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| DATE: | JUNE 18, 2018 |
| NUMBER: | H.11 |
| SUBJECT: | STORAGE AND USE OF TOXIC, CAUSTIC MATERIALS |
| RELATED SECTIONS: | |

PURPOSE

To ensure the safety of staff and inmates through the proper use and storage of flammable, toxic or caustic chemicals.

POLICY

All flammable, toxic, or caustic chemicals will be stored and used in accordance with this section. Chemicals will only be used according to written instructions provided by the manufacturer and, at no time, will chemicals be mixed together.

PROCEDURE

I. KITCHEN

There are cleaning materials that are used and stored in kitchen areas that are flammable, toxic or caustic.

- A. **Use:** Cleaning materials used in kitchen areas are issued to inmates, as needed, by kitchen staff members. The kitchen staff will supervise the use of these chemicals until the chemicals are returned to the storage room.

When chemicals are dispensed from the original container into a spray bottle, the spray bottle must be labeled with the information that identifies the chemicals exactly as it appears on the original container.

- B. **Storage:** Cleaning chemicals used in the kitchen area shall be stored in a locked storage room. Only kitchen staff personnel will have the key and control of this area. Inmates will not be allowed in this storage room. Cleaning chemicals will be inventoried and accounted for by kitchen personnel on a daily basis.
- C. **Disposal:** Cleaning chemicals used in the kitchen will be disposed of in accordance with state law. Cleaning chemicals will never be disposed of in storm drains or in any area that has direct access to the ocean.

II. DISPENSARY

Antibacterial agents are used in the dispensary for medical purposes.

- A. These agents shall be used by trained medical staff only. Inmates are not authorized to possess these items or access the area where they are stored.

- B. Storage: Denatured alcohol and antibacterial agents in the dispensary shall be stored in locking cabinets or in a locked storage room. No inmates are authorized to possess or access these items.
- C. Disposal: Denatured alcohol and antibacterial agents in the dispensary will be disposed of in accordance with state law.

III. OFFICE

- A. Use: Any potentially hazardous substances used for office work, will not be used by inmates except under supervision of detention staff.
- B. Storage: All potentially hazardous office supplies will be stored in a locked storage room. This storage room shall be kept locked and only detention staff is allowed access.
- C. Disposal: All potentially hazardous office supplies will be recycled when possible. Those which cannot be recycled will be disposed of in accordance with state law.

IV. HAZARDOUS SUBSTANCES

In accordance with state legislation, all hazardous substances will be inventoried on Material Safety Data Sheets (MSDS). Inventory sheets will be kept updated on a quarterly basis by a staff member designated by the facility commander.