

CHAPTER: 700

Operational Security

DEPARTMENT ORDER:

712 – Tool Control

OFFICE OF PRIMARY  
RESPONSIBILITY:

HS  
OPS

# Arizona Department of Corrections

## Department Order Manual



Effective Date:

October 5, 2017

Amendment:

N/A

Supersedes:

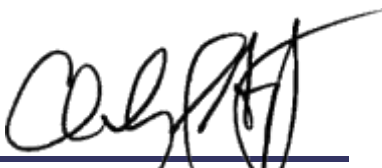
DO 712 (2/15/06)

Scheduled Review Date:

TBD

ACCESS

**Contains Restricted Section(s)**



---

Charles L. Ryan, Director

## TABLE OF CONTENTS

<b>PURPOSE .....</b>	<b>1</b>
<b>PROCEDURES .....</b>	<b>1</b>
<b>1.0 GENERAL REQUIREMENTS FOR TOOLS .....</b>	<b>1</b>
<b>2.0 TOOL SECURITY AND STORAGE .....</b>	<b>1</b>
<b>3.0 MEDICAL TOOL/INSTRUMENT STORAGE .....</b>	<b>4</b>
<b>4.0 OCCUPATIONAL HEALTH UNIT .....</b>	<b>8</b>
<b>5.0 FOOD SERVICE TOOLS .....</b>	<b>8</b>
<b>IMPLEMENTATION .....</b>	<b>9</b>
<b>DEFINITIONS/GLOSSARY .....</b>	<b>9</b>
<b>ATTACHMENTS .....</b>	<b>9</b>
<b>FORMS LIST .....</b>	<b>9</b>

## **PURPOSE**

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

## **PROCEDURES**

### **1.0 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 Attachment A, Class “A” Tools and Attachment B, Class “B” Tools. Any tool not listed on the Attachments shall be classified according to the criteria in section 2.0 of this Department Order.

### **2.0 TOOL SECURITY AND STORAGE**

- 2.1 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 or cutout shall be stored in a secured area as approved by the Chief of Security.
  - 2.1.1 Tool storage boxes shall have shadows or cutouts in such a manner that presence or absence of tools can be readily determined.
- 2.2 Tool Rooms/Inventories
  - 2.2.1 The Tool Control Officer shall:
    - 2.2.1.1 Ensure all tools are checked-out and returned using the Tool Check-Out, Form 712-4. A copy shall be provided to the staff member responsible for the tools at the time of check-out.
    - 2.2.1.2 Maintain the completed (original) Tool Check-Out forms for a minimum of 30 calendar days.
    - 2.2.1.3 Conduct a daily tool inventory, including the outlying tool storage areas, documenting the results of the inventory in the applicable Correctional Service Log, Form 105-6 as designated by the Chief of Security.
      - 2.2.1.3.1 Community Correction Reentry Centers shall conduct a tool inventory each time the facility tool room is accessed, documenting the results in the Reception Officer Correctional Service Log. A daily tool inventory is not required.
    - 2.2.1.4 Post the current Master Tool Inventory, Form 712-5 of the tools stored in each tool storage area.

- 2.2.1.5 Permanently engrave/stamp and color-code all tools, prior to placing them on the Master Tool Inventory form 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.
- 2.2.1.6 Conduct a monthly inspection of all tools and update engrave/stamp and color-code.
- 2.2.1.7 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, Inventory and Fixed Assets Management.
- 2.2.2 Wardens shall establish a common tool room/storage area located outside the secure perimeter of the unit for storage of surplus/unserviceable tools.
- 2.2.3 The Chief of Security over assigned tool areas shall:
  - 2.2.3.1 Maintain a current inventory of all tools assigned to the unit using a Master Tool Inventory form, or the standardized computer-generated inventory report of the same form.
  - 2.2.3.2 Reconcile the Master Inventory at the end of each month.
  - 2.2.3.3 Ensure daily inventories are completed and logged in the applicable Correctional Service Log by all staff who verifies all tools are accounted for.
- 2.3 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.
  - 2.3.1 Class “A” tools present an inherent safety or security risk. Examples include files, knives, saw blades and grinders.
    - 2.3.1.1 Class “A” tools, shall only be used under staff supervision and, unless meeting the criteria outlined below, have their own hanging device and shadow/cutouts on the board. Class “A” tools shall be stored in a secured tool room or storage area when not in use.
    - 2.3.1.2 Handheld Class “A” tools shall be maintained in either inventoried tool storage boxes or clearly marked shadow boards or cutouts in secure tool rooms. Only one Class A tool shall be hung over each shadow.
    - 2.3.1.3 Larger Class “A” tools that are not easily moved shall be secured against misuse.
  - 2.3.2 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.

2.3.2.1 Multiple identical Class “B” tools may be hung back-to-back over each shadow.

2.3.3 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 approved in writing by the current Chief of Security.

2.3.3.1 For tool storage involving Arizona Correctional Industries (ACI) operations, the Chief of Security shall advise ACI Management of the security requirements of the secure area for ladder/scaffolding storage.

## 2.4 Shadow Boards/Cutouts

2.4.1 Silhouettes/cutouts shall closely mirror the outline of each tool to ensure quick inspection of the shadow board.

2.4.2 If a tool is removed from inventory, the shadow board/cutout shall be immediately updated.

2.4.3 Tools out for repair or replacement shall remain on the Master Inventory with an engraved tool chit or durable tag written with the tool number or type of tool and placed on the shadow board/cutout.

2.4.4 All shadow boards accessible to inmates shall be secured behind an expanded metal locked screen or in a secured tool room.

2.4.5 Tools that are permanently affixed do not require shadows/cutouts such as table vices or mounted saws. Blades or drill bits shall be removed and stored as Class “A” tools when not in use.

## 2.5 Inmate Use of Tools/Restrictions

2.5.1 Tools shall be issued to staff, or inmates supervised by staff, at the direction of the Chief of Security.

2.5.1.1 When tools are checked out of the tool room by a staff member, the staff member shall:

2.5.1.1.1 Maintain the appropriate copy of the Tool Check-Out form.

2.5.1.1.2 Keep a list of the tool(s) issued to inmates in order to maintain accountability.

2.5.1.1.3 Account for all tools prior to releasing the work detail at the end of the work period.

2.5.1.2 When tool(s) are checked-out by an inmate, the inmate shall keep a photo copy or similar facsimile of the Tool Check-Out form.

2.5.1.3 When tools(s) are checked-in by an inmate, the Tool Check-Out form shall be returned with the tool(s).

- 2.5.2 Inmates shall not be assigned to work in any tool room.
- 2.5.3 Portable explosive and air-driven tools shall only be checked out by the Inmate Work Crew Supervisor.
- 2.5.4 Inmates using ladders/scaffolding inside the perimeter shall be under direct supervision or the ladder/scaffolding must be secured to a stationary object with at least one lock or by another method as determined by the Chief of Security.
- 2.5.5 Inmates working for ACI, Physical Plant and/or Fleet Services may use a secure, fixed/mobile tool storage or a tool room. Assigned staff shall complete a beginning, middle, and ending inventory throughout their scheduled work hours. The Daily Tool Box Inventory, Form 712-9 may be utilized for daily tracking/accountability of individual tool cages. The Daily Tool Box Inventory form may be used as a substitute for the Tool Check-Out form and maintained for a minimum of 30 calendar days.

2.6 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 form and that they are returned to their original location.

2.7 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.

2.7.1 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.

2.7.2 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.

2.8 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 completes an Information Report, Form 105-2, and the appropriate Tool Disposition forms prior to the end of the shift.

2.9 Documentation – The most recent copy of the reconciled Master Tool Inventory and supporting disposition documents shall be kept on file with the Chief of Security. Electronic copies are not a suitable replacement for this requirement.

**3.0 MEDICAL TOOL/INSTRUMENT STORAGE** – Contract Health Services staff shall ensure appropriate security measures for controlling access to tools and instruments are maintained at all times.

3.1 Surgical, dental, medical tools, 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.

## 3.2 Master Tool Inventory

3.2.1 The Contract Facility Health Administrator shall maintain a Master Tool Inventory for all non-disposable surgical and dental tools, medical instruments, devices and handheld tools used in providing medical and dental services to inmates. Tool inventories shall:

3.2.1.1 Be completed on the Master Tool Inventory by the staff member assigned by their supervisor of each medical discipline (Nursing, Dental and the Medication Area). The completed inventory shall be submitted to the Contract Facility Health Administrator who shall ensure that the monthly, reconciled copy of the Master Tool Inventory and supporting disposition documents is on file with the Chief of Security. Electronic copies are not a suitable replacement for this requirement.

3.2.1.2 Be developed in conjunction with the Complex Major or designee. All established inventories shall be submitted to the designated Arizona Department of Corrections (ADC) Health Service Contract Monitoring Bureau staff member at Central Office.

3.2.2 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:

3.2.2.1 HSD-D (ASPC-Douglas)

3.2.2.2 HSD-E (ASPC-Eyman)

3.2.2.3 HSD-F (ASPC-Florence)

3.2.2.4 HSD-L (ASPC-Lewis)

3.2.2.5 HSD-PV (ASPC-Perryville)

3.2.2.6 HSD-PX (ASPC-Phoenix) - The Globe Unit shall use HSD-G.

3.2.2.7 HSD-S (ASPC-Safford) - The Fort Grant Unit shall use HSD-FG.

3.2.2.8 HSD-T (ASPC-Tucson)

3.2.2.9 HSD-W (ASPC-Winslow) - The Apache unit shall use HSD-AP.

3.2.2.10 HSD-Y (ASPC-Yuma)

3.2.2.11 Private Prisons shall establish identification engravings.

3.2.3 The manufacturer's serial number shall be used to identify dental hand pieces, since these tools cannot be engraved. Tools that are unable to be engraved, due to size of the tool/instrument (e.g., dental burs) shall be photographed next to a ruler to show true size. A copy of the photograph(s) shall be maintained with the Master Tool Inventory, and used by staff while conducting an inventory.

- 3.2.4 Each medical discipline shall provide a copy of the Master Tool Inventory for the previous month to the Contract Facility Health Administrator by the third business day of each month. The Contract Facility Health Administrator or Health Services Contract Monitoring Bureau staff may request a copy at any time.
- 3.2.5 Tools used within the Health Unit are not to be logged out, but are to be returned to the secure location upon procedure completion. Contract Health Services staff at each discipline shall conduct daily Health Unit tool inventory and notify security staff to document the results of the inventory on the applicable Correctional Service Log.
  - 3.2.5.1 Hand held tools shall not be left unattended if an inmate is present.
- 3.2.6 Any set of multiple tools/instruments shall be counted as one item. A list shall be maintained identifying the type of set, and individual items in the set (e.g., dental cassettes) shall be noted on the container inventory and attached to the outside of the container.
- 3.2.7 Any item removed for repair shall be removed from the Master Tool Inventory as outlined in section 2.0 of this Department Order.
  - 3.2.7.1 Tools or sets in use outside of the Health Unit shall be logged out using the Tool Check Out form.
  - 3.2.7.2 Tools or sets shall be returned to the secure tool area when no longer in use.
- 3.3 The Contract Facility Health Administrator shall require the use of a shadow board/cutout for tool storage.
- 3.4 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 Contract Health Services shift. Medical and dental clinics shall be designated as separate units for the purposes of tool inventory.
  - 3.4.1 A posted unit is one where a Contract Health Services staff member(s) is on duty for an entire shift at that location.
    - 3.4.1.1 Nursing staff shall count tools in the medical clinic areas.
    - 3.4.1.2 Dental staff shall count tools in the dental area.
    - 3.4.1.3 Medical staff shall count tools in the laboratory/phlebotomy unit.
  - 3.4.2 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. Any reserve stock of these items shall be stored in one specific area in Health Services. Assigned staff shall note additions, issue of equipment and depletions of stock on the Tool Disposition form.
  - 3.4.3 All syringes, needles, sharps and disposable instrument sets that medical or dental obtain from the storage area shall be noted on the applicable log.



3.4.4 Tools or other items that are secured in a tamper-proof container, with a numbered break-away security tag, shall be listed on the inventory for the area where they are stored. The container shall be opened monthly and inventoried. Staff conducting inventories shall check the seal of these containers daily and note the results on the applicable inventory sheet.

3.4.4.1 When sealed containers are in use, assigned staff shall open the container for inspection and inventory. Once the inventory is complete a new break-away security tag shall be used. The new security tag number shall be noted on the applicable inventory documents.

3.4.5 Needles, syringes and disposable/non-disposable tool/instrument sets shall be removed from the Medical Sharps Inventory Control Log, Form 712-8, upon use and added to the Tool Disposition form.

3.4.6 Used disposable syringes, needles and disposable tool/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.

3.4.6.1 These materials shall be secured in a separate part of the medication room away from clean items.

3.4.6.2 Only approved Occupational Safety and Health Administration (OSHA) tool/instrument/needle/syringe containers shall be used.

3.4.6.3 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.

### 3.5 Stock and Prescribed Narcotics

3.5.1 When stock narcotics are received from a pharmacy, Contract 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 received, administered, or returned to the pharmacy.

3.5.2 When narcotics are taken from the stock to be administered to an individual inmate or returned to the pharmacy, the Individual Prescribed/Stock Narcotics Inventory Control Log form shall be initiated with the inmate name and ADC Number for tracking. Documentation on the Prescribed/Stock Narcotics Inventory Control Log is also required for any medications that are discarded, or "wasted" in the event the medication was dropped on the floor, etc., in order to maintain an accurate inventory and explain why the medication would be signed out, but not show as administered on a Medical Administration Record (MAR).

3.6 All posted Contract Health Services Units shall conduct a tool inventory and portable disposal container inventory at the beginning and at the end of the Contract Health Services shift.

- 3.6.1 Inventories shall be conducted by contract health services staff and verified by a uniformed Correctional Officer. In the event a uniformed correctional officer is not available, a minimum of two contract health services employees shall conduct the inventory.
  - 3.6.1.1 When a Correctional Officer verifies an inventory, the results shall be noted in the applicable post's Correctional Service Log.
- 3.6.2 The immediate response to a lost or missing tool/instrument shall be in accordance with section 2.0 of this Department Order. In addition, the ADC Health Services Contract Monitor, the appropriate medical supervisor, and the Chief of Security shall be notified.
  - 3.6.2.1 Staff shall complete Information Reports as directed. A copy of such reports shall be forwarded to the ADC Health Services Contract Monitor and the institution Chief of Security.
  - 3.6.2.2 A copy of the reports shall be forwarded to the ADC Health Services Contract Monitor to coordinate with the Property Custodian when a lost or missing item is considered an inventorial item as outlined in Department Order #304, Inventory and Fixed Assets Management and other applicable written instruction. The Master Tool inventory shall be adjusted as appropriate.

#### **4.0 OCCUPATIONAL HEALTH UNIT**

- 4.1 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 Occupational Health Units once a day.
  - 4.1.1 The Occupational Health Nurse shall count tools in the Occupational Health Unit.
  - 4.1.2 The institution's Occupational Health Nurse shall keep an appropriate inventory of tools available for attending to the needs of staff assigned to the institution.
  - 4.1.3 Only the minimum number of needles, syringes, laboratory needles and tools needed for proper unit operation shall be kept in the in the Occupational Health Unit.
  - 4.1.4 Needles, syringes and disposable/non-disposable tools shall be removed from the Medical Sharps Inventory Control Log upon use.

#### **5.0 FOOD SERVICE TOOLS**

- 5.1 Cutting tools shall be stored in cabinets with a shadow board and locking device conveniently located in the Food Service area. Only correctional security staff shall have access to this cabinet.
  - 5.1.1 Cutting tools shall be checked out/in on a Tool Check-Out form. Tool Check-Out forms shall be maintained by the Kitchen Security Officer for a minimum of 30 calendar days.

- 5.2 Inmates may use cutting tools/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 serving table or line.
  - 5.2.1 Only serving/dispensing tools may be secured to the serving line.
  - 5.2.2 When cables are accounted for separately and not permanently attached to a tool, they shall be assigned as master tools on the Master Tool Inventory form.
- 5.3 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.
  - 5.3.1 All utensils shall be accounted for before inmates are released from work and trash is removed from the kitchen.
  - 5.3.2 All inventories shall be logged in the Correctional Service Log located in the Food Service area.
  - 5.3.3 Lost/missing tools shall be handled in accordance with section 2.0 of this Department Order.
  - 5.3.4 Documentation shall be maintained as described in section 2.0 of this Department Order.

## **IMPLEMENTATION**

Within 90 calendar days of the effective date of this Department Order the Division Director for Prison Operations or designee shall update the appropriate Post Orders, as necessary.

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

## **DEFINITIONS/GLOSSARY**

Refer to the Glossary of Terms

## **ATTACHMENTS**

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

## **FORMS LIST**

712-4, Tool Check-Out  
712-4A, Tool Check-Out (Short Form)  
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

## ATTACHMENT A

### CLASS "A" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Abrasive Cutoff Saw (Metal Cutting)	
Abrasive Discs	
Abrasive Wheels	
Abrasive Wheel Disc Cutter	
Aviation Metal Snips	
Awls	
Axes	
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	(6' and over)
Cable Slicer	
Cable Tightener	
Ceramic Tile Nips	
Chains	(6' and over)
Chain Hoists	
Chain Saw	
Chain Wrench (all types)	
Chisel (wood, all types)	
Cleavers	
Cold Chisel	
Come-a-Long	
Concrete Breaking Point	
Concrete Core Bit and Cutting Blades	
Crow Bars	36" and over
Cutting Heads and Tips	
Diagonal Side Cutters	
Diamond Masonry Blades	
Diamond Tile Blades	
Drill Motors (handheld: battery and electric)	
Dry-wall/keyhole saw	
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
Etchers	
Explosive-Driven Tool	
Extension Cords	Over 9' (all varieties), except inmates housed in SMU I and Alhambra Reception and Treatment Center, who are authorized to possess extension cords up to 12' in length.

CLASS "A" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Fence Stretcher	
File (all types)	
Floor Scraper (with razor blade edge)	
Fork Lift	
Leather Palm Gloves and Multi-layer Gloves	
Grinders	
Hacksaw Blades	
Hammer, Sledge	10 lbs and over
Hatchets	
Hawk Bill Cutters	
Honing Stones	
Hoses	Air/Water 8' and over
Hydraulic Tools (all types)	
Ice Cream Blades	
Ice Picks	
Jack Hammer	
Knives (all types)	
Ladders	Over 6'
Lineman Pliers ****	
Meat Saw Blades	
Meat Forks	
Metal Cutting Blades	
Masonry Drill Bits	
Mixing Chamber	
Multi-tool (Leatherman, Gerber, Sears, etc.)	Any Brand (all varieties)
Needle-Nose Plyers with wire cutting capability****	
Oven mitts (commercial)	Heavy Duty
Pneumatic Chisels	
Pneumatic Nailers	
Pneumatic Staplers	
Portable Grinder****	
Quick Saw	
Razor, Straight	
Regulator, Hose	
Rope	
Rotary Scaling and Chipping Tool	
Routers and Cutters	
Saber Saw Blades (metal cutting)	
Sanders	
Saw Blades (except wood cutting)	
Scaffolding	6' and over
Scissors	2" and over w/ Sharp point

CLASS "A" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Screwdriver (all types) ****	
Scribe	2" and over
Shear Presses	
Sheet Metal Cutter	
Side Cutter ****	
Tile Cutting Blades	
Tin Snips	6" and over
Torches****	
Trimming Shears	24" and over
Vegetable Cutter Blades	

Class "A" tools with an asterisk (\*\*\*\*) is 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.

Ammunition for Ram Set/Hilti Guns is to be stored and accounted for in the complex armory.

## ATTACHMENT B

### 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	
Brake Spring Remover	
Brake Tool	
Breaking Bar	
Brick Chipping Hammer	
C-Clamps	Under 6 feet
C-Clamps, Metal	8" and over
Cable (all types)	Under 6 feet
Cable, Grip	
Camber Mixing Valve	
Carbon Scrapers	
Carpet Chisel	
Caulking Gun	
Cement Edger	
Ceramic Picks (Stilts)	
Ceramic Tile Cutter	
Ceramic Tile Grout Float	
Cement Trowels	
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	
Cotter Pin Extractor	
Crescent Wrench	
Crimping Tool	
Crow Bar	Under 36"
Depth Gauge	
Desoldering Tool	
Diamond Coring Bits	



LASS "B" TOOLS

<u>TOOL</u>	<u>SIZE</u>
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	
Food Dispensing Utensils	
Funnel (Metal)	
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	Under 10 lbs.
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'
Hot Stick	
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	6' and under
Leather Scraper	
Letter Opener	

CLASS "B" TOOLS

<u>TOOL</u>	<u>SIZE</u>
Levels (all)	
Loose Nut Extractor	
Machine Trench	
Mallet (all types)	
Mandrel	
Manifold Gauges	
Mattock	
Measuring Instruments	
Meat Thermometers	
Micrometer	
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 Filter Wrench	
Outside Caliper	
Paint Brushes	
Paint Paddles	
Paint Rollers	
Pick Axes	
Pipe, Bender	2 1/2" and over
Pipe Clamp	
Pipe Cutter (handheld)	
Pipe Reamer	
Pipe Wrench	Under 48"
Plier, Wire Crimp	
Pliers (all types)	
Plumb Bob	
Pneumatic Impact/socket wrench and sanders	
Pocket Stetoscope	
Pointed Trowels	
Pop Rivet Gun	
Post Hole Digger	
Protractors	
Pry Bar, Rolling Head	
Punch	
Putty Knife	
Rafter Snake	
Rasp (wood)	
Ratchet	
Razor, Scraper	
Roller	
Roto Hammer	
Router Snake	
Saw, Miller Box	

CLASS "B" TOOLS

<u>TOOL</u>	<u>SIZE</u>
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	
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	
Wood Mallet	
Wood Stripper	
Wrench, Adjustable	Under 48"
Wrench, Box End	
Wrench, Monkey	
Wrench, Open End	
Wrench, Pipe	Under 48"