

**SDSD Detention Services Bureau – Manual of Policies and Procedures South Bay Detention Facility**

<b>DATE:</b>	<b>April 23, 2022</b>
<b>NUMBER:</b>	<b>H.11.S</b>
<b>SUBJECT:</b>	<b>STORAGE AND USE OF TOXIC, CAUSTIC MATERIALS</b>

**PROCEDURE**

**I. KITCHEN - Chemicals**

- A. Use - Cleaning chemicals used in the kitchen will be issued as needed by the kitchen staff. The kitchen staff will supervise the use of the materials until they are returned to storage.
- B. Storage - The Food Service Supervisor will be responsible for ensuring that a daily inspection and inventory of all kitchen-cleaning materials is completed. The inventory will be documented on a “Daily Cleaning Materials Inventory – Kitchen” form. These will be kept on file in the food services office.

**II. DISPENSARY – Antibacterial agents**

- A. Use – Only trained staff will use these agents and incarcerated persons may not have access to them.
- B. Storage – Medical staff will be responsible for conducting a weekly inventory of all disinfectants stored in the dispensary. The inventory will be documented on a “Weekly Disinfectants Inventory – Dispensary” form. These will be kept on file in the medical supervisor’s office.

**III. FACILITY – Chemicals and office supplies**

- A. Use – Cleaning chemicals and potentially hazardous office supplies used throughout the facility will be issued as needed by the Administrative Deputy to the staff. Incarcerated persons will only use these items under direct supervision from staff.
- B. Storage – The Administrative Deputy will maintain all potentially hazardous office supplies in the Supply Room in Lower Detentions.

#### IV. HAZARDOUS SUBSTANCES

Use – All chemicals, antibacterial agents, and potentially hazardous office supplies will be handled in accordance with manufacturer's instructions and state law.