

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 700</p> <p>OPERATIONAL SECURITY</p>	<p>OPR:</p> <p>PS OPS</p>
	<p>DEPARTMENT ORDER: 712</p> <p><i>TOOLS AND RESTRICTED PRODUCT CONTROL</i></p>	<p>SUPERSEDES:</p> <p>DO 712 (08/03/99)</p> <p>EFFECTIVE DATE:</p> <p>FEBRUARY 15, 2006</p> <p>REPLACEMENT PAGE REVISION DATE:</p> <p>NOVEMBER 14, 2012</p>

TABLE OF CONTENTS

	PURPOSE	
	PROCEDURES	PAGE
712.01	GENERAL REQUIREMENTS FOR TOOLS.....	1
712.02	TOOL SECURITY AND STORAGE	1
712.03	MEDICAL TOOL/INSTRUMENT STORAGE	4
712.04	FOOD SERVICE TOOLS	6a
712.05	RESTRICTED PRODUCT CONTROL	7
	IMPLEMENTATION	8
	DEFINITIONS.....	.8
	ATTACHMENTS	

PURPOSE

This Department Order establishes procedures at all institutions and units to ensure the accountability and safe use of all tools and restricted products, including their appropriate storage, inventory and supervision.

PROCEDURES

712.01 GENERAL REQUIREMENTS FOR TOOLS - Wardens, Deputy Wardens and Administrators shall ensure:

- 1.1 Tools are stored in a secure area, inaccessible to inmates and consistent with fire and safety codes.
- 1.2 Accountability of tools is maintained at all times and that units keep only minimal amounts of tools on hand.
- 1.3 Tools are classified and levels of supervision are indicated consistent with the custody level of the affected unit in accordance with Attachments A and B. Any tool not listed on the Attachments shall be classified according to the criteria in section 712.02, 1.3.

712.02 TOOL SECURITY AND STORAGE

- 1.1 All tools shall be stored on a shadow board in such a manner that their presence or absence can be readily determined. Tools that cannot be adapted to the shadow board shall be stored in a secured area as approved by the Chief of Security.
- 1.2 Tool Rooms/Inventories
 - 1.2.1 The Tool Control Officer shall:
 - 1.2.1.1 Ensure that all tools are checked-out and returned using the Tool Check-Out, Form 712-4. The bottom copy shall be provided to the requestor with the tools at the time of check-out.
 - 1.2.1.2 Maintain the Tool Room copy of completed Tool Check-out forms for a minimum of 30 days.
 - 1.2.1.3 Conduct a daily tool inventory, documenting the results of the inventory in the Tool Room Correctional Officer Journal.
 - 1.2.1.4 Post inventory sheets of the tools stored in each tool storage area.
 - 1.2.1.5 Permanently engrave/stamp and color-code all tools, prior to placing them on the master tool inventory, to identify the tool control areas or the unit to which they are assigned. Tools that cannot be engraved/stamped or color-coded without damage or violating health code standards shall be stored in a readily inventoried and secured area. Only the Tool Control Officer shall mark tools.
 - 1.2.1.6 Document unserviceable tools for removal from the Master Inventory, as well as adding replacement tools, on a Tool Disposition, Form 712-6. Unserviceable tools shall be disposed of in accordance with Department Order #304, Equipment and Inventory System.

- 1.2.2 Each institution shall establish a common tool room/storage area for storage of surplus tools. Wardens shall ensure all units transfer surplus tools to the common tool room/storage area.
- 1.2.3 The Chief of Security over assigned tool areas shall:
 - 1.2.3.1 Maintain a current inventory of all tools assigned to the unit using a Master Tool Inventory, Form 712-5, or the standardized computer-generated inventory report of the same form.
 - 1.2.3.2 Reconcile the Master Inventory on a monthly basis.
 - 1.2.3.3 Ensure daily inventories are completed and logged in the Tool Room Correctional Officer Journal by all staff who control tools.
- 1.3 Categories - Tools shall be divided into a minimum of two categories in accordance with Attachments A and B. Only the minimal number of tools shall be on hand in the unit.
 - 1.3.1 Class A tools present an inherent safety or security risk. Examples include files, knives, saw blades and grinders.
 - 1.3.1.1 Class A tools shall only be used under staff supervision and have their own hanging device and shadow on the board. Class A tools shall be stored in a secured tool room or storage area when not in use.
 - 1.3.1.2 Handheld Class A tools shall be maintained in either inventoried tool boxes or pouches or clearly marked shadow boards in secure tool rooms. Only one tool shall be hung over each shadow outline.
 - 1.3.1.3 Larger Class A tools that are not easily moved shall be secured against misuse.
 - 1.3.2 Class B tools constitute a lower level of risk. Examples include rakes, hoes and shovels. Class B tools, considered less hazardous, may be stored and issued under less stringent conditions, but shall still be accounted for by staff.
 - 1.3.3 Ladders/scaffolding which are six feet and under shall be stored in a secure area when not in use. Ladders/scaffolding over six feet shall be considered Class A tools and stored in a secure area as prescribed by the applicable Chief of Security.
- 1.4 Shadow Boards
 - 1.4.1 Silhouettes shall closely mirror the outline of each tool to ensure quick inspection of the shadow board.
 - 1.4.2 If a tool is removed from inventory, the shadow board shall be immediately updated.
 - 1.4.3 Tools out for repair shall be replaced by a tool chit engraved with the tool number or type of tool.
 - 1.4.4 All shadow boards accessible to inmates shall be secured behind an expanded metal locked screen or in a secured tool room.
- 1.5 Inmate Use of Tools/Restrictions
 - 1.5.1 Tools shall be issued to staff or inmates supervised by staff at the direction of the Chief of Security.

- 1.5.1.1 When tools are checked out of the tool room by a staff member, the staff member shall:
 - 1.5.1.1.1 Maintain the appropriate copy of the Tool Check-Out.
 - 1.5.1.1.2 Keep a list of the tool(s) issued to inmates in order to maintain accountability.
 - 1.5.1.1.3 Account for all tools prior to releasing the work detail at the end of the work period.
- 1.5.1.2 When tool(s) are checked out by an inmate, the inmate shall keep a photo copy or similar facsimile of the Tool Check-Out.
- 1.5.1.3 When tools(s) are checked back in by an inmate, the Tool Check-Out form shall be returned with the tool(s).
- 1.5.2 Inmates shall not be assigned to work in any tool room.
- 1.5.3 Portable explosive and air-driven tools shall only be checked out by the inmate work crew supervisor.
- 1.5.4 Inmates using ladders/scaffolding inside the perimeter shall be under direct supervision or the ladder/scaffolding must be secured to a stationery object with at least one lock or by another method as determined by the unit Chief of Security.
- 1.5.5 Inmates working for ACI use a secure, fixed/mobile tool cage. Industries Program Specialist (IPS) shall complete a beginning, middle, and ending inventory throughout their scheduled work hours. The Daily Tool Box Inventory, Form 712-9 shall be utilized for daily tracking/accountability of individual tool cages. The Daily Tool Box Inventory form shall be used as a substitute for the Tool Check-Out form.
- 1.6 After Hours Use of Tools - Staff entering the tool control areas to obtain tools after regular business hours shall ensure the tools are checked out using a Tool Check-Out and that they are returned to their original location.
- 1.7 Private Contractors or Private Maintenance/Technical Staff - Private sector personnel are subject to an inspection and an inventory of tools, tool containers and related equipment prior to entering, while on or upon exit from the prison grounds.
 - 1.7.1 Vehicles that enter the perimeter of a unit shall be supervised or escorted based on the security needs of the unit as determined by the Chief of Security.
 - 1.7.2 Private contractors shall confine their work to the authorized area(s) and perform the work with proper security and safety precautions. In addition, upon leaving these individuals shall not leave tools at the prison unless specifically exempted, in writing, by the Warden.
- 1.8 Lost/Missing Tools - Any individual who discovers that a tool(s) is lost or missing shall immediately report the loss to the shift commander. The report shall include identification of the tool(s) lost or missing and the circumstances surrounding the disappearance, and all measures taken to investigate and search for the tool(s). The shift commander shall ensure all involved staff complete Information Reports and the appropriate Tool Disposition forms prior to the end of the shift.
- 1.9 Documentation - The following documents shall be filed in the office of the unit Chief of Security:
 - 1.9.1 All Tool Disposition Forms and supporting documentation as needed.
 - 1.9.2 The Monthly Master Inventory Reconciliation.

- 712.03 MEDICAL TOOL/INSTRUMENT STORAGE** - Health Services staff shall ensure that appropriate security measures for controlling access to tools and instruments are maintained at all times.
- 1.1 Surgical, dental, medical equipment, handheld instruments, needles, syringes and disposable sets shall be considered tools and maintained in a secure area consistent with professional medical practice and in accordance with the applicable Health Services Technical Manuals or Post Orders.
 - 1.2 The Facility Health Administrator shall maintain a Master Tool Inventory for all non-disposable surgical and dental tools, medical instruments and devices and handheld tools used in providing medical and dental services to inmates. Assigned staff from each medical discipline shall maintain a Master Tool Inventory for their area of responsibility.
 - 1.2.1 Where practical, any tool identified on the Master Tool Inventory shall be engraved to identify it as a Health Services item. Identification engravings shall be as follows:
 - 1.2.1.1 HSD-D (ASPC- Douglas).
 - 1.2.1.2 HSD-E (ASPC- Eyman).
 - 1.2.1.3 HSD-F (ASPC - Florence).
 - 1.2.1.4 HSD-L (ASPC - Lewis).
 - 1.2.1.5 HSD-PV (ASPC- Perryville).
 - 1.2.1.6 HSD-PX (ASPC- Phoenix). The Globe unit shall use HSD-G.
 - 1.2.1.7 HSD-S (ASPC- Safford). The Fort Grant unit shall use HSD-FG.
 - 1.2.1.8 HSD-T (ASPC-Tucson).
 - 1.2.1.9 HSD-W (ASPC- Winslow). The Apache unit shall use HSD-AP.
 - 1.2.1.10 HSD-Y (ASPC-Yuma).
 - 1.2.2 The manufacturer's serial number shall be used to identify dental hand pieces, since these tools cannot be engraved.
 - 1.2.3 Each medical discipline shall provide a copy of the Master Tool Inventory for the previous month to the Facility Health Administrator on the third business day of each month. The Facility Health Administrator may request a copy at any time.
 - 1.2.4 Any set of multiple tools/instruments shall be counted as one item. Individual items in the set shall be noted on the container inventory and attached to the outside of the container.
 - 1.2.5 Any item removed for repair shall be removed from the Master Tool Inventory as outlined in section 712.02, 1.2.1.6. Tools or sets in use at the Health Unit shall be logged out when in use and shall be returned to the secure tool area when no longer in use.
 - 1.3 If appropriate, the Facility Health Administrator may require the use of a shadow board for tool storage.

- 1.4 Needles, syringes, laboratory needles and instrument sets (disposable and non-disposable) shall be stored in a manner that allows for a daily count in all posted Health Services Units at the beginning and end of each Health Services shift. Medical and dental clinics shall be designated as separate units for the purposes of tool inventory.
 - 1.4.1 A posted unit is one where a Health Services staff member(s) is on duty for an entire shift at that location.
 - 1.4.1.1 Nursing staff shall count tools in the medical clinic areas.
 - 1.4.1.2 Dental staff shall count tools in the dental area.
 - 1.4.1.3 The Occupational Health Nurse shall count tools in the Occupational Health Unit.
 - 1.4.1.4 Pharmacy staff shall count tools in the pharmacy.
 - 1.4.1.5 The Laboratory Technician shall count tools in the laboratory/phlebotomy unit.
 - 1.4.2 Any reserve stock of syringes, needles and disposable or non-disposable instruments sets shall be stored in the Health Services Pharmacy. The Key Contact Pharmacist shall maintain an inventory of products available for use by staff attending to inmate medical needs and for the Occupational Health Unit. Assigned staff shall note additions, issue of equipment and depletions of stock on a Tool Disposition form.
 - 1.4.3 The institution's Occupational Health Nurse shall keep an appropriate inventory of products available for attending to the needs of staff assigned to the institution.
 - 1.4.4 All syringes, needles, sharps and disposable instrument sets that a medical, dental or Occupational Health Unit obtains from the pharmacy shall be noted on the appropriate log.
 - 1.4.5 Tools, instruments or other items that are secured in a tamper-proof container, with a numbered break-away lock, shall be listed on the inventory for the area where they are stored. The container shall not be opened and inventoried unless the lock is opened or has been tampered with. Staff conducting inventories shall check the seal of these containers daily and note the results on the appropriate inventory sheet.
 - 1.4.5.1 Where sealed containers are in use, assigned staff shall open the container for inspection and inventory once a month. Once the inventory is complete a new lock shall be used. The new lock number shall be noted on the appropriate inventory documents.
 - 1.4.6 Only the minimum number of needles, syringes, laboratory needles and disposable/non-disposable instrument sets needed for proper unit operation shall be kept in the Health units or in the Occupational Health Unit.
 - 1.4.6.1 Institutions with an on-site pharmacy shall keep no more than a four day supply of stock on hand.
 - 1.4.6.2 Any remote prison unit that does not have an on-site pharmacy, such as ASPC-Winslow, Apache Unit, shall keep not more than a seven day supply on hand.

- 1.4.7 Needles, syringes and disposable/non-disposable instrument sets shall be removed from the Medical Sharps Inventory Control Log, Form 712-8, upon use.
- 1.4.8 Used disposable syringes, needles and instruments that are ready to be destroyed shall be treated as infectious waste and disposed of in a manner that does not pose a hazard.
 - 1.4.8.1 These materials shall be secured in a separate part of the medication room away from clean items.
 - 1.4.8.2 Only approved Occupational Safety and Health Administration (OSHA) instrument/needle/syringe containers shall be used.
 - 1.4.8.3 There shall be no permanent disposal containers in rooms where inmates have access such as emergency or treatment rooms. When needed, portable containers shall be brought into the room and removed after use. The containers shall be secured in a locked cabinet out of the view of inmates.
- 1.4.9 Stock and Prescribed Narcotics
 - 1.4.9.1 When stock narcotics are received from a pharmacy, Health Services shall initiate the Individual Prescribed/Stock Narcotics Inventory Control Log, Form 712-7, noting the beginning inventory and track as narcotics are either prescribed or sent back to the pharmacy.
 - 1.4.9.2 When narcotics are taken from the stock to be prescribed to an individual inmate, the Individual Prescribed/Stock Narcotics Inventory Control Log form shall be initiated with the inmate name and ADC Number for tracking. One Individual Prescribed/Stock Narcotics Inventory Control Log form shall be used per inmate and for each type of narcotic.
- 1.5 All posted Health Services Units shall conduct a tool inventory and portable disposal container inventory at the beginning and at the end of the Health Services shift.
 - 1.5.1 Inventories shall be conducted by a uniformed Correctional Officer and a Health Services staff member, when a Correctional Officer is available. In the event an officer is not available a minimum of two Health Services employees (e.g. two dental assistants in the dental clinic or two nurses in the medical clinic) shall conduct the inventory.
 - 1.5.2 When a Correctional Officer conducts an inventory, the results shall be noted in the applicable post's Correctional Journal.
- 1.6 The Key Contact of each medical discipline shall ensure that a Master Tool Inventory Report is completed monthly by a staff member assigned to Nursing, the Pharmacy, Dental and Medical Supply. The Report shall be submitted to the Health Services Administrator who shall forward a copy of the Health Services Master Tool inventory to the institution's Chief of Security at least monthly. A copy of the inventory may be required more often.
- 1.7 The immediate response to a lost or missing tool/instrument shall be in accordance with section 712.02, 1.8. In addition, the Division Director for Program Services, the Regional Health Services Administrator, the Health Services Administrator, the appropriate medical supervisor and the unit Chief of Security shall be notified.
 - 1.7.1 Staff shall complete Information Reports as directed. A copy of such reports shall be forwarded to the Health Services Administrator and the institution Chief of Security.

- 1.7.2 A copy of the reports shall be forwarded to the Health Services Property Custodian when a lost or missing item is considered an inventorial item as outlined in Department Order #302, Contracts and Procurement, and other applicable written instruction. The Master Tool inventory shall be adjusted as appropriate.

712.04 FOOD SERVICE TOOLS

- 1.1 Knives shall be stored in cabinets with a shadow board and locking device conveniently located in the food service area. Only staff shall have access to this cabinet.
 - 1.1.1 Knives shall be checked out/in on a Tool Check-Out form. Tool Check-Out forms shall be maintained by the Food Service Supervisor for a minimum of 30 days.

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- 1.1.2 Inmates may use knives/serving tools in the kitchen and preparation areas as designated by food service staff. All tools/utensils shall have cables or chains attached to the handle and locked in order that they may be secured to the preparation tables.
- 1.2 Only serving/dispensing tools shall be allowed in the dining room. All serving/dispensing tools used in the dining room shall have cables or chains attached to the handle and locked in order that they may be secured to the serving table or salad/condiment bar.
- 1.3 At the beginning/conclusion of each meal served, an inventory shall be taken to ensure all food service tools issued and used for the preparation/dispensing of food are present and accounted for. At all shift changes the relieving officer shall verify the inventory and indicate the verification in the log book.
 - 1.3.1 All inventories shall be logged in the Correctional Officer Journal located in the food service area.
 - 1.3.2 Lost/missing tools shall be handled in accordance with section 712.02, 1.8.
 - 1.3.3 Documentation shall be maintained as described in section 712.02, 1.9.

712.05 RESTRICTED PRODUCT CONTROL - Restricted Products are Consumer Products that are not considered hazardous as defined by federal or state laws, but may be considered a threat to the safety of the public, staff and/or the security of an institution if used, or used improperly.

- 1.1 Wardens, Deputy Wardens and Associate Deputy Wardens shall ensure that:
 - 1.1.1 Consumer Products are identified as Restricted Products when, if inappropriately used, the product could cause burns, blinding, and/or painful/disabling conditions.
 - 1.1.2 Leaf blowers, gasoline-powered lawn mowers and other pollution causing landscape maintenance equipment are not used on State property and at State facilities in Maricopa, Pima, and Pinal Counties.
 - 1.1.3 Staff is made aware of the threat posed by the misuse of Restricted Products.
 - 1.1.4 A staff member is designated to maintain a master file of Material Safety Data Sheets (MSDS) for products used in the facility. At a minimum, copies shall be maintained in the institution warehouse, the designated staff member's office, and wherever the products are stored.
- 1.2 Restricted Products shall be controlled by limiting access to staff only, by ensuring staff supervision over inmates using products, and by securing the products in locked containers, vessels or cabinets when the products are not in use.
 - 1.2.1 Inventory of Restricted Products shall be conducted at the institution warehouse and measured by gross maximum weight.
 - 1.2.2 A Restricted Product Inventory, Form 712-1, shall be maintained wherever Restricted Products are stored or dispensed.
 - 1.2.3 Restricted Products storage areas shall be inspected at least twice annually to ensure that the integrity of their containment is in accordance with 29 CFR 1910.1200.
 - 1.2.4 A file shall be established and maintained at the institution warehouse that details the following:
 - 1.2.4.1 Product name.
 - 1.2.4.2 Date received.

- 1.2.4.3 Quantity received.
- 1.2.4.4 List of staff trained in use of the product.
- 1.2.5 Storage of Restricted Products shall be consistent with all State of Arizona Fire and Safety Codes.
- 1.2.6 **SECTION DELETED**
- 1.2.7 Once a Restricted Product is dispensed to a unit for use, the product is considered consumable, and is no longer controlled or inventoried by the institution warehouse.
- 1.2.8 Unused portions of Restricted Products shall be returned to the designated storage area.
- 1.2.9 The recording of the consumption or depletion of Restricted Products shall not be required.

IMPLEMENTATION

Within 90 days of the effective date of this Department Order Wardens shall update and implement the appropriate Post Orders which address the mandatory requirements of this Department Order, including accountability procedures for Restricted Products (i.e., dissemination from Warehouse to Unit.)

The Division Director for Program Services shall ensure additional tool/syringe security, inventory and storage requirements are included in the appropriate Health Services Technical Manual.

DEFINITIONS

CLASS A TOOLS - Tools most likely to be used in an escape, escape attempt or to manufacture or serve as a weapon.

CLASS B TOOLS - Tools less likely to be used in an escape, escape attempt or to manufacture or serve as a weapon.

CONSUMER PRODUCTS - Products that pose no serious health or safety threat to staff, inmates or to the security of the institution.

DIRECT SUPERVISION - Maintaining visual contact of the inmate and assigned tools or restricted products.

MATERIAL SAFETY DATA SHEET (MSDS) - Data sheets provided by the manufacturer/distributor for each hazardous substance that gives critical information about chemicals, i.e., potential hazards, possible effects, directions for appropriate use, and treatment information. Refer to Page 41, Section 14 of the ADC Safety and Loss Control Manual.

RESTRICTED PRODUCTS - Products that, if misused, could pose a threat to the safety of staff, inmates or to the security of an institution. Specifically, these products:

- May cause serious permanent or temporary injuries such as burning, blinding or a painful/disabling condition.
- Are canister fuels that, when dispensed, can readily be used as a weapon or for arson.

TOOL - Any authorized instrument or part thereof used to repair, dismantle, install, create, manufacture, prepare, adjust, measure or gauge.

TOOL CHIT- A metal or other durable tag for use on a shadow board identifying a tool that is out for repair or otherwise not present in the tool room/crib.

TOOL CONTROL OFFICER - The staff member(s) assigned the duty of accountability for tools.

TOOL CONTAINER - Any box or bag (pouch) used to transport/store tools.

TOOL ROOM/CRIB(S) - A secure location to store all tools not in use.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS

- Attachment A - Class A Tool List
- Attachment B - Class B Tool List

FORMS LIST

- 712-1, Restricted Product Inventory
- 712-4, Tool Check-Out
- 712-5, Master Tool Inventory
- 712-6, Tool Disposition
- 712-7, Individual Prescribed/Stock Narcotics Inventory Control Log
- 712-8, Medical Sharps Inventory Control Log
- 712-9, Daily Tool Box Inventory

CLASS "A" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Abrasive Cutoff Saw (Metal Cutting)	
Abrasive Discs	
Abrasive Wheels	
Abrasive Wheel Disc Cutter	
Acetylene Tank on Cart W/Gauge	
Ammunition (for Ram Set/Hilti Guns) ****	
Aviation Metal Snips	
Awls	
Axes	2" and over
Backpack Oxygen/Acetylene Cutting Torch	
Bandsaw Blades (metal only)	
Bayonet Saw	
Belt Sanders	
Bil-Jax Hydraulic Lift	
Block and Tackle	
Bolt Cutters	All sizes
Cable	
Cable Slicer	
Cable Tightener	
Chains	
Chain Hoists	
Chain Saw	
Chain Wrench (all types)	
Chisel (wood, all types)	
Cleavers	
Cold Chisel	
Come-a-Long	
Concrete Breaking Point	
Concrete Core Bit & Cutting Blades	
Crow Bars	36" and over
Cutting Heads and Tips	
Diagonal Side Cutters	
Diamond Masonry Blades	
Diamond Tile Blades	
Drill Motors (handheld: battery & electric)	
Electric Grinder****	
Electric Hammer	1/2" and over
Electric Sanders (belt and disc)	
Electric Welders	
Emery Wheels	7" and over
End Nippers	w/cutting edge

CLASS "A" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Etchers Explosive-Driven Tool Extension Cords	Over 9' (all varieties), except inmates housed in SMU I, who are authorized to possess extension cords up to 12' in length.
Fence Stretcher File (all types) Floor Scraper (with razor blade edge) Fork Lift	
Grinders	
Hacksaw Blades Hammer, Sledge Hatchets Hawk Bill Cutters Honing Stones Hoses Hydraulic Tools (all types)	10 lbs and over Air/Water 8' and over
Ice Cream Blades Ice Picks	
Jack Hammer	
Knives (all types)	
Ladders Lineman Pliers ****	Over 6'
Meat Saw Blades Meat Forks Metal Cutting Blades Masonry Drill Bits Mixing Chamber Multi-tool (Leatherman, Gerber, Sears, etc.)	 Any Brand (all varieties)
Oven mitts (commercial)	Heavy Duty
Pneumatic Chisels Portable Grinder****	
Quick Saw	
Razor, Straight Regulator, Hose Rope Rotary Scaling and Chipping Tool Routers and Cutters	

CLASS "A" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Saber Saw Blades (metal cutting)	
Sanders	
Saw Blades, (except wood cutting)	
Scaffolding	6' and over
Scissors	2" and over w/Sharp point
Screwdriver, (all types) * * * *	
Scribe	2" and over
Shear Presses	
Sheet Metal Cutter	
Side Cutter * * * *	
Tile Cutting Blades	
Tin Snips	6" and over
Torches and Tanks (Propane, Butane, and Prestolite) * * * *	
Trimming Shears	24" and over
Vegetable Cutter Blades	

Class "A" tools with an asterisk (* * * *) are also Class "A" tools on the outside of the perimeter.

Remaining Class "A" tools are to be considered Class "A" only when being used or stored within the perimeter or within 30 feet of the outside perimeter fence. Outside of those parameters, they are Class "B" tools.

CLASS "B" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Abrasive Wheel Dresser	
Adjustable Square	
Adjustable Tee Tap Wrenches	
Allen Wrenches	
Backsaw	
Ball Peen Hammer	
Bar Clamp	
Bar Nail	36" and over
Bar, Wonder	Under 36"
Barrel Wrench	
Basin Wrench	
Battery Terminal Cleaner	
Box-End Wrench Set	
Brace	
Brake Spring Remover	
Brake Tool	
Breaking Bar	
Brick Chipping Hammer	
C-Clamps	Under 6"
C-Clamps, Metal	8" and over
Cable (all types)	
Cable, Grip	
Camber Mixing Valve	
Carbon Scrapers	
Carpet Chisel	
Caulking Gun	
Cement Edger	
Ceramic Picks (Stilts)	
Ceramic Tile Cutter	
Ceramic Tile Grout Float	
Ceramic Tile Nips	
Cement Trowels	
Chain, Welded Link	
Chalk Line	
Circle Glass Cutter	
Circular Saw (Wood)	
Clamp, Wood	
Claw Hammers	
Clutch Adjusting Tool	
Combination Wrench	
Conduit Bender	2 1/2" and over
Conduit, Pipe and Tubing Benders	1/2", 3/4" and 1"
Coping Saw	
Coping Saw Blades (Wood)	
Core Drill Bits	
Core Drilling Machine	

CLASS "B" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Cotter Pin Extractor Crescent Wrench Crimping Tool Crow Bar	Under 36"
Depth Gauge Desoldering Tool Diamond Coring Bits Die Set, Metal Stamping Letter Die Set, Metal Stamping Number Drain Plug Wrench Drop Light Duck Clamps	
Easy Outs Edger, Cement Egg Beater Drill (handheld, manual power) Electric Engravers Electric Sewer Snake Extension Bar Extension Cord	8' and under (thick 3-wire variety only)
Feeler Gauges Flair Nut Wrench Flaring Tool Flashlight Food Dispensing Utensils Funnel Fuse Puller	
Garden Equipment (hoes, shovels, hedge clippers, edgers, etc.) Gasoline-Powered Tools (lawn mowers, weed-eaters, etc.) Gear Pullers Glass Cutter Glass Pliers	
Hacksaw Frame Hammers (ball peen, claw, sheet metal) Hammers, Sledge Hand Impact Tool Set Hand Picks Hand Rivet Gun Handsaws (wood) High Speed Brushes Hilti Masonry Bits (all types) Hole Cutters (wood) Hose	Air/Water less than 8'

CLASS "B" TOOLS

TOOL

SIZE

Hot Stick
Hydraulic Jacks

Impact Wrench, Electric
Inside Spud Wrench

Jig Saw
Jitter Bug
Jointer Tool (brick)

Key Hole Saw
Knife (putty)
Knock-Out Punch Set (all)
Knurling Tools

Ladder
Leather Scraper
Letter Opener
Levels (all)
Loose Nut Extractor

6' and under

Machine Trench
Mallet (all types)
Mandrel
Manifold Gauges
Mattock
Measuring Instruments
Meat Thermometers
Micrometer
Mirror, Inspection
Miter Box
Miter Box, Stanley, Bench Type
Mud Bucket Trowel

Nail Puller
Needle Nose Pliers
Number Stamps (steel)
Nut Buster
Nut Driver
Nylon Line

Oil Can
Oil Filter Wrench
Outside Caliper

Paint Paddles
Pick Axes
Pipe, Bender

2 1/2" and over

CLASS "B" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Pipe Clamp	
Pipe Cutter (handheld)	
Pipe Reamer	
Pipe Wrench	Under 48"
Plier, Wire Crimp	
Pliers (all types)	
Plumb Bob	
Plumbers Tube Holder	
Pocket Stastiscope	
Pointed Trowels	
Pop Rivet Gun	
Post Hole Digger	
Protractors	
Pry Bar, Rolling Head	
Punch	
Putty Knife	
Rafter Snake	
Rasp (wood)	
Ratchet	
Razor, Scraper	
Roller	
Rope (all types)	
Roto Hammer	
Router Snake	
Saw, Miller Box	
Scissors (blunted end)	
Scoops	
Screen Roller	
Screw Treading Set	
Screw Folder	
Set Radius Gauges	
Shovels	
Skil Saw (Wood)	
Sled Runner	
Snow Shovel	
Socket Sets	
Soldering Iron	
Spanner Wrench	
Square	
Staple Gun	
Surface Gauge	
Swaging Set	
Swivel Socket Set	
Table Vise	
Tap and Die Set	

CLASS "B" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Tape Measure	
Tension Gauge	
Tread Gauges	
Tile Cutter	
Torque Wrench	
Tri-Square and Level	
Trim Saw	
Trowel	
Tubing Cutter (all types)	
Tuck Point Trowel	
Valve Spring Compressor	
Vegetable Peeler	
Vehicle Jack and Handle	
Vise Clamps	
Vise Grips (all types)	
Wheelbarrow	
Wheel Pullers	
Whip (grass)	
Whitney Punch	
Wire Brush	
Wire Stripper	
Wire Twister	
Wood Auger Bit	
Wood Auger Extension	
DELETED	
Wood Mallet	
Wood Stripper	
Wrench, Adjustable	Under 48"
Wrench, Box End	
Wrench, Monkey	
Wrench, Open End	
Wrench, Pipe	Under 48"