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|  <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p> | <p>CHAPTER: 400</p> <p>PHYSICAL PLANT/FACILITIES</p> | <p>OPR:</p> <p>AS OPS</p> |
| | <p>DEPARTMENT ORDER: 407</p> <p><i>CHEMICAL CONTROL</i></p> | <p>SUPERSEDES:</p> <p>DO 407 (4/08/10)</p> |
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PURPOSE

This Department Order establishes processes for oversight and reporting responsibilities for the procurement and management of chemicals, and the management of waste generated. Additionally, it outlines procedures for the safe handling, cleanup, inventory, storage, training and obtaining a waiver for the use of chemicals not usually authorized.

RESPONSIBILITY

The Deputy Director, Division Directors, Assistant Director, Regional Operations Directors, Wardens, Deputy Wardens and Administrators are responsible for ensuring staff and contractors comply with this Department Order for the purchase, inventory, storage, handling, cleanup and/or disposal of chemicals/waste, in accordance with applicable state and federal laws, rules and regulations.

APPLICABILITY

This Department Order applies to all chemicals/waste procured or generated as approved by the Director or authorized 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or by-products of medically necessary processes (i.e., waste as a result of X-ray, sharps, body parts, biohazard, or outdated pharmaceuticals, medical radio-chemical waste or storage). Instructions for these materials are addressed in the appropriate Health Services Department Order and/or Technical Manual.
- 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 A NON-STANDARD CHEMICAL

- 1.1 The Director may authorize the use of chemicals in specific or emergent circumstances, allowing restricted use of non-standard chemicals. For any chemical 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 chemical for which a waiver from the Director is being requested.
 - 1.1.2 Staff shall ensure that the chemical used follows all manufacturers' instructions. Safety Data Sheet (SDS) or manufacturer's protocols for the safe handling, inventory 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 The Warden or Administrator requesting a waiver shall provide written justification to the Director for approval.

- 1.2.1 The Director's approval shall be obtained prior to the institution's purchase or use of any chemical listed on the United States (US) Environmental Protection Agency (EPA) Federal Consolidated List of Chemicals, or the Comprehensive Environmental Response, Compensation and Liability Act Title III List of Lists. The Occupational Safety Consultant may assist with additional resources.
- 1.3 The waiver request shall, at a minimum identify:
 - 1.3.1 The specific chemical name and properties.
 - 1.3.2 The hazard class and classification of the US Department of Transportation (DOT) it is shipped under.
 - 1.3.3 The chemical's short and long-term medical effects on exposed users.
 - 1.3.4 The process used to identify an alternate, non-hazardous substitute.
 - 1.3.5 A copy of the chemical's SDS provided by the manufacture/supplier.
 - 1.3.6 How the chemical will be controlled after purchase.
 - 1.3.7 Provide the specific failures encountered when looking for an alternative non-hazardous chemical as an effective substitute.
 - 1.3.8 Include the rationale for requesting a waiver to use hazardous materials and specifically why the chemical is necessary.
 - 1.3.9 Quantify, qualify, and address storage requirements for the chemical.
 - 1.3.10 Clarify any benefits gained from the proposed use of the chemical and detail what hazard controls or PPE is required to avoid hazards for users or other individuals.
 - 1.3.11 Detail the procedures for safe handling, storage, and use of chemicals.
 - 1.3.12 Determine what would be the effect of not having this chemical for the stated use.
- 1.4 The Occupational Safety Consultant shall be consulted by the appropriate Warden/Deputy Warden, Administrator and/or Business Manager to try to eliminate a need for the Director to approve a waiver by identifying the hazards and recommending the purchase of non-hazardous substitute chemicals.

407.02 DELIVERY/STORAGE OF CHEMICALS

- 1.1 The Warden or Administrator shall ensure a Hazardous Materials Management Plan (HMMP) is updated and provided annually to the local Fire Department/Authority Having Jurisdiction (AHJ).
- 1.2 The Physical Plant Manager/Administrator, Warehouse Supervisor, Equipment Shop Supervisor and the Water/Wastewater Plant Operator shall:
 - 1.2.1 Understand and identify the US DOT Hazardous Materials class for all chemicals ordered or considered (see Attachment A). Once the hazardous class is identified, check the appropriate box on the Chemical Product Inventory Form, 407-3.

- 1.2.2 Review the appropriate SDS prior to the chemical's purchase and prior to the chemical entering the facility.
- 1.2.3 Ensure, with the assistance of the Occupational Safety Consultant, that code/standard appropriate locations and storage units are available for the US DOT hazard class of the chemical prior to receiving the chemical. Attachment B, US DOT Segregation Table of Hazardous Materials indicates what the compatibility of US DOT hazard categories are for storage.
- 1.2.4 Be responsible for properly receiving chemicals.
- 1.2.5 Ensure each chemical is safely offloaded from the delivery vehicle and has proper labels and a current SDS on site and readily available for all users. Record whether the SDS is present on the Chemical Product Inventory form. A copy of the SDS shall be provided to the Occupational Safety Consultant through the Unit Fire/Safety Coordinator.
- 1.2.6 Ensure the chemicals' National Fire Protection Agency (NFPA) 704 and Hazardous Material Information System (HMIS) number is available in the SDS or obtain this information from the vendor or other pertinent documentation for safe use. Record this information on the Chemical Product Inventory form.
- 1.2.7 Ensure each chemical will be properly inventoried using the Chemical Product Inventory, Form 407-3, and that an updated SDS is sent with the chemical to where it will be stored and used.
- 1.2.8 Ensure each chemical is separated and stored in accordance with the guidelines of the Chemical Safety Guide.
- 1.3 The Occupational Safety Consultant shall ensure storage locations and storage units are adequate per code/standard when first placed in service and during their annual building inspection. The Occupational Safety Consultant shall document each inspection in a report.
- 1.4 Chemicals shall be stored as follows:
 - 1.4.1 Chemicals shall be stored and segregated according to hazard category and compatibility.
 - 1.4.2 SDS and label information shall be followed for storage requirements.
 - 1.4.2.1 Maintain existing labels on incoming containers of chemicals and other materials.
 - 1.4.2.2 Labels must include the chemical identification and proper hazard warnings.
 - 1.4.2.3 All containers, including transfer containers, should be properly identified.
 - 1.4.3 Open shelves used for chemical storage shall be secured to the wall and contain $\frac{3}{4}$ inch lips. Secondary containment devices shall be used as necessary when liquid containers exceed 5 gallons or solids containers exceed 100 pounds.
 - 1.4.4 Oxidizers, reducing agents, and fuels shall be stored separately to prevent contact.

- 1.4.5 Flammable chemicals shall be stored in a spark-free environment and in approved flammable liquid containers and storage cabinets. Grounding and bonding shall be used to prevent static charge buildups when dispensing them.
- 1.4.6 Chemical storage areas shall be controlled access areas. They shall have proper ventilation, appropriate signage, drainage, diked floors, and fire suppression systems in compliance with standards, codes, rules and regulations.
- 1.5 At a minimum, a monthly visual inspection shall be conducted to ensure leaks and that container deterioration has not occurred. The inspection shall be documented using the Monthly Inventory of Chemicals and Hazardous Materials, Form 407-4, by an “owner” supervisor and a copy provided to the Occupational Safety Consultant through the Unit Fire/Safety Coordinator.
- 1.6 The Occupational Safety Consultant, Warehouse Supervisors, Physical Plant Supervisor, Fleet Services Manager, and/or the Unit Fire/Safety Coordinator shall ensure “owner” supervisors and trained staff:
 - 1.6.1 Control chemicals/waste by limiting access to containers, and ensuring vigilant staff supervision over inmates using products by securing them in locked containers, vessels or cabinets when the products are stored or not in use and that good housekeeping is maintained.
 - 1.6.2 Once a chemical is dispensed for use, the product is considered consumable, and is no longer inventoried. All dispensed chemicals shall be controlled in a secured area accessible to authorized personnel only.
 - 1.6.3 Update the Chemical Product Inventory form and the Monthly Inventory of Chemicals and Hazardous Materials form, as outlined in section 407.03 of this Department Order, in SDS binders when items are received or depleted.
 - 1.6.4 In coordination with the Occupational Safety Consultant or Physical Plant Supervisor, verify storage locations of chemicals/waste are compatible with other chemicals and waste stored.

407.03 INVENTORY OF CHEMICALS

- 1.1 Prudent management of chemicals is greatly facilitated by keeping an accurate inventory of the stored chemicals. When a delivery of a chemical/hazardous material/substance occurs, the responsible staff accepting the hazardous material and/or the “owner” supervisor shall:
 - 1.1.1 Inspect the container for legible labels, a current SDS, and for any container damage or leakage.
 - 1.1.2 Chemical containers shall be dated upon receipt and stock rotated.
 - 1.1.3 Complete all header information and initial the Chemical Product Inventory form, to verify that the SDS was provided and reviewed.
 - 1.1.4 Complete and initial the Monthly Chemical Product Inventory form to adjust the monthly inventory on-hand amount or containers.
- 1.2 The “owner” supervisor or responsible staff shall:

- 1.2.1 Complete the following fields on the Chemical Product Inventory form:
 - 1.2.1.1 Product name.
 - 1.2.1.2 Date received.
 - 1.2.1.3 HMIS information.
 - 1.2.1.4 NFPA 704 “Fire Diamond” information.
 - 1.2.1.5 Number of containers received or depleted.
 - 1.2.1.6 Printed name of the person who received the chemicals.
- 1.2.2 A Safety Data Sheet binder with uniquely labeled page divider tabs for each SDS shall be readily accessible to all workers on all shifts.
- 1.2.3 Ensure the Chemical Product Inventory form is placed in the appropriate SDS binder (e.g., before the corresponding SDS).
- 1.2.4 Ensure the Monthly Inventory of Chemicals and Hazardous Materials form is placed in the front of the SDS binder as a master list (Table of Contents). The uniquely labeled page divider tab for each Chemical Product Inventory form shall precede each chemical name for quick reference.
- 1.2.5 Ensure the Chemical Product Inventory form and the Monthly Inventory of Chemicals and Hazardous Materials form are immediately updated whenever chemical containers are received and depleted.

407.04 SAFE HANDLING/USE OF CHEMICALS

- 1.1 Prior to handling/using a chemical, staff and users shall be properly trained as outlined in section 407.05 of this Department Order. At a minimum, all users shall acknowledge reading an applicable SDS and warnings from the container’s label.
- 1.2 “Owner” supervisors, designated staff or any other users shall immediately report leakage or deterioration of containers, the misuse of any chemicals or any chemical containers with missing or unreadable labels to the Unit Fire/Safety Coordinator or the Occupational Safety Consultant.
- 1.3 Any problem container shall be safely isolated in a chemically compatible salvage container and placed in clearly visible location with a “do not use” label.
- 1.4 The Chemical Product Inventory form and the Monthly Inventory of Chemicals and Hazardous Materials form shall be updated each time a chemical or hazardous material is received and depleted.
- 1.5 “Owner” supervisors shall ensure proper PPE is readily available.
- 1.6 All Unit Fire/Safety Coordinators shall administratively report to the Occupational Safety Consultant for all chemical training and duties relating to:
 - 1.6.1 Any change in storage location of any chemicals.

- 1.6.2 Any identifiable chemical training needs.
 - 1.6.3 Any observed or reported spill/release/leak of, or exposure to any chemicals.
 - 1.6.4 Any investigative inspection of exposures, spills, releases or leaks.
 - 1.6.5 The completion of any related necessary Significant Incident Reports, Form 105-3 or Information Reports, Form 105-2.
 - 1.6.6 Obtaining copies of any and all data/documents relating to chemicals and providing them to the Occupational Safety Consultant for retention in the institution's master file.
- 1.7 Chemical handling shall be performed as follows:
- 1.7.1 The Occupational Safety Consultant shall conduct a hazard analysis, risk assessment prior to purchase of any chemical.
 - 1.7.2 A job hazard analysis shall be conducted prior to beginning work with any hazardous chemical for the first time.
 - 1.7.3 All SDSs and label information shall be read before using a chemical in a new project.
 - 1.7.4 Trained workers (i.e., staff, inmate workers and contractors) shall ensure proper engineering controls (ventilation), administrative controls (procedures), and proper PPE is readily available and used.
 - 1.7.5 Never mix chemicals together.

407.05 TRAINING AND TRAINING RECORD REQUIREMENTS

- 1.1 Division Directors, Assistant Director, Regional Operations Directors, Wardens, Deputy Wardens and Administrators, in coordination with the Staff Development and Training Bureau Administrator shall ensure that staff, contractors and inmate workers using and/or supervising the use of chemicals/waste receive initial training prior to working with chemicals. Annual refresher trainings on the use of chemicals will be identified on an as-needed basis.
- 1.2 Training shall be provided so staff, contractors and inmate workers are made aware of hazards posed by the use and misuse of chemicals. Training shall be provided, in order of preference, by:
 - 1.2.1 The product manufacturer's representative and/or vendor.
 - 1.2.2 A qualified representative from the Arizona Department of Environmental Quality (ADEQ).
 - 1.2.3 A qualified representative from the Arizona Department of Public Safety (DPS).
 - 1.2.4 A qualified representative from the Arizona Division of Occupational Safety and Health (ADOSH).
 - 1.2.5 An Occupational Safety Consultant (if qualified and/or certified to provide training).

- 1.2.6 An “owner” supervisor (if qualified and/or certified to provide training).
 - 1.2.7 Reading the SDS and the container label of the chemical/hazardous material substance.
- 1.3 Training shall be documented as part of the training record of the user and a file maintained by the “owner” supervisor in accordance with the approved retention schedules.
- 1.3.1 Training records of inmates trained in the use of chemicals shall be forwarded to the Work Incentive Pay Plan (WIPP) Officer who shall record/maintain the following information respectively in the Adult Information Management System (AIMS):
 - 1.3.1.1 Name of trained inmate with identifying Arizona Department of Corrections (ADC) Inmate number.
 - 1.3.1.2 Title of training course (e.g., Chemical, Hazardous Material, Hazardous Substance).
 - 1.3.1.3 Instructor’s name or reference to SDS/label only training.
 - 1.3.1.4 Date of the training and signature by inmate to acknowledge the training.
 - 1.3.2 Training records of staff and contractors trained in the use of chemicals shall be forwarded to the Complex’s Training Officer who shall record/maintain the following information in the Human Resources Information System (HRIS):
 - 1.3.2.1 Name of trained user with identifying Employee Identification Number (EIN) or company name.
 - 1.3.2.2 Title of training course (e.g., Chemical, Hazardous Material, Hazardous Substance).
 - 1.3.2.3 Instructor’s name or reference to SDS/label only training.
 - 1.3.2.4 Date of the training and signature by staff or contractor to acknowledge the training.
 - 1.3.3 Wardens, or their designees shall ensure:
 - 1.3.3.1 Contractors fully understand the types of hazards that may arise from the work being done on-site.
 - 1.3.3.2 The procedures or measures needed to avoid or control exposure to hazardous chemicals.
 - 1.3.3.3 How to contact the contractors, staff, or staffing firm if there is an emergency, or safety concern.
 - 1.3.3.4 What to do if there is an emergency.
 - 1.3.4 Contractors who perform work on institution property shall:

- 1.3.4.1 Ensure all completed training documentation is forwarded to the Complex’s Training Officer.
- 1.3.4.2 Educate and be educated on potential workplace hazards.
- 1.3.4.3 Be aware of the types of hazards that may be present, before they arrive on-site.
- 1.3.4.4 Wear protective gear that will be necessary in order to control their exposure to those hazards.
- 1.3.4.5 Know how to report an emergency, injury, illness, or safety concern to the host employer so that issues can be promptly addressed.

407.06 CHEMICAL OVERSIGHT AND REPORTING RESPONSIBILITIES

- 1.1 The Occupational Safety Consultant and/or Unit Fire/Safety Coordinator shall:
 - 1.1.1 Ensure the “owner” supervisor has completed the Chemical Product Inventory forms with current legible SDS and any chemical specific information placed behind the correctly labeled SDS binder divider tab.
 - 1.1.2 Maintain an electronic or hard copy file of legible SDS and verify at least every 90 calendar days that the information is current and correct.
 - 1.1.3 Ensure the SDSs are readily accessible to all employees using chemicals 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 Fire, Life Safety and Loss Prevention Office:
 - 1.1.4.1 Tier II Report Information.
 - 1.1.4.2 Form R Reports, where required.
 - 1.1.4.3 Site Chemical Inventories.
 - 1.1.4.4 Current electronic/scanned copies of all SDSs.
- 1.2 The Fire, Life Safety and Loss Prevention Office shall:
 - 1.2.1 By March 1st of each year, submit a compilation of institutional Tier II Reports to the Arizona State Emergency Response Commission (ASERC), the Local Emergency Planning Committee (LEPC) and locally responding Fire Departments.
 - 1.2.2 File, where required, Form R Reports with the ADEQ/EPA.
 - 1.2.3 Annually, review the master SDS files from the institutions and compile the Department’s list.
 - 1.2.4 Maintain a listing of subject matter experts providing training to hazardous material users.

- 1.2.5 Provide available training/workshops/seminars on chemicals/hazardous materials to the Occupational Safety Consultants.
- 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 chemicals/hazardous materials and the HMMP. These functions are also associated with the duties of an Occupational Safety Consultant.

407.07 CLEAN UP OF RELEASES/SPILLS OF CHEMICAL/HAZARDOUS MATERIALS

- 1.1 In the event of a chemical spill, the person observing the spill shall immediately activate the Incident Command System (ICS), notify his or her supervisor, and assign a Safety Officer to assist.
- 1.2 Contact the Main Control to call 911 if appropriate, and notify the Occupational Safety Consultant.
- 1.3 Using the ICS 201 Form, create a written Incident Accident Plan (IAP) as required for all hazardous materials incidents, as outlined in OSHA 3114 Hazardous Waste Operations and Emergency Response.
- 1.4 Refer to the Institutions' Emergency Response and Operations Plan Hazardous Materials Annex.
 - 1.4.1 The Occupational Safety Consultant or designated Safety Officer, in consultation with an approval from the Incident Commander shall:
 - 1.4.1.1 Isolate the area, ensure people are removed/sheltered from harm's way, and deny entry of unauthorized persons. The US Department of Transportation's North American Emergency Response Guidebook should be consulted for chemical or hazardous materials identification, associated life and safety hazards, protective clothing requirements, evacuation or perimeter distancing, and first aid procedures.
 - 1.4.1.2 As soon as possible, report the precise location and the approximate quantity of the spill/leak and other pertinent information to the Central Office Communications Center for issuance of a Significant Incident Report, and the Fire, Life Safety and Loss Prevention Office detailing/identifying a common operating picture and scope of operational activity in progress.
 - 1.4.1.3 Evaluate the situation to determine the nature and extent of a release to identify life safety hazards, property threatened/damaged and/or environmental impacts/concerns.
 - 1.4.1.4 If the situation can be controlled, contained, and properly disposed of with Department resources, use of the ICS should continue providing for the safety of all persons throughout the duration of the incident.
 - 1.4.1.5 If a chemical/hazardous material emergency is confirmed to be beyond the scope of the Department's capacity, notify (with pertinent detailed facts about the chemical/incident) the following agencies outlined in Attachment C.

- 1.4.1.6 Eliminate all access to the site of the hazard while awaiting response from the Hazardous Materials Team (HMT). After HMT arrival, the institution Incident Commander, in consultation with the HMT Commander, shall coordinate all incident activities. The Incident Commander may consider organizing under Unified Command.
- 1.4.1.7 Coordinate gathering all Incident Reports, video/photos and pertinent documents/records related to the incident, and include any social media links, if known.
- 1.4.1.8 Collaborate with the Fire, Life Safety and Loss Prevention Office for any mandated report/response to the regulatory authorities. This information shall be retained pending the completion of all investigations.
- 1.4.1.9 Ensure the incident is properly documented in WebEOC.
- 1.5 Cleanup of chemicals/waste released shall be performed by an Arizona Department or Administration (ADOA) State Procurement Office qualified vendors for “Emergency and Routine Response” available on the ProcureAZ website (<https://spo.az.gov>).
- 1.6 For reporting purposes, the Warden/Deputy Warden, in consultation with the Fire, Life Safety and Loss Prevention Office, shall designate an alternate point of contact during any absence of an Occupational Safety Consultant.

407.08 HAZARDOUS WASTE MANAGEMENT/DISPOSAL

- 1.1 The Department shall be active in avoiding the generation of hazardous waste in their processes, projects and activities as defined in the Federal Resource Conservation and Recovery Act (40 CFR 261).
- 1.2 Hazardous waste generated shall be managed in accordance with ADEQ and Arizona Revised Statute (A.R.S.) Title 49, Chapter 5, which has primacy in Arizona for Resource Conservation and Recovery Act (40 CFR Parts 260-262).
- 1.3 Transport and disposal of hazardous waste shall be performed by an ADOA State Procurement Office qualified vendor for “Emergency and Routine Response” available on the ProcureAZ website (<https://procure.az.gov>).
- 1.4 Used oil waste shall be managed as solid waste in accordance with ADEQ (40 CFR 279).
- 1.5 The Department shall be vigilant in avoiding illegal dumping of any waste at any location at their facilities. Illegal dumping may be prosecuted as a felony or misdemeanor (A.R.S. § 9-499, §11-268, and §13-1603).
- 1.6 If waste must be generated, collection and storage of waste shall reflect the following:
 - 1.6.1 Chemical waste shall be accumulated at or near the point of generation.
 - 1.6.2 Collection containers shall be controlled for security.
 - 1.6.3 Each waste type shall be stored in a compatible container pending transfer or disposal.
 - 1.6.4 Incompatible waste types shall be segregated to avoid chemical reactions.

- 1.6.5 Waste containers shall be segregated by how they will be managed. Storage locations shall be secured and not interfere with normal operations.
- 1.6.6 Ventilated storage and secondary containment may be appropriate for certain waste types.
- 1.6.7 Waste containers shall be clearly labeled and kept sealed when not in use. Labels shall include the accumulation start date and appropriate hazard warnings.
- 1.6.8 Safety systems, such as ventilation systems and fire suppression systems may be required depending on the hazard. Consult Occupational Safety Consultant for further guidance.

IMPLEMENTATION

The Division Director for Administrative Services or their designee shall develop and maintain the Chemical Safety Guide detailing the chemical/waste procedures to be used by the Occupational Safety Consultant, the Unit Fire/Safety Coordinators and the “Owner” Supervisors.

The Staff Development and Training Bureau Administrator shall evaluate the current chemical training curriculum and recommend any modifications.

The Warden or their designee shall update and/or implement the appropriate Unit Post Orders which address the mandatory requirements of this Department Order, including the accountability procedures for chemical materials (i.e., dissemination from warehouse to unit).

DEFINITIONS

CHEMICAL – A substance of, relating to, used in, or produced by chemistry or the phenomena of chemistry (chemical reactions). Any substance used in or resulting from a reaction involving changes to atoms or molecules, especially one derived artificially for practical use. For Department purposes, products used for maintenance and sanitation are chemicals.

DEPARTMENT OF TRANSPORTATION (DOT) HAZARD CLASS (CHART 15) – A guide provided by the US DOT that outlines the hazard class of chemicals commonly shipped in the US. (see Attachment A)

EXTREMELY HAZARDOUS SUBSTANCE – A term, commonly known as EHS, defined in Section 302 of the US Emergency Planning and Community Right-to-know Act. The list is found as an appendix to 40 CFR 355 used to describe substances published by the US EPA which identifies chemical substances that could cause serious irreversible health effects from accidental releases. Identification of these substances helps to provide focus for emergency planning activities.

FIRE SUPPRESSION SYSTEM – A system providing a total flooding or local application system consisting of a fixed supply of extinguishing agent permanently connected for fixed agent distribution to fixed nozzles that are arranged to discharge an extinguishing agent into an enclosure (total flooding), directly onto a hazard (local application), or a combination of both; or an automatic sprinkler system.

HAZARDOUS MATERIALS - A hazardous material is any item or agent (biological, chemical, radiological, and/or physical), which has potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors (e.g., a strong, caustic chemical is a hazardous material). Hazardous materials are defined and regulated primarily by laws and regulations administered by the US EPA, the US Occupational Safety and Health Administration (OSHA), the US DOT, and the US Nuclear Regulatory Commission (NRC). Each agency has its own definition of a “hazardous material.”

HAZARDOUS MATERIAL INFORMATION SYSTEM (HMIS) – A hazard communication system developed by the National Paint and Coatings Association (NCPA) to meet OSHA guidelines and assist with mandatory compliance. Though once similar to the NFPA 704 system for hazard communication (e.g., health, flammability and reactivity), the HMIS label now has colored bars with orange representing “physical hazards” (not reactivity) and PPE lettering system to communicate hazard and provide protection information to all employees in non-emergency situations.

HAZARDOUS MATERIALS TEAM (HMT) – A team of trained professionals that are able to respond to provide technical advice and stabilization of hazardous materials incidents. Usually the local Fire Department has HMT resources or can request a regional HMT response. The Arizona DPS, the Arizona DOT and/or the ADEQ may provide a state on-scene coordinator for these teams. The AZ DEMA can provide 91st Civil Support Team resource requests for the Department.

HAZARDOUS SUBSTANCES – Hazardous substances take many forms, and are defined under the US EPA Comprehensive Environmental Response, Compensation and Liability Act. They are found in many consumer products and services that we use every day. Under normal conditions, these substances are properly contained, controlled and pose no threat to human life and the environment. But when they enter the environment through an accidental or intentional release, they can expose living beings to chemical and physical hazards, contaminate whatever they may contact (e.g., the land, water we drink and/or the air we breathe) with potentially disastrous results, especially within the confines of Department facilities.

MEDICAL PRODUCTS AND PHARMACEUTICALS – Are those products that are medically defined by a 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. They may become a regulated waste stream when used or spent.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 704 “FIRE DIAMOND” - A hazard communication system developed by the NFPA identifying health, flammability, reactivity and specific hazards for chemicals. This system, using colors, numbers and special symbols (e.g., OX is a hazard communication requirement for industrial, commercial or institutional facilities that manufacture, distribute or store chemicals). Similar to the HMIS system for labels on containers, the NFPA 704 Label uses colored diamonds and is primarily used to communicate chemical hazards to fire fighters and emergency responders by display on structure walls/doors and outdoor storage facilities.

“OWNER” SUPERVISOR – The supervisor responsible for the chemicals being used and controlled in the storage area.

SAFETY DATA SHEET (SDS) – Formally known as the Material Safety Data Sheet (MSDS) the SDS is the globally harmonized system to convey 16 sections of information about chemical and physical hazards, flammability, reactivity, health and safety data provided in consistent format by the manufacturer/distributor for each chemical/hazardous material/substance, with specific information (i.e., potential hazards, possible effects, directions for appropriate use, and treatment information) about the chemical.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS

Attachment A, US DOT Hazardous Materials Class
Attachment B, Segregation Table for Hazardous Materials
Attachment C, Emergency Telephone Numbers

FORMS LIST

407-3, Chemical Product Inventory
407-4, Monthly Inventory of Chemicals and Hazardous Materials

CROSS-REFERENCE INDEX

Department Order #101, System of Written Instructions
Department Order #706, Emergency Preparedness, Response, and the Incident Command System (ICS)
Department Order #903, Inmate Work Activities

AUTHORITY

A.R.S. Title 49, Chapter 5, Hazardous Waste Disposal
A.R.S. § 9-499, Removal of Rubbish, Trash, Weeds, Filth, Debris and Dilapidated Buildings; Removal by City; Costs Assessed; Collection; Priority of Assessment; Responsibility of Payment; Definitions
A.R.S. § 11-268, Removal of Rubbish, Trash, Weeds, Filth, Debris and Dilapidated Buildings; Removal by County; Costs Assessed; Collection; Priority of Lien; Definitions
A.R.S. § 13-1603, Criminal Littering or Polluting; Classification
A.R.S. § 49-123, Hazardous Materials Emergency Management Program; Arizona Emergency Response Commission; Emergency Planning and Community Right-to-Know
OSHA 3114 Hazardous Waste Operations and Emergency Response
NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety
US Department of Transportation Emergency Response Guidebook <http://phmsa.dot.gov/>

**ATTACHMENT A
DEPARTMENT ORDER 407**

US DOT HAZARDOUS MATERIALS CLASS

| Class | Hazardous Material |
|--------------|---|
| CLASS 1 | Explosives: Divisions 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 |
| CLASS 2 | Gases: Divisions 2.1, 2.2, 2.3 |
| CLASS 3 | Flammable Liquid |
| CLASS 4 | Flammable Solid, Spontaneously Combustible, and Dangerous When Wet: Divisions 4.1, 4.2, 4.3 |
| CLASS 5 | Oxidizer, Organic Peroxide: Divisions 5.1 and 5.2 |
| CLASS 6 | Poison (Toxic), Poison Inhalation Hazard, Infectious Substance: Divisions 6.1 and 6.2 |
| CLASS 7 | Radioactive |
| CLASS 8 | Corrosive |
| CLASS 9 | Miscellaneous Hazardous Material |

For more information, please visit <http://phmsa.dot.gov/> and search for "Dot-Chart."

**ATTACHMENT B
DEPARTMENT ORDER 407**

Segregation Table for Hazardous Materials - 49 CFR §177.848

| Class or Division | Notes | 1.1 | | 1.3 | 1.4 | 1.5 | 1.6 | 2.1 | 2.2 | 2.3 gas zone A | 2.3 gas zone B | 3 | 4.1 | 4.2 | 4.3 | 5.1 | 5.2 | 6.1 liquids PG I zone A | 7 | 8 liquids | |
|-------------------------------------|-------|-----|-----|-----|-----|-----|-----|-----|-----|----------------|----------------|---|-----|-----|-----|-----|-----|-------------------------|---|-----------|---|
| | | 1.1 | 1.2 | | | | | | | | | | | | | | | | | | |
| Explosives | A | * | * | * | * | * | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Explosives | 1.3 | * | * | * | * | * | X | | X | X | X | | X | X | X | X | X | X | | X | |
| Explosives | 1.4 | * | * | * | * | * | O | | O | O | O | | O | | | | | O | | O | |
| Very insensitive explosives | A | * | * | * | * | * | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Extremely insensitive explosives | 1.6 | * | * | * | * | * | | | | | | | | | | | | | | | |
| Flammable gases | 2.1 | X | X | O | X | | | | X | O | | | | | | | | O | O | | |
| Non-toxic, non-flammable gases | 2.2 | X | | | X | | | | | | | | | | | | | | | | |
| Poisonous gas Zone A | 2.3 | X | X | O | X | | X | | | | | X | X | X | X | X | X | | | X | |
| Poisonous gas Zone B | 2.3 | X | X | O | X | | O | | | | | O | O | O | O | O | O | | | O | |
| Flammable liquids | 3 | X | X | O | X | | | | X | O | | | | | | O | | X | | | |
| Flammable solids | 4.1 | X | | | X | | | | X | O | | | | | | | | X | | O | |
| Spontaneously combustible materials | 4.2 | X | X | O | X | | | | X | O | | | | | | | | X | | X | |
| Dangerous when wet materials | 4.3 | X | X | | X | | | | X | O | | | | | | | | X | | O | |
| Oxidizers | A | X | X | | X | | | | X | O | O | | | | | | | X | | O | |
| Organic peroxides | 5.2 | X | X | | X | | | | X | O | | | | | | | | X | | O | |
| Poisonous liquids PG I Zone A | P | X | X | O | X | | O | | | | | X | X | X | X | X | X | | | X | |
| Radioactive materials | 7 | X | | | X | | O | | | | | | | | | | | | | | |
| Corrosive liquids | 8 | X | X | O | X | | | | X | O | | O | X | O | O | O | O | X | | | |

**ATTACHMENT C
DEPARTMENT ORDER 407**

| EMERGENCY TELEPHONE NUMBERS | |
|--|--|
| Dial 9-1-1, per facility protocol | 9-1-1 |
| The local Fire Department/Authority Having Jurisdiction (AHJ) | Contact your local fire department Non-emergency number |
| Arizona DPS Operator | 602 223-2212 Available 24 hours a day, year round |
| ADEQ Hazardous Response Duty Officer | 602-390-7894 |
| AZ DEMA Duty Officer | 602-469-3401 |
| AZ DEMA Main Number | 602-267 2700 |
| <p>The National Guard: For apparent intentional hazardous material releases of a terrorism nexus the AZ DEMA 91st Civil Support Team may be requested to assist with detection/identification, sampling/documentation and crime scene preservation.</p> <p>91st Civil Support Team response requests shall be coordinated through the Department's Emergency Preparedness Administrator by contacting the Central Office Communication Center.</p> | <p>602-267-2995</p> <p>The 91st Civil Support Team Operations Section Chief</p> |