

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	CHAPTER: 400 PHYSICAL PLANT/FACILITIES	OPR: AS
	DEPARTMENT ORDER: 407 <i>HAZARDOUS MATERIAL CONTROL</i>	SUPERSEDES: DO 407 (10/03/05)
		EFFECTIVE DATE: APRIL 8, 2010
		REPLACEMENT PAGE REVISION DATE: N/A

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PURPOSE

This Department Order defines hazardous materials and lists approved materials for institutional use; outlines processes for the purchasing of hazardous materials/substances and for obtaining a waiver from the Director for the use of hazardous materials not usually authorized. Additionally, the Department Order outlines procedures for the inventory, storage, safe handling of hazardous materials; spill clean up, and staff training requirements; assigns oversight and reporting responsibilities, and establishes that consultation, abatement and remediation contractors are to be used for hazardous materials cleanup.

RESPONSIBILITY

The Deputy Director, Division Directors, Regional Operations Directors, Wardens, Deputy Wardens and Administrators are responsible for ensuring that staff and contractors, comply with this Department Order for the purchase, inventory, storage, safe handling, or cleanup of hazardous materials/substances, in accordance with applicable state and federal laws.

APPLICABILITY

This Department Order applies only to hazardous materials as outlined in Attachment A or as approved by the Director through the waiver process.

This Department Order does not apply to:

- Medical products and pharmaceuticals, medically-generated waste or by-products of medically necessary processes, i.e., waste as a result of X-ray, sharps, body parts, blood, or outdated pharmaceuticals, medical radio-chemical waste or storage. Instructions for these materials are addressed in the appropriate Health Services Department Order or Technical Manual.
- Chemicals and substances that are generally considered to be sanitation products, such as cleansing powder or other cleaning materials or other chemicals that may be considered a threat. Control and use of these materials is addressed in Department Order #712, Tools and Restricted Product Control.
- A waiver for a Florence quarterly inspection of sodium cyanide has been processed and approved in accordance with Department Order #101, System of Written Instructions requirements. This waiver will be in effect for an indefinite length of time.

PROCEDURES

407.01 DIRECTOR'S WAIVER FOR USE OF NON-STANDARD HAZARDOUS MATERIALS

- 1.1 The Director may authorize the use of a hazardous material not included on Attachment A allowing, restricted use of the hazardous materials. Following, are mandatory requirements for any material to be considered for a waiver by the Director.
 - 1.1.1 No alternative non-hazardous chemical performs with similar results to that of the hazardous material for which a waiver from the Director is being requested.
 - 1.1.2 Staff shall ensure that the hazardous material is used following all manufacturer Material Safety Data Sheet (MSDS) protocols for the safe handling and use of proper Personal Protective Equipment (PPE). If this is not possible the waiver shall be denied and non-hazardous substitute chemicals shall be required.

- 1.2 Warden or Administrator requesting a waiver shall provide written justification to the Director for approval. The Director's approval shall be obtained prior to the institution's purchase or use of any hazardous material listed on the Federal Consolidated List of Chemicals, or the Title III List of Lists.
- 1.3 The waiver request shall:
 - 1.3.1 At a minimum identify:
 - 1.3.1.1 The specific chemical name and properties.
 - 1.3.1.2 The hazard class and classification as listed on the Federal Consolidated List of Lists or the Title III List of List.
 - 1.3.1.3 The chemical's potential short and long-term medical effects on the affected users.
 - 1.3.1.4 The process used to identify an alternate, non-hazardous substitute.
 - 1.3.1.5 A copy of the chemical's MSDS provided by the manufacture/supplier.
 - 1.3.1.6 How the chemical will be controlled after purchase.
 - 1.3.2 Provide the specific failures encountered when looking for an alternative non-hazardous chemical as an effective substitute.
 - 1.3.3 Include the rationale for requesting a waiver to use hazardous materials and specifically why the chemical is necessary.
 - 1.3.4 Quantify, qualify, and address storage requirements for the hazardous materials.
 - 1.3.5 Clarify any benefits to be gained from the proposed use of the hazardous materials and detail what PPE will be required to avoid contamination of the users, or other individuals.
 - 1.3.6 Detail the controls for safe handling, storage, and use of hazardous materials.
 - 1.3.7 Determine what would be the affect of not having this chemical for the stated use.
- 1.4 The Occupational Safety Consultant shall consult with the appropriate Physical Plant Manager/Administrator and Business Manager to eliminate the need for the Director to approve a waiver for hazardous materials through identifying, recommending, and purchasing of non-hazardous substitute chemicals.

407.02 DELIVERY AND STORAGE OF HAZARDOUS WASTE MATERIALS

- 1.1 The Physical Plant Manager/Administrator, Warehouse Supervisor, Equipment Shop supervisor and the Water/Wastewater Plant Operator shall:
 - 1.1.1 Be responsible for receiving hazardous materials and substances.
 - 1.1.2 Ensure each hazardous material and substance is safely offloaded from the delivery vehicle and that each material or substance has an updated MSDS available.
 - 1.1.3 Ensure that each hazardous material and substance is properly inventoried and stored in an Occupational Safety and Health Administration (OSHA) sanctioned location and storage unit.

- 1.2 The on-site Occupational Safety Consultant shall ensure the storage locations and storage units are adequate per code. A monthly inspection record shall be kept at each site to ensure leaks and container deterioration has not occurred.
- 1.3 The Occupational Safety Consultant, Warehouse Supervisors, Maintenance Supervisor, or Fleet Services shall:
 - 1.3.1 Inspect, discuss and identify all new products ordered, or considered for hazard classifications.
 - 1.3.2 Review the MSDS prior to the chemical's purchase or it entering the facility.
 - 1.3.3 Ensure that the chemical's appropriate NEPA and HMIS labels and related labeling documentation for safe use are on site and available for all users.
 - 1.3.4 Ensure code appropriate storage areas are provided and maintained.

407.03 INVENTORY OF HAZARDOUS MATERIALS

- 1.1 When an on-site warehouse delivery of a hazardous material occurs, the responsible staff accepting the hazardous material shall:
 - 1.1.1 Inspect the container for a current MSDS and for any leaks.
 - 1.1.2 Initial the Restricted Product Inventory, Form 712-1, to verify that the MSDS was provided and reviewed.
- 1.2 The responsible staff shall complete the following columns on the Restricted Product Inventory form.
 - 1.2.1 Product name.
 - 1.2.2 Date received.
 - 1.2.3 Manufacturer's printed content weight as listed on label or container.
 - 1.2.4 Printed name of the person who received the shipment.

407.04 SAFE HANDLING OF HAZARDOUS MATERIALS

- 1.1 Prior to using a hazardous material staff shall thoroughly read the applicable MSDS and label warnings.
- 1.2 Staff and any other users shall immediately report the misuse of any chemicals or any chemical containers with missing or unreadable labels to the Safety Office or the Unit Fire/Safety Coordinator and attach a Non-Serviceable Tag, Form 407-1, to the container in a clearly visible location.
- 1.3 All Unit Fire Safety Coordinators shall report to the Occupational Safety Consultant as a second line supervisor for all duties relating to:
 - 1.3.1 Any change in location of any hazardous material.
 - 1.3.2 The completion and review of any necessary Significant Incident Reports and Information Reports.
 - 1.3.3 Any observed or reported spill of, or exposure to, a hazardous material/substance.
 - 1.3.4 Copies retained of all data relating to hazardous materials providing the original to the Occupational Safety Consultant for retention in the institution's master file.

407.05 CLEAN UP OF HAZARDOUS MATERIAL SPILLS

- 1.1 In the event of a hazardous material/substance spill, the person observing the spill shall immediately notify the Safety Office or the Unit Fire/Safety Coordinator, or designee and if appropriate, activate the Incident Command System (ICS) in accordance with Department Order #706, Incident Command System.
- 1.2 The Occupational Safety Consultant, or designee, in consultation with the Incident Commander shall:
 - 1.2.1 Evaluate the situation to determine the nature and extent of the contamination.
 - 1.2.2 In a confirmed hazardous material emergency, notify the local Fire Department with jurisdiction and the Arizona Department of Public Safety Command Center with as many details about the chemical and the incident as possible.
 - 1.2.3 Restrict and eliminate all access to the site of the hazard while awaiting response from the Hazardous Materials Response Team (HMRT). After their arrival, the institution Incident Commander, in consultation with the HMRT Response Commander, shall coordinate all Department activities.
 - 1.2.4 Report the actual location and the approximate quantity of the spill/leak to the Central Office Safety and Environmental Services Office detailing and identifying the scope of the action in progress.
 - 1.2.5 Coordinate the gathering of all Incident Reports and records including the mandated response to the regulatory authorities. This information shall be retained pending the completion of an investigation.
- 1.3 For reporting purposes, the Warden, in consultation with the Safety and Environmental Services Office, shall designate a contact during any absence of the assigned Occupational Safety Consultant.

407.06 TRAINING AND TRAINING RECORD REQUIREMENTS

- 1.1 Division Directors, Regional Operations Directors, Wardens, Deputy Wardens and Administrators in coordination with the Training Bureau Administrator shall ensure that staff using and/or supervising the use of hazardous materials receive annual refresher training on the use of hazardous materials.
- 1.2 Training shall be provided, in order of preference, by:
 - 1.2.1 The product vendor.
 - 1.2.2 The product manufacturer.
 - 1.2.3 A qualified representative from the Arizona Department of Environmental Quality (ADEQ).
 - 1.2.4 A qualified representative from the Arizona Division of Occupational Safety and Health Administration.
 - 1.2.5 The Occupational Safety Consultant (qualified and/or certified by the vendor/manufacturer to provide training).
- 1.3 Training records of employees trained in the use of hazardous material shall be forwarded to the Complex's Training Officer.
- 1.4 The Complex Training Officer shall record and maintain the following information in the Human Resources Information System (HRIS):

- 1.4.1 Name of trained employee with identifying EIN.
- 1.4.2 Title of training course (e.g., Hazardous Chemical).
- 1.4.3 Instructor's Name.
- 1.4.4 Date of the training.

407.07 OVERSIGHT AND REPORTING RESPONSIBILITIES

- 1.1 The Occupational Safety Consultant or Unit Fire/Safety Coordinator shall:
 - 1.1.1 Maintain an electronic or hard copy file of legible MSDS sheets and update every 90 days to ensure information is current and correct.
 - 1.1.2 Maintain copies of completed Sanitation/Restricted Sanitation Product Inventory forms and recent legible MSDS. The site and chemical specific files shall be kept where the hazardous materials are stored and used.
 - 1.1.3 Ensure that the MSDS is readily accessible to all employees using or working in the area during each work shift.
 - 1.1.4 On the first Friday of February of each year, submit the following reports to the Safety and Environmental Services Office:
 - 1.1.4.1 Tier II Reports.
 - 1.1.4.2 Form R Reports, where required.
 - 1.1.4.3 Site Chemical Inventories.
 - 1.1.4.4 Copies of supporting MSDS.
 - 1.1.5 Submit a copy of the Tier II report to the Local Emergency Response Committee by March 1st of each year.
- 1.2 The Safety and Environmental Services Office shall:
 - 1.2.1 By March 1st of each year, file a compilation of institutional Tier II Reports with the State Emergency Response Commission.
 - 1.2.2 File, where required, Form R's with the Arizona Department of Environmental Quality.
 - 1.2.3 Annually, review the master MSDS files from the institutions.
 - 1.2.4 Maintain a listing of subject matter experts providing training to hazardous material users.
 - 1.2.5 Provide copies of available seminars on hazardous material handling.
 - 1.2.6 Provide consultation to Executive Staff, Wardens, Administrators and other safety professionals, as directed by the Division Director for Administrative Services.
 - 1.2.7 Consult with the institution and Central Office staff at the various buildings on their storage and use of hazardous materials. These functions are associated with the duties of an Occupational Safety Consultant.

407.08 CHLORINE GAS LEAK RESPONSE- Chlorine sensor alarms that initiate a visual and audible alarm response to a chlorine leak shall be installed in all areas where chlorine gas is used. Only staff designated and trained shall respond to a possible chlorine gas leak. The designated staff shall:

- 1.1 Initiate ICS.
- 1.2 Restrict access to the immediate danger areas.
- 1.3 Immediately notify Water and Wastewater staff, the Physical Plant Manager, and the Occupational Safety Consultant of the release and the measures taken to restrict access to the affected site.
- 1.4 Ensure all responders are directed upwind from the danger locations pending a possible HMRT response to the emergency.

IMPLEMENTATION

Within 180 days of the effective date of this Department Order:

- The Division Director for Administrative Services or designee shall develop a Technical Manual detailing the hazardous materials procedures to be used by the Fire/Safety Coordinators and Specialists.
- The Staff Development and Training Bureau Administrator shall evaluate the current hazardous materials/substances training curriculum and recommend any modifications.

DEFINITIONS

EXTREMELY HAZARDOUS SUBSTANCE – A term, commonly known as EHS, used to describe substances categorized by the U.S. EPA as hazardous based on their acute toxicity, reactivity, volatility, combustibility, and/or flammability.

HAZARDOUS MATERIALS - A chemical material/substance that has been determined by the List of Lists to be caustic, toxic, flammable, explosive if used inappropriately, or any item classified as hazardous by the Occupational Safety and Health Administration (OSHA) in accordance with the Code of Federal Regulations CFR - 1910.1200, or any other governmental agency with the authority for providing written classification to a chemical as hazardous in nature meeting the List of Lists criteria. A strong, caustic chemical is an example of hazardous materials/substances.

HAZARDOUS MATERIALS RESPONSE TEAM (HMRT) – A team of trained professionals that are able to provide technical advice and clean-up of hazardous materials. Usually the Department of Public Safety (DPS) and/or Arizona Department of Transportation (ADOT) provide these teams for State Agencies.

HMIS (HAZARDOUS MATERIAL INFORMATION SYSTEM) LABELS - A label system developed by the National Paint & Coatings Association (NPCA) to meet OSHA guidelines and assist with mandatory compliance. Though similar to NFPA labeling, e.g., health, flammability and reactivity, the HMIS label uses colored bars and personal protection lettering to convey health warning information to all employees in non-emergency situations.

MATERIAL SAFETY DATA SHEET – Chemical, reactive, health and safety data provided in specific format by the manufacturer/distributor for each hazardous material/substance, with specific information (e.g., potential hazards, possible effects, directions for appropriate use, and treatment information) about chemicals. Commonly referred to as MSDS.

MEDICAL PRODUCTS AND PHARMACEUTICALS – Are those products that are medical defined by manufacture or process, and are controlled, dispensed, and/or administered by a pharmacist, a medical/dental practitioner, or by a physician's assistant or nursing staff, as directed by supervising medical/dental practitioner.

NFPA LABELS - A label system developed by The National Fire and Protection Agency (NFPA) identifying health, flammability, reactivity and special hazards of various chemicals. The use of this system, which uses colors, numbers and letter categories e.g., W, OX, is a requirement for all industrial, commercial or institutional facilities that manufacture, distribute or store chemicals. Though similar to HMIS labels, the NFPA Label uses colored diamonds and is used primarily by transporters, fire fighters and other emergency responders.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENT

Attachment A - Director Approved Hazardous Materials/Substances Listing

FORMS LIST

407-1, Non-Serviceable Tag

**ATTACHMENT A
DEPARTMENT ORDER 407**

DIRECTOR APPROVED HAZARDOUS MATERIALS/SUBSTANCES LISTING

The following hazardous materials/substances are approved for controlled use and storage in approved areas of the Department facilities. Materials and substances qualifying as hazardous materials or substances, as listed in the federal Consolidated List of Chemicals (List of Lists), or Occupational Safety and Health Administration, Code of Federal Regulation 1910.1200, if not on this attachment, shall require a Director's Waiver prior to purchase and/or use, as outlined in 407.01. Chemicals that are not on this list, with MSDS not indicating a hazardous material rating, shall be considered a consumer product and safe for general use following MSDS guidelines.

ASPC-Florence (only)

Cyanide (all forms)
Sodium
Calcium
Hydrogen

All Institutions

Fossil Fuels

Gasoline
Diesel
Propane
Butane
Compressed Natural Gas
Petroleum Based or Alcohol Based Fuels
Methanol 85 (M85)
Ethanol 85 (E85)

Chlorine

Sodium Hypochlorite – 5 – 7(%) percent concentrations by volume (commonly referred to as household bleach, or bleach-like chemical products with similar chlorine residuals as bleach produced from a mixture of chemical compounds and/or chemical combinations in water.)

Calcium Hypochlorite

Chlorine Gas - A gas categorized as an Extremely Hazardous Substance (EHS) that is contained in cylinders from 150 pounds to 1 ton and reported annually on a facility's Tier II Report.

Chlorinated Commercial Mixtures - The chemical compound of sodium hypochlorite with a concentration greater than 15 (%) percent by volume of water and/or from a chemical producing similar chlorine residuals as that produced by calcium hypochlorite and water mixtures.

Medical Facilities

Exempt by definition for the storage and handling of medical and pharmaceutical products or by-products only when managed or administered by medical or dental practitioners or pharmacists.