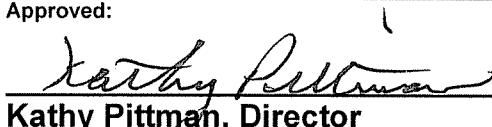


MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS	
Subject: Inventory and Control of Hazardous, Caustic and/or Toxic Materials	Policy Number: 1
Number of Pages: 8	Section: VIII
Attachments A. HAZMAT Log B. Emergency Response Directory	Related Standards & References ACA 3-JTS-3B-05
Effective Date: March 13, 2007	Approved:  Kathy Pittman, Director

I. POLICY:

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), to establish safe practices for the use and control of hazardous, caustic and/or toxic materials that may present a hazard to employees, youth, the community, or the environment. In addition, it's the Division's policy to create a safe and appropriate work and living environment for its staff and for the youth in its care. Furthermore, that Facility Staff at all levels shall ensure strict control and management of the procurement, storage and inventory of all hazardous, caustic and/or toxic materials. DYS shall comply with applicable federal, state and local codes and regulations.

II. DEFINITIONS As used in this policy and procedure, the following definitions apply:

- A. Hazardous. Inventory. Sanitation. (H.I.S.) Manuel: Includes the Local Emergency Phone List, relevant policies, the Hazmat Inventory Form, the Sanitation Housekeeping Unit Inspection Form, Material Safety Data Sheets (MSDS) for all material stored on a unit, the Standard Item Inventory Form, and the Facility Inspection Forms
- B. Master Log: A complete list of the inventory of all hazardous, caustic and/or toxic material received, housed, and distributed on the Training School grounds.
- C. HAZMAT Log: A form used to maintain inventory of all hazardous, caustic and/or toxic material housed in a specific area or unit of the facility.
- D. Flash Point: The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid or in the vessel used.
- E. Flammable Liquid: A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade).
- F. Combustible Liquid: A substance with a flash point at or above 100 degrees Fahrenheit.

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- G. Toxic Material: Any substance that, through chemical reaction or mixture, will produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption.
- H. Caustic Material: A substance capable of destroying or eating away by chemical reaction.
- I. Radioactive Material: The property that some elements have of spontaneously disintegrating into another element by emitting alpha particles, beta particles, neutrons or gamma radiation from the nucleus of an atom.
- J. Explosive Material: Any chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- K. Hazardous Material: Any substance or mixture of substances having properties capable of producing adverse effects on the health and safety of a human being. It can be flammable, combustible, toxic, caustic, explosive, or radioactive.

III. PROCEDURE

Any hazardous, caustic and/or toxic material found to be stored or disposed of improperly or otherwise mismanaged, requires immediate corrective action by the Department Head or Shift Supervisor for the respective area. Repeated violations must be reported to the Facility Administrator who shall subsequently contact the Department of Environmental Protection, as required by federal/state regulations.

A. Procurement of Hazardous Material

1. Supplies shall be ordered and replaced as needed by the Director of Operations or designee. Documentation of hazardous, caustic and/or toxic materials (i.e., bills of lading, shipping manifests, etc.) shall be maintained by the Maintenance Manager and the Director of Operations.
2. All administrators or designees responsible for procurement shall ensure the replacement and use of a hazardous substance with a product less likely to be abused or misused in a secure setting (For example, procuring water-based typing correction fluid rather than the often abused and toxic, "White-Out" correction fluid). It is possible that a hazardous, caustic and/or toxic material may possess more than one of the properties listed; therefore, the safety requirements for all applicable properties will be considered. *Special care should be exercised by all employees who are involved in the purchase or use of the following products:*
 - a. Explosives
 - b. Cleaning Fluids
 - c. Pharmaceuticals
 - d. Paint and Petroleum Products
 - e. Agricultural Materials (ex. Fertilizer)

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- f. Flammable material (With a flash point above 100 degrees Fahrenheit)
- g. Pesticides and Herbicides
- h. Office Supplies (ex. Toner Cartridges, Glue, Poster Markers)

B. Storage Responsibilities

1. All hazardous, caustic and/or toxic items shall be stored in a designated, secure fire-resistant area that is not accessible to youth. At no time shall youth be allowed to use or handle these types of items. Youth may, however participate in cleaning or vocational education activities, when directly supervised by a staff member. Only cleaning materials used during routine housekeeping and under staff supervision shall be stored in janitorial closets or secured storage cabinets. All other hazardous, caustic and/or toxic substances other than medical or vocational education materials shall be stored under lock and key in the maintenance area. Items shall be stored in locations that meet the storage specifications of the particular item. Each Department Head, Shift Supervisor or designee shall ensure the control and accountability of all hazardous, caustic and/or toxic material used on their respective units.
2. The Director of Operations or designee shall ensure that all units storing hazardous, caustic and/or toxic materials maintain an up-to-date H.I.S. Manuel, which shall be kept readily available to all staff in such units.
3. Any area housing hazardous, caustic and/or toxic materials shall have posted at all times the contact information of all local and state emergency response agencies.
4. The staff using any of the above indicated or defined fluids, substances or chemicals shall comply with this directive and upon request of the superintendent or designee, assist in compliance inspections concerning control of chemicals.
5. The Director of Operations or designee shall inspect all storage areas for control of hazardous, caustic and/or toxic materials on a monthly basis and document such inspection on the HAZMAT Log.

C. Inventory Control:

1. Facility Inventory

- a. Each Shift Supervisor or his/her designee shall be responsible for all Hazardous, Caustic and/or Toxic Materials inventory control, daily.
- b. The Maintenance Manager shall maintain a master log of all Hazardous, Caustic and/or Toxic Materials received, housed and distributed on

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Training School Grounds. The Master Log should include the following:

- i. Type and quantity of each material at the beginning of each month.
 - ii. Quantity distributed throughout the month.
 - iii. Total use, total received and ending total will be recorded.
- c. A tally of such inventory shall be completed on a monthly basis by the Maintenance Manager and documented on the Master Log.

2. Unit Inventory

- a. A HAZMAT Log shall be maintained in the locked section of each unit storage room. All hazardous, caustic and/or toxic material shall be issued by the Maintenance Manager on a weekly basis.
- b. All department supervisors of units housing hazardous, caustic and/or toxic material shall be responsible for maintaining the inventory and control of all such items stored on the unit.
- c. A daily inspection of such inventory shall be completed by the department supervisor and documented on the HAZMAT Log.

D. Storage Facility for Hazardous, caustic and/or toxic Materials

NFPA (National Fire Protection Association) standards shall be closely observed in the storage of flammable, toxic and caustic materials.

The following restrictions shall be followed for the storage of these materials:

1. Hazardous, caustic and/or toxic liquids shall be kept in covered, properly labeled containers when not in use.
2. Flammable and/or combustible liquids to be utilized for maintenance purposes by the maintenance staff shall be maintained in a well ventilated, locked storage locker located outside any building. Materials locked in the storage area should include but not be limited to small amounts of Petroleum products. (ex. gasoline, paint, paint thinner, etc.)
3. Flammable, hazardous, caustic and/or toxic materials (ex. cooking oil and spray, etc.) to be utilized by food service staff shall be maintained on metal storage shelves in a well ventilated area. The location shall be accessible to all food service staff but inaccessible to all youth.

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4. Flammable, hazardous, caustic and/or toxic liquids to be used for janitorial and housekeeping purposes shall be maintained in a well ventilated, locked storage closet. Material located in these storage closets shall include but are not limited to floor stripper, window cleaner, furniture polish, aerosol disinfectant, 409, bowl cleaner, bleach, pine sol, stainless steel cleaner, etc.
5. Examples of at-risk hazardous, caustic and/or toxic substances currently used, stored, produced, and transported at the facility in sufficient quantities and concentrations that present significant risk are (but may not be limited to): chlorine, gasoline, liquefied propane (LP), and diesel fuel.
 - a) Gasoline should be stored in aboveground, EPA regulated storage tanks. These tanks are located in an open area away from open flames, sparks, heat-producing equipment, and other ignition sources. Two (2) 500-gallon tanks are used to store this product and given the hazards presented, safety requirements are strictly enforced at all times. Diesel fuel is stored in a 250-gallon tank adjacent to the gasoline tanks.
 - b) LP gas may be stored for BBQ grills outside state-provided, private residences. LP cans installed for facility use shall be stored in aboveground tanks away from open flames, sparks, heat-producing equipment, and other ignition sources. In the event of a leak/release of LP gas, the immediate vicinity shall be evacuated until the vapors can be dispersed by air currents and the leak/release is effectively contained.
 - c) Chlorine is stored in a container as a part of the water treatment unit (at Columbia Training School, only). Although the potential for a chlorine release at this facility has been assessed as low, the consequences of a release would be high. In the event of a chlorine release, evacuation of the facility (or portions thereof) may be necessary until air currents can disperse the fumes/vapors. Additional containment procedures will be provided by the local emergency response network.
 - d) Bio-hazardous waste is stored in American Society for Testing Materials (ASTM) approved containers, within the clinic. These wastes are transported from the facilities storage site by state/federal regulated, licensed and contracted transport providers. The likelihood of spill/exposure to these substances, at this facility, is considered low.
 - e) Chemical waste shall be stored in a secured area of the maintenance area. Some examples of these wastes are: spent engine oil, used oily rags, and vehicle oil filters. Flammable liquids and combustible materials are also stored in a collection site within the maintenance

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area. These wastes are removed from the facility by state/federal regulated, licensed and contracted transporters for disposal.

6. Personal hygiene products that may be caustic and/or toxic in nature may not be stored by youth.
7. A monthly inspection of all facility areas/units housing hazardous, caustic and/or toxic material shall be completed by the Director of Operations or designee to ensure the proper storage and inventory of such material.

E. Use of Flammable, Toxic or Caustic Material

1. **Under no circumstances** shall gasoline be used for cleaning.
2. Standard solvents, kerosene or other cleaning fluids with a flash point above 100 degrees Fahrenheit shall not be used under any circumstances.
3. No youth shall be permitted to use or possess any item listed in Section A or any other material determined hazardous.
4. Individuals may not bring hazardous, caustic and/or toxic materials into the workplace. All hazardous, caustic and/or toxic materials are the responsibility of the person(s) issued the material for authorized use at the facility, and therefore is the responsibility of said person(s) until it is properly disposed of, as provided by this policy.
5. When using any cleaning material or chemical substance it is important to read the labels on each product container prior to opening the container. Warnings and precautionary information must be strictly adhered to. Each Department Head or Shift Supervisor shall be responsible for the proper handling and use of any product used on their assigned unit and for adhering to limitations and label warnings.
6. Substances that are labeled “Keep Out of the Reach of Children” or “May Be Harmful If Swallowed” will be kept and administered under staff supervision.
7. All hazardous, caustic and/or toxic substances used, stored, produced and transported within the facility's boundaries, which are at risk of leaks, spills, and exposure; require consistent and safe practices to reduce the potential for contamination of the environment.

NO HAZARDOUS CHEMICAL SHOULD BE MIXED AS THIS COULD RESULT IN CHEMICAL EXPLOSION OR TOXIC GAS

F. Disposal of Hazardous, caustic and/or toxic Materials

1. The maintenance manger or his/her designee is responsible for properly disposing of poisonous and toxic fluids and chemicals. The disposal of all

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hazardous, caustic and/or toxic materials shall be consistent with the manufacturer's guidelines. Items in need of disposal shall be placed in a sealed and marked container labeled "hazardous" and given to the Maintenance Manager or designee for storage in a secured area specifically designated and identified as a storage area for hazardous, caustic and/or toxic materials.

2. Stale gas, diesel fuel and oil can be taken to any County Collection or Disposal Station.
 3. The cover should be left off latex paint and allowed to dry. Once dry, latex paint can be disposed of through normal garbage collection procedures.
 4. Fluorescent tubes and Mercury light bulbs containing Mercury dust cannot be incinerated or disposed of at a landfill. These and all other toxic chemicals must be disposed of through a contracted toxic waste management provider.
 5. Containers shall be maintained in each department and unit for the disposal of used batteries. Department Heads or Shift Supervisors shall notify the maintenance department when these containers are $\frac{3}{4}$ full. Light fixtures, ballast and other similar items shall be removed from this facility by maintenance staff and disposed of in the appropriate containers at the maintenance area.
 6. Transporting of these materials from the facility storage site(s) to the final disposal site shall be performed by contracted, state and federal-regulated transport providers on a regularly scheduled basis.
- G. In the event of a hazardous release/spill, the following action shall be taken in order to provide a consistent hazard communication process by assuring timely, accurate, and comprehensive reporting of all incidents involving hazardous/toxic substances:
1. All employees are responsible for immediately notifying the Maintenance Manager and Security Chief of a release/spill of a hazardous/toxic substance.
 2. Staff should secure the scene without entering the hazard area, when possible.
 3. When notification of a release/spill on lands, grounds, and/or roadways within proximity or adjacent to the facility is received by the Security Supervisor or designee, the facility administrator shall be immediately notified.
 4. Maintenance Manager or designee, in consultation with the Director of Operations, shall evaluate the scene of the incident, and obtain assistance from qualified personnel if needed. The hazard area should only be entered when necessary and by staff persons wearing appropriate personal protective equipment.

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5. Personal protective equipment shall be located in the maintenance department. Emergency response kits include: gloves, masks, goggles, coveralls, boots, noncombustible absorbent materials, and disposal containers.
 6. In the incidence of a fire, spill or leak involving hazardous, caustic and/or toxic substances that exceed the resources and capacity of the facility, the Facility Administrator shall request additional assistance from local, state and federal response agencies.
 7. Whenever a fire, spill, or release of a hazardous, caustic and/or toxic substance results in an evacuation of the facility (or portion thereof), evacuees (i.e., youth, visitors, staff, etc.) shall not be allowed to return to the hazard area(s) until the "ALL CLEAR" is given by the Security Supervisor or his/her designee.
 8. Any spill, leak, or exposure to hazardous, caustic and/or toxic substances at the facility shall be documented, using an Incident Reporting Form (See Policy VII.3). The first person(s) discovering or identifying the spill, leak, and exposure of a hazardous/toxic substance shall be responsible for initiating the reporting process and provide detailed information related to the incident. The Facility Administrator shall review and complete the Incident Reporting Form and immediately alert the local emergency planning committee and the Department of Environmental Protection (EPA).
- J. In-service training needs related to the Inventory and Control of Hazardous, Caustic and/or Toxic Materials shall be determined annually through the Training Needs Assessment process. (See Policy IV.1 – Training Management.)