobby, A & B
4 North: Lobby, A & B		4 South: Lobby, A & B
5 North: Lobby, A & B		5 South: Lobby, A & B
		Outside Perimeter



BALTIMORE CENTRAL BOOKING AND BALTIMORE CITY DETENTION CENTERS  
 ENVIRONMENTAL HEALTH, SAFETY, AND SANITATION INSPECTION

Appendix F to DPDS.080.0005

Week of: \_\_\_\_\_ Facility: \_\_\_\_\_ Site: \_\_\_\_\_ Inspector: \_\_\_\_\_

	A. GENERAL	<i>Not Applicable</i>	OK	<i>Not Satisfactory</i>	Comments
1	Contract for pest control in place. No signs of infestation.				
2	Area is clean, free of debris and clutter.				
3	Door closures are working properly.				
4	Vacuum breakers are installed on all threaded faucets.				
5	Weight load limits are posted on all overhead storage as assigned by a structural engineer.				
6	Floor drains are in place and in good condition.				
7	Plumbing fixtures and pipes are not leaking.				
8	All sinks, toilets, urinals. Showers and water fountains are operational.				
9	All junction box covers are in place.				
10	FGCI outlets are installed and tested in all areas where water is used.				
11	Electrical wiring is not exposed.				
12	All electrical outlets function.				
13	All lights are working. Fluorescents are properly covered.				
14	Electrical cords are not cracked or frayed.				
15	Electrical prongs are not broken.				
16	Surge protectors and electrical cords not piggy backed.				
17	Electrical wiring is in conduit.				

CORRECTIVE ACTION:

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BALTIMORE CENTRAL BOOKING AND BALTIMORE CITY DETENTION CENTERS  
 ENVIRONMENTAL HEALTH, SAFETY, AND SANITATION INSPECTION

Appendix F to DPDS.080.0005

Week of: \_\_\_\_\_ Facility: \_\_\_\_\_ Site: \_\_\_\_\_ Inspector: \_\_\_\_\_

A. GENERAL - Continued		<i>Not Applicable</i>	OK	<i>Not Satisfactory</i>	<i>Comments</i>
18	Electrical outlets are not overloaded with adapters.				
19	Mechanical air vents/registers are clean, free of lint/dirt. Vents are in place and free from obstruction.				
20	All personal fans are equipped with guards.				
21	All safety shields are in place.				
22	Trip hazards, etc. are corrected.				
23	Ceiling tiles are replaced when damaged or missing.				
24	Surfaces are clear of mold, flaking paint, dust, etc.				

B. MEDICAL		<i>Not Applicable</i>	OK	<i>Not Satisfactory</i>	<i>Comments</i>
<i>Control of Medication</i>					
1	All medication has an up-to-date control sheet/record.				
2	Expiration dates are marked on medication. There is no expired medication in stock/use.				
<i>Sterile Packs</i>					
1	Verify expiration date of all sterilized packs by making expiration date visible to include first aid kits.				
<i>Bio-Hazardous Waste</i>					
1	Review storage and disposal records for contaminated materials.				

CORRECTIVE ACTION:

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BALTIMORE CENTRAL BOOKING AND BALTIMORE CITY DETENTION CENTERS  
 ENVIRONMENTAL HEALTH, SAFETY, AND SANITATION INSPECTION

Appendix F to DPDS.080.0005

Week of: \_\_\_\_\_ Facility: \_\_\_\_\_ Site: \_\_\_\_\_ Inspector: \_\_\_\_\_

B. MEDICAL - Continued		<i>Not Applicable</i>	<i>OK</i>	<i>Not Satisfactory</i>	<i>Comments</i>
	<i>X-Ray</i>				
1	Each technician has their own dosimeter film badge.				
2	There is up-to-date documentation for the monthly recording of dosimeter badge readings.				
3	Film development is being ventilated via a system that exchanges air at a minimum rate of 10 exchanges per hour.				

C. LAUNDRY		<i>Not Applicable</i>	<i>OK</i>	<i>Not Satisfactory</i>	<i>Comments</i>
	<i>Caustic/Chemicals</i>				
1	Up-to-date inventory and control is maintained.				
	<i>Protective Clothing</i>				
1	Plastic/rubber gloves are provided for the sorting of all laundry.				
	<i>Drain Lines</i>				
1	All drain lines from washing machines have, at least, a 2-inch air gap above the trough.				
	<i>Dryers</i>				
1	All lint traps and exhaust systems are clean and unobstructed.				

CORRECTIVE ACTION:

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BALTIMORE CENTRAL BOOKING AND BALTIMORE CITY DETENTION CENTERS  
 ENVIRONMENTAL HEALTH, SAFETY, AND SANITATION INSPECTION

Appendix F to DPDS.080.0005

Week of: \_\_\_\_\_ Facility: \_\_\_\_\_ Site: \_\_\_\_\_ Inspector: \_\_\_\_\_

D. KITCHENS		<i>Not Applicable</i>	<i>OK</i>	<i>Not Satisfactory</i>	<i>Comments</i>
<i>Food Storage</i>					
1	Dry shelf storage food temperature is maintained at between 45 degrees F to 80 degrees F.				
2	Refrigerated food temperature is maintained at between 35 degrees F to 40 degrees F.				
3	Frozen food temperature is maintained at 0 degrees or below				
4	Prepare food temperature is maintained at or below 40 degrees F or at or above 140 degrees F.				
5	Freezer door gaskets create a proper seal.				
6	Refrigerator door gaskets create a proper seal.				
7	Stock is date rotated.				
8	Food storage areas have proper/adequate seal/floor sweep for pest control				
9	Load limit signs are posted on all racks or stacked bins. Limits are adhered to.				
10	There is a documentation of daily pest control inspections and corrective actions				

CORRECTIVE ACTION:

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BALTIMORE CENTRAL BOOKING AND BALTIMORE CITY DETENTION CENTERS  
 ENVIRONMENTAL HEALTH, SAFETY, AND SANITATION INSPECTION

Appendix F to DPDS.080.0005

Week of: \_\_\_\_\_ Facility: \_\_\_\_\_ Site: \_\_\_\_\_ Inspector: \_\_\_\_\_

D. KITCHENS- Continued		<i>Not Applicable</i>	OK	<i>Not Satisfactory</i>	Comments
<i>Dishwashing/Sanitizing</i>					
1	Final rinse temperature reaches a minimum of 180 degrees F				
2	Pressure at the nozzle DOES NOT EXCEED the range of 15 to 20 psi				
3	There are no maintenance problem (leaks, backups, etc.)				
<i>Pots and pans 3-Stage Wash</i>					
1	Sink One- hot soapy water between 100 degrees F and 120 degrees F.				
2	Sink Two- hot water rinse between 100 degrees F and 120 degrees F.				
3	Sink Three -final rinse with chlorine residual concentration is maintained at 50 ppm, (verified via chemical-sensitive indication strips).				
<i>Ice Machine</i>					
1	A scoop hanger is mounted on the inside of the holding bins side wall				
2	Drain pipe is equipped with an air gap 1.5 times the drain pipe's diameter.				
<i>Dry Storage Bins</i>					
1	Scoop is stored on a hanger mounted inside the bin.				
2	Bins are properly labeled.				

CORRECTIVE ACTION:

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BALTIMORE CENTRAL BOOKING AND BALTIMORE CITY DETENTION CENTERS  
 ENVIRONMENTAL HEALTH, SAFETY, AND SANITATION INSPECTION

Appendix F to DPDS.080.0005

Week of: \_\_\_\_\_ Facility: \_\_\_\_\_ Site: \_\_\_\_\_ Inspector: \_\_\_\_\_

D. KITCHENS- Continued		Not Applicable	OK	Not Satisfactory	Comments
<i>Tool/Utensil Control</i>					
1	All tools /utensils are inventoried & have unique identifier				
2	Broken tools/utensils are secured, properly disposed and replaced.				
3	Portion-sized utensils are properly labeled and used to ensure that servings meet menu requirements				
<i>Sinks and lavatories</i>					
1	Hot and cold water is present				
2	Hot water is maintained between 100 degrees F and 120 degrees F.				
3	All fixtures are free of leaks and malfunctions.				
4	Vacuum breakers are installed on all threaded faucets				
<i>GFCI</i>					
1	GFCI are located in all areas where water is present.				
<i>Dining Utensils/Drinking Glasses</i>					
1	All eating utensils are placed; handle up, on serving lines.				
2	All drinking glasses/cups are placed, open end down, on serving lines.				
<i>Canastic</i>					
2	Up-to-date inventory and controls are maintained.				
2	Eyewash station/fountain is present.				

CORRECTIVE ACTION:

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BALTIMORE CENTRAL BOOKING AND BALTIMORE CITY DETENTION CENTERS  
 ENVIRONMENTAL HEALTH, SAFETY, AND SANITATION INSPECTION

Appendix F to DPDS.080.0005

Week of: \_\_\_\_\_ Facility: \_\_\_\_\_ Site: \_\_\_\_\_ Inspector: \_\_\_\_\_

E. HOUSING UNITS		<i>Not Applicable</i>	<i>OK</i>	<i>Not Satisfactory</i>	<i>Comments</i>
	Sanitation				
1	All surfaces are clean. Area is free of debris and clutter <i>Light Level</i>				
1	Desk top level/grooming has sufficient lighting <i>Mechanical Ventilation</i>				
1	Air registers are in place, clean and free of obstruction <i>Bathrooms</i>				
1	Shower water is maintained between 100 degrees F and 120 degrees F.				
2	Ratio for toilets, lavatories and showers: 1 per 15 residents <i>Linen, etc.</i>				
1	Linen is not hoarded. Log books record linen exchange				
2	Mop heads, buckets and other cleaning equipment is clean				
3	There are no torn mattresses in use <i>Floor Drains</i>				
1	Drains are running. Cover is in place/good condition <i>Fire Safety</i>				
1	Fire evacuation plans are posted. (Plans are current)				
2	Sprinkler valves are locked in the open position				
3	Fire extinguisher inspection tags log monthly inspections				

CORRECTIVE ACTION:

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## BCBIC Booking Sanitation Plan

	<b>A-SHIFT BOOKING</b>	<b>B-SHIFT BOOKING</b>	<b>C-SHIFT BOOKING</b>
<b>MONDAY</b>	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean CC booth Clean stairwells	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean CC booth Clean stairwells	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean CC booth Clean stairwells
<b>TUESDAY</b>	Clean cells Clean windows Clean bathrooms Empty trash Clean ident room Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Clean ident room Clean stairwells	Clean cells Clean windows Clean bathrooms Empty trash Clean ident room Clean stairwells
<b>WEDNESDAY</b>	Clean cells Clean windows Clean bathrooms Empty trash Deck each cell Clean ident room Clean WDC tunnel Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean WDC tunnel Clean stairwells	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean stairwells Strip/wax A/B Line
<b>THURSDAY</b>	Clean cells Clean windows Clean bathrooms Empty trash Clean ident room Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Clean ident room Clean stairwells	Clean cells Clean windows Clean bathrooms Empty trash Clean ident room Clean stairwells
<b>FRIDAY</b>	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean stairwells	Clean cells Clean windows Clean bathrooms Empty trash Clean elevators doors Clean ident room Clean stairwells
<b>SATURDAY</b>	Clean cells Clean windows Clean bathrooms Empty trash Paint as needed Clean ident room Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Paint as needed Clean ident room Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Paint as needed Clean ident room Clean CC/PT booth
<b>SUNDAY</b>	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean CC/PT booth	Clean cells Clean windows Clean bathrooms Empty trash Clean elevator doors Clean ident room Clean CC/PT booth

## BCBIC INSTITUTIONAL SANITATION PAINT PLAN

**Sanitation workers assigned will be issued all equipment/supplies required to fulfill performance of duties:**

The following tasks/duties are to be performed:

### **A-Shift:**

Daily Duties:

- Utilize detainees designated as outside/first floor workers only
- Sweep and mop all areas along the First Floor Corridor to include the main corridor floor as well as One North Control Sallyports, and IN35 Hallway
- Clean all windows and ledges
- **First Floor/Perimeter Sanitation Officer:** Shall empty all trash cans to include bins from housing units and dispose of waste in the institutional compactor in accordance with the established Recycling Program (coordinate collection of trash bins with Housing Lobby officer and central control officers)-Mandatory
- Shall clean all restrooms-Mandatory
- **Booking Sanitation Officer:** Conduct lunch feed-up to include removal of trash from cells upon completion of feed-up with the designated worker-Mandatory

### **B-Shift:**

Daily Duties:

- Utilize residents designated as outside workers for the first floor only
- Sweep and mop all areas along the First Floor Corridor to include the main corridor floor as well as One North Control Sally ports, and IN35 Hallway (as needed)
- **First Floor / Perimeter Sanitation Officer:** Shall empty all trash cans to include bins from housing units and dispose of waste in the institutional compactor in accordance with the established Recycling Program (coordinate collection of trash bins with Housing Lobby Officer and Central Control Officers)-Mandatory
- Shall clean all restrooms-Mandatory
- Clean Windows and ledges-
- **Booking Sanitation Officer** Shall conduct dinner feed-up to include removal of trash from cells upon completion of feed-up with the designated worker  
**Mandatory**

### **FIRST FLOOR**

### **C-Shift:**

Daily Duties:

- Utilize residents designated as outside/first floor workers only

- Shall sweep and mop all areas along the First Floor Corridor to include the main corridor floor as well as One North Control Sallyport, 1N35-**Mandatory** (Remaining floor areas not scheduled for a comprehensive scouring)  
Shall clean all elevator doors to include inside of elevator and tracks of operable units- **Mandatory**
- Empty all trash cans to include collection of trash from the second floor sanitation officer and dispose of waste in the institutional compactor in accordance with the established Recycling Program.
- Shall clean all restrooms-**Mandatory**

### Special Detail Duties

- Comprehensive Scouring of the first floor corridor according to the following schedule during the first week of every month:
  - ✓ Saturday: From North Tower Elevator to Center Tower Elevator
  - ✓ Sunday: From Center Tower Elevators to 1514
  - ✓ Monday: CORC area
  - ✓ Tuesday: Security Suite (strip and wax)
  - ✓ Thursday: 1N35 Corridor
  - ✓ Friday: Transportation/Direct Intake
- Comprehensive cleaning of the walls with a general cleaner (i.e. Purple Correct-Pac) according to the following schedule during the second week of every month:
  - ✓ Saturday: From North Tower Elevator to Center Tower Elevator
  - ✓ Sunday: From Center Tower Elevators to IS14
  - ✓ Monday: CORC area (Shampoo)
  - ✓ Tuesday: Security Suite (strip/wax)
  - ✓ Thursday: IN35 Corridor
  - ✓ Friday: Transportation/Direct Intake
- Thoroughly clean all vents according to the following schedule during the third week of every month:
  - ✓ Saturday: From North Tower Elevator to Center Tower Elevator
  - ✓ Sunday: From Center Tower Elevators to IS14
  - ✓ Monday: CORC area
  - ✓ Tuesday: Security Suite (strip/ wax)
  - ✓ Thursday: IN35 Corridor
  - ✓ Friday: Transportation Direct Intake
- Conduct paint detail according to the following schedule during the fourth week

of the indicated month:

- ✓ January- February: From North Tower Elevator to Center Tower Elevator
- ✓ March-April: From Center Tower Elevators to 1S14
- ✓ May-June: Transportation/Direct Intake
- ✓ July-August: Resident Property
- ✓ September: Security Suite
- ✓ October: IN35 Corridor
- ✓ November-December: CORC Area
- ✓ Housing units and booking cells shall be painted on an on-going basis

### SECOND FLOOR

#### Daily Duties:

- Shall utilize designated residents to work within the confines of the facility
- Shall sweep and mop all areas along the First Floor Corridor to include the main corridor floor as well as One North Control Sallyport, IN35-Mandatory  
(Remaining floor areas not scheduled for a comprehensive scouring)
- Shall clean all doors elevators to include inside of elevator and tracks of operable units-  
Mandatory
- Shall clean all windows and ledges-Mandatory
- Empty all trash cans and coordinate with the first floor sanitation officer for collection and disposal
- Shall clean all restrooms-Mandatory
- Thoroughly clean all vents according to the following schedule during the first week of every month:
  - ✓ Saturday: From BCDC-BCBIC Ramn to Center Tower Elevators
  - ✓ Sunday: Police Officer Work Station Area
  - ✓ Monday: From Center Tower Elevators to Release Area
  - ✓ Tuesday: Police Officer Work Station Area
  - ✓ Wednesday: B-Line Corridor
  - ✓ Thursday: Women's Vestibule/ Corridor Area
  - ✓ Friday: Visiting Area/Booths; Public Defender's Office

***Note: Utilize Key Hook 29 and Key Hook 4 in Key #4 (Central Control) to gain entry into the Visiting Area***

- Conduct paint detail according to the following schedule during the second week of the indicated month:
  - ✓ January-February: From BCDC-BCBIC Ramp to Center Tower Elevators
  - ✓ March-April: Police' & Booking Officer Work Station Areas
  - ✓ May-June: From Center Tower Elevators to Release Area
  - ✓ July-August: Police Officer Work Station Area
  - ✓ September-October: B-Line Corridor
  - ✓ November: Women's Vestibule/ Corridor Area
  - ✓ December: Visiting Area/Booth
  
- A Comprehensive Scouring of the Second floor Corridor to include B-Line Corridor during the third week of each month according to the below schedule:
  - ✓ Saturday: From BCDC-BCBIC Ramp to Center Tower Elevators
  - ✓ Sunday: Police Officer Work Station Area
  - ✓ Monday: From Center Tower Elevators to Release Area
  - ✓ Tuesday: Police Officer Work Station Area
  - ✓ Wednesday: B-Line Corridor
  - ✓ Thursday: Women's Vestibule/ Corridor Area
  - ✓ Friday: Visiting Area/Booths; Public Defender's Office (shampoo)
  
- A Comprehensive cleaning of the walls with a general cleaner (i.e. Purple Correct-Pac) according to the following schedule during the fourth week of every month:
  - ✓ Saturday: From BCDC-BCBIC Ramp to Center Tower Elevators
  - ✓ Sunday: Police Officer Work Station Area
  - ✓ Monday: Center Tower Elevators to Release Area
  - ✓ Tuesday: Police Officer Work Station Area
  - ✓ Wednesday: B-Line Corridor
  - ✓ Thursday: Women's Vestibule/ Corridor Area ,
  - ✓ Friday: Visiting Area/Booths; Public Defender's Office



- The following duties/tasks are to be performed daily on each shift (day, evening, night) in the housing units located in the BCBIC:
  - ✓ Sweep and mop floors
  - ✓ Clean and remove all trash from tables after each meal
  - ✓ Clean bathrooms and showers
  - ✓ Clean walls and utility closets
  - ✓ Wipe windows and vents

**The Facility Sanitation Coordinator shall ensure all sanitation details and housing units is equipped with sufficient cleaning hardware and solutions to adequately perform tasks.**

**PLEASE NOTE:**

**SCHEDULES AND ADDITIONAL TASKS MAY BE ADJUSTED/ASSIGNED UNDER THE AUTHORITY OF THE FACILITY SANITATION COORDINATOR (FSC), ENVIRONMENTAL SAFETY AND COMPLIANCE OFFICER (ESCO) AND/OR BCBIC ADMINISTRATORS.**

**Department of Pre-Trial Detention Services**  
**Baltimore City Detention and Baltimore Central Booking and Intake Centers**  
**Sanitation Worker Job Description**

As a sanitation worker at BCDC/BCBIC your job entails a number of details which may be designated by the sanitation supervisor or custody personnel. The following are the general requirements for this job assignment. Additional details may be given as deemed necessary for the sanitation of the institution.

1. Ensure that the institution is kept clean.
2. All door knobs & handles are to be cleaned continually throughout your shift to prevent the spread of MRSA.
3. Sweep and mop floors, tiers, hallways and stairwells at a minimum of twice per shift or as directed. Brass is to be shined daily (where applicable).
4. All toilets, urinals and basins are to be cleaned at a minimum of twice per shift or as directed.
5. All institutional fans shall be cleaned at a minimum of once a month or as directed.
6. All garbage and trash removed from trash cans and trash cans are to be cleaned daily as directed.
7. All windows will be cleaned as necessary, but at a minimum of once per month or as directed.
8. Painting of the facility shall be conducted in conjunction with the paint schedule or as directed.
9. Sanitation Workers assigned to outside details must ensure that the yard is clear of all trash and all equipment.
10. All yard equipment must be sanitized daily after each recreation period and returned to the storage area.

My signature acknowledges my understanding of the job requirements for this position and my agreement to perform my duties to the best of my ability.

\_\_\_\_\_  
 Detainee/Inmate Printed Name

\_\_\_\_\_  
 Officer Printed Name and Title

\_\_\_\_\_  
 Detainee/Inmate Signature

\_\_\_\_\_  
 Officer's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

CC: Inmates Base File  
 Audit/Compliance

**DepotPac® Product Mixing Instructions**



**DepotPac® Product Use Instructions**

**CP105 Heavy Duty All Purpose Cleaner** For cleaning shower walls, bathtubs, sinks, baseboards, vinyl furniture, wall spotting, and other soiled surfaces and equipment. Excellent for deep cleaning and power scrubbing of all hard surface floors.

**Daily Shower Cleaning**

1. Spray green All Purpose Cleaner on shower walls until wet with solution. Let stand for several minutes.
2. Next, scrub and clean fixtures, walls, in corners and around the drain. Rinse with clean water.

**Spot Surface Cleaning**

1. Lightly spray green All Purpose Cleaner on surface.
2. Next, use non-abrasive pad or towel to scrub surface.

**CP205 pH Neutral Germicidal Detergent** For cleaning and disinfecting tables, floors, walls, mirrors, stainless steel, bathroom fixtures and other hard surfaces.

**Disinfecting Showers**

1. After cleaning, spray red Germicidal Detergent on shower walls. Focus on problem areas plagued by mold and mildew.
2. Allow to air dry.

**Daily Surface Disinfecting**

1. Spray all high touch surfaces with red Germicidal Detergent.
2. Scrub or wipe surfaces to remove soils.

**CP505 Bathroom Cleaner** For daily bowl and urinal maintenance. No harsh caustics or dangerous acids. Removes stains, mineral deposits and rust.

**Daily Toilet and Urinal Cleaning**

1. Flush toilet or urinal.
2. Apply purple Bathroom Cleaner to inside of fixture. Let stand.
3. Scrub inside of toilet or urinal. Flush.

**CP1405 Glass Cleaner** For cleaning glass, mirrors, stainless steel, copper, brass, Formica, vinyl, Plexiglas and Lexan. Fast drying, streak-free.

**Glass Cleaning**

1. Spray lightly on surface. Using too much may leave streaks or film.
2. Dry with clean towel.

**CP1705 Air Freshener** Neutralizes malodors.

**Air Freshening**

1. Spray light mist to freshen air.

Empty and rinse containers before refilling. Always clean your towels, mops, pads and other tools at the end of every job.

**Emergency Response Phone 1-800-535-5053**

This product meets the Green Seal™ Standard for Cleaning Products for Industrial and Institutional Use, GS-37, based on its reduced human and environmental toxicity and reduced volatile organic compound content.  
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## DepotPac® Instrucciones para mezclar los productos



## DepotPac® Instrucciones de uso del producto

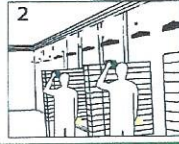
### CP105 Heavy Duty All Purpose Cleaner

Para limpiar paredes de duchas, fías, lavabos, zócalos, muebles de vinilo, manchas en paredes y otras superficies y equipos sucios. Excelente para limpieza profunda y limpieza a máquina de todo tipo de pisos con superficie dura.



#### Limpeza diaria de la ducha

1. Rocíe el detergente verde multiuso en las paredes de la ducha hasta que estén húmedas con la solución. Deje transcurrir varios minutos.
2. A continuación, restriegue y limpie los accesorios, las paredes, los rincones y alrededor del desagüador. Enjuague con agua limpia.



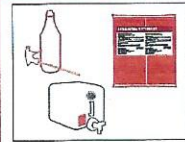
#### Limpeza de superficies manchadas

1. Rocíe ligeramente la superficie con el limpiador verde multiuso.
2. A continuación, restriegue la superficie con una almohadilla no abrasiva o una toalla.



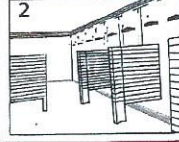
### CP205 pH Neutral Germicidal Detergent

Para limpiar y desinfectar simultáneamente mesas, pisos, paredes, espejos, acero inoxidable, accesorios de cuarto de baño y otras superficies duras.



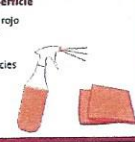
#### Desinfección de duchas

1. Después de limpiar, rocíe el Detergente Germicida rojo en las paredes de la ducha. Concéntrese en las áreas problemáticas plagadas de moho y hongos.
2. Deje secar al aire.



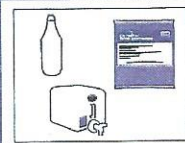
#### Desinfección diaria de la superficie

1. Rocíe el Detergente Germicida rojo en todas las superficies con alto nivel de contacto.
2. Restriegue o limpie las superficies para eliminar la suciedad.



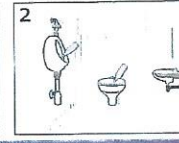
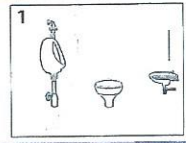
### CP505 Bathroom Cleaner

Para mantenimiento diario del excusado y el mingitorio. Sin cáusticos agresivos ni ácidos peligrosos. Retira las manchas, los depósitos minerales y el óxido.



#### Limpeza diaria del retrete y el urinario

1. Descargue el retrete o el urinario.
2. Aplique limpiador de baños morado en la parte interior del accesorio. Déjelo un tiempo.
3. Restriegue la parte interior del retrete o urinario. Descargue.



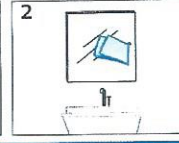
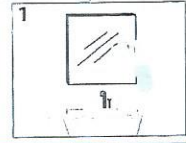
### CP1405 Glass Cleaner

Para limpiar vidrio, espejos, acero inoxidable, cobre, bronce, Formica, vinilo, Plexiglás y Lexan. Seca rápidamente, no deja rayones.



#### Limpeza de superficies de vidrio

1. Rocíe ligeramente la superficie. Rocíar demasiado puede rayar o dejar pelculas.
2. Seque con una toalla limpia.



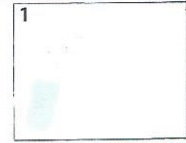
### CP1705 Air Freshener

Neutraliza el mal olor.



#### Refrescamiento del aire

1. Rocíe una neblina liviana para refrescar el aire.



Enjuague los envases antes de volver a llenar. Siempre limpie sus toallas, fregonas, cojines y otras herramientas al final de cada día.

**Télefono de Emergencia 1-800-535-5053**



This product meets the Green Seal™ Standard for Cleaning Products for Industrial and Institutional Use, GS-37, based on its reduced human and environmental toxicity and reduced volatile organic compound content.

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