



Patuxent Institution  
Directive

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Approved By:  
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Director

<b>Title:</b> Toxic, Caustic and Flammable Materials	<b>Directive Number:</b> PATX.080.0003
<b>Related MD Statute/Regulations</b>	<b>Supersedes:</b> PID #80-3
<b>Related ACA Standards:</b>	<b>Authorized By:</b> Director of Patuxent Institution
<b>Related MCCS Standards:</b> Maryland Commission on Correctional Standards, .04. Inmate Housing and Sanitation, A-5.	<b>Effective Date:</b> June 8, 2011 <b>Number of Pages:</b> 2

#### **.01 Purpose.**

To properly identify, label, store, and account or all toxic, caustic and/or flammable materials.

#### **.02 Scope.**

All Patuxent Institution Employees

#### **.03 Policy.**

It is the policy of the Patuxent Institution that all toxic, caustic and flammable materials be properly labeled, safely stored outside of the inmate living quarters and activity areas and accounted for.

#### **.04 Definitions.**

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

B. Terms Defined.

- (1) "Caustic" means capable of corroding, burning, dissolving or otherwise eating away by chemical action.
- (2) "Flammable" means when ignited, capable of burning with great rapidity.
- (3) "Toxic" means harmful, destructive or deadly, such as rat poisons, insecticide and cleaning products that require a Material Safety Data Sheet.

#### **.05 Responsibility.**

A. Upon receiving the toxic, caustic or flammable materials, the respective department head will complete the Toxic, Caustic, Flammable Materials Log PI 360B-595 (Appendix B) that must be maintained by the respective department heads and submitted to the Standards Office on the first working day of the following month. All materials will be stored in a locked, secure area under the department head's control.

B. Within a 72-hour period, the shop supervisor or department head shall properly label all materials received.

(1) The shop supervisor or department head, upon issuance or disposal of any toxic, caustic, flammable material, shall utilize the Toxic, Caustic and Flammable Usage Log (Appendix B) that is maintained in the department. On the first day of a new month, the previous month's Toxic, Caustic, and Flammable Materials Usage Log must be sent to the Standards Coordinator with a copy of the log kept in a file by the shop supervisor or department head.

(2) A copy of both logs will be maintained on file for a period of one year and shall be kept in the shop supervisor's or department head's office.

(3) All department heads and shop supervisors shall be responsible for a quarterly inventory and inspection of all toxic, caustic, and/or flammable materials in their area of responsibility and will be submitted to the Standards Coordinator for record keeping.

(4) Toxic, caustic, and/or flammable materials will only be used in conjunction with their designation of use. Any misuse and/or misallocation will not be tolerated.

(5) When not in use, all potentially dangerous materials will be secured in containers and areas which conform to safety regulations as set by MOSHA. Inmates will not have access to storage areas for these dangerous materials.

C. Only those items approved in writing by the Director or Warden may be furnished to inmates for use in the housing units of the Institution. All other items and materials except those specifically authorized in the above manner will be confiscated as contraband.

#### **.06 Attachments/Links.**

Appendix A, Toxic, Caustic, and Flammable Usage Log, PI 360-595R

#### **.07 History.**

A. Rescinds PID 80-3 dated May 22, 1995.

B. This Directive supersedes provisions of any other prior existing Agency communication with which it may conflict.

#### **.08 Distribution**

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