

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> <b>March 18, 2021</b>	<b>POLICY NO.:</b> <b>ADM.07.03</b>
		<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>ADM.07.03 &amp; 06/24/08</b>	
	<b>SUBJECT:</b> <b>HAZARDOUS CHEMICAL: USE, CONTROL &amp; REPORTING</b>		<b>Page 1 of 11</b>

## 1.0 PURPOSE

To establish guidelines governing the use, control, and reporting of hazardous substances and corrosive chemicals, as defined by Hawaii Occupational Safety and Health Division, U.S. Environmental Protection Agency and U.S. Department of Transportation.

## 2.0 SCOPE

This policy applies to all divisions, branches, and staff offices that maintain and use hazardous chemicals.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. Hawaii Revised Statutes (HRS), §396, Occupational Safety and Health.
- b. Title 12, Administrative Rule of the Department of Labor and Industrial Relations, Part 8, Occupational Safety and Health.
- c. Hawaii Emergency Planning and Community Rights-to-Know Act (HEPCRA) and Title 11, Chapter 451, Hawaii Administrative Rules, the State Contingency Plan (SCP).

### .2 Definitions

- a. **Approved:** A product approved by a nationally recognized testing laboratory.
- b. **Combustible Liquid:** A substance having a flash point at or above 100F and classified by flash point as a Class II, IIIA or IIIB liquid.
- c. **Corrosive Material:** A substance with the capability of destroying or eating away by chemical reaction.
- d. **Flammable Liquid:** A substance having a flash point below 100F (36.8C) and classified as a class I liquid (see reference chart, (Attachment A) for examples).

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- e. 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 within the vessel used).
- f. Hazardous Chemical: Anything that can cause harm to health or physical hazard.
- g. Label: Symbols (at least a four-inch square diamond) which are affixed to the package being shipped.
- h. Safety Data Sheets: The SDS lists the hazardous ingredients of a product, its physical and chemical characteristics (e.g. flammability, its effect on human health, the chemicals with which it can adversely react, handling precaution, the types of measures that can be used to control exposure, emergency and first aid procedures, and methods to contain a spill.
- i. Placard: Larger symbols (10-3/4 inch square diamond) which are applied to the sides and end of a motor vehicle, rail car, freight container, or portable tank containing hazardous chemicals (640 cubic feet or more).
- j. Toxic Material: A substance with the capacity to, through chemical reaction or mixture, produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract, with toxicity dependent on the quantity of material or substance absorbed and the rate, method, and site of absorption.

.3 Forms

- a. PSD 0100 - Hazardous Chemicals Monthly Inspections form (attached).

**4.0 POLICY**

- .1 A hazard communication program shall be established in each division, branch, and staff office of the Department that maintains and uses hazardous chemicals in accordance with applicable State laws and regulations. Chemicals that are hazardous shall be identified and information concerning their hazard transmitted to all affected persons. The program shall consist of the following components:
  - a. A written hazard communication program for the workplace, including inventories of hazardous chemicals present in the workplace;

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- b. Identifying and labeling containers of hazardous chemicals as well as containers of hazardous chemicals being sent to other locations;
  - c. Preparing and distributing Safety Data Sheets to all persons who work with hazardous chemicals;
  - d. Conducting training programs for all persons regarding the use and disposal of hazardous chemicals;
  - e. Accounting for all hazardous chemicals before, during and after their use; and
  - f. Each division, branch and staff office administration shall designate a staff member to function as the authority responsible for the supervision, control, communication, training, inventory maintenance, and coordination of a Hazard Communication Program to be documented on Attachment C. The establishment and maintenance of this program shall be guided by the provision of this policy.
- .2 Substances which do not contain one or more of the properties outlined in these guidelines, but which may be labeled, "Keep Out of Reach of Children" or "May Be Harmful if Swallowed" may not necessarily be subjects for the controls specified in these guidelines. The control and use of these types of chemicals shall be evaluated within the provisions of this policy.
- .3 With respect to Corrections, inmates using hazardous chemicals shall be closely supervised at all times by staff qualified in their proper use and precautions.
- .4 All labels shall be left on a chemical container as long as the chemical remains in it. Ensure relabeling before label becomes illegible.

## **5.0 PROCEDURES**

### **.1 Handling Hazardous Chemicals**

#### **a. Flammable and Combustible Liquids**

Any liquid or aerosol which is labeled "Flammable" or "Combustible" in accordance with the U.S. Federal Hazardous Materials Transportation Act of 1974 (49 CFR 172.101), shall be stored and used according to label recommendations and in a way that will be endanger life and property.

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1. Storage

- a) Storage of flammable and combustible liquids shall be in accordance with the National Fire Protection Association (NFPA) Code 30 "Flammable and Combustible Liquids".
- b) Lighting fixtures and electrical equipment in flammable liquid storage rooms shall conform to the requirements of the National Electrical Code for installation in hazardous locations.
- c) Storage rooms shall be of fire-resistive construction, have self-closing fire doors at all openings, either a 4-inch sill or a 4-inch depressed floor (for inside storage rooms only), and a ventilation system which is either mechanical or gravity flow within 12-inches of the floor and provides at least six (6) air changes within the room per hour.
- d) Storage cabinets shall be fire-resistive construction and used to store no more than 60 gallons of class I or II liquids or 120 gallons of class III liquids (reference attached chart). The cabinets shall be conspicuously labeled, "Flammable – Keep Fire Away".

2. Issuance and Use

- a) The dispensing of flammable and combustible liquids shall be done by a staff member only.
- b) When flammable and combustible liquids are stored within a building, they shall be drawn from or transferred into containers only through a closed piping system, safety cans, or by means of a device drawing from the top, or by gravity feed through an approved self-closing system.
- c) Where liquids are dispensed from drains, an approved grounding and bonding system shall be used.
- d) All containers of flammable liquids shall be kept closed when not in use.

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- e) All portable containers for flammable and combustible liquids, other than the original shipping containers, shall be approved safety cans. Containers shall bear legible labels identifying the contents. At no time shall non-approved type containers be used to hold or transport flammable or combustible liquids.
- f) Only an amount of a flammable or combustible liquid necessary for one day's operation shall be allowed to be drawn into a portable container. Any excess shall remain in the original container in the proper storage room or cabinet.
- g) Flammable liquids shall never be employed for cleaning. Solvents, kerosene, or other cleaning liquids with a flash point at or above 100F shall be used. All cleaning operations shall be performed in an approved parts cleaner or dip-tank fitted with a fusible link lid with a 160F melting temperature link.
- h) The actual use of the liquid shall be done following manufacturer's instructions.

3. Disposal

At no time shall a flammable or combustible liquid be disposed of improperly, such as pouring on the ground, into sewers, or other unsafe method. The provisions of the Safety Data Sheet shall be followed for the proper method of disposal.

4. Spill/Releases

The provisions of the Safety Data Sheets shall be followed for the proper course of action in the event of a spill. For emergency situation at Correctional Facilities, reference emergency response policy ERC.01.02, Responding to Emergency Situations.

b. Toxic and Caustic Chemicals

1. Storage

- a) All toxic and caustic chemicals shall be stored in their original containers, with the manufacturer's label and the U.S. DOT label (if one was present when received) intact.
- b) Toxic or caustic substances shall never be put into unmarked or mislabeled containers.

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2. Issuance and use

- a) Toxic and caustic substances shall be drawn by a staff member only.
- b) Upon completion of the operation, the unused portion shall be returned to the storage area and to the original containers, if appropriate, or placed in a suitable, properly labeled container.

3. Precautions

Proper cautions for health and safety shall be followed during the use of toxic and caustic chemicals as outlined in the Safety Data Sheet.

4. Disposal

At no time shall a toxic or caustic substance be disposed of improperly, such as pouring on the ground, flushing into sewers, or other unsafe methods. The provisions of the Safety Data Sheet shall be followed to the proper disposal of the material.

5. Spills/Releases

Spills shall be handled in accordance with the provisions of the Safety Data Sheet. At Correctional Facilities, for hazardous or extremely hazardous substances falling within the purview of HEPSCRA reporting requirements, Correctional personnel shall follow the provisions of emergency response policy ERC.01.02, Responding to Emergency Situations.

c. Poisonous Substance

1. Methyl alcohol (commonly known as wood alcohol and methanol) is common in industrial applications such as shellac, thinner, paint solvent, duplicating fluids, solvents for cement, and flushing fluid for hydraulic brake systems. Use of any product containing methyl alcohol, in whatever strength, shall be given close personal supervision by a staff member in charge.
2. Immediate medical attention is imperative when methyl alcohol poisoning is suspected. Safety Data Sheet should be reference.

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d. Other Toxic Fluids

The following procedures shall apply when the following products are utilized.

1. Antifreeze containing ethylene glycol shall be kept under lock, dispensed and used by a staff member only.
2. Cleaners containing carbon tetrachloride or trichloroethane aka methyl chloroform shall be dispensed and used under constant supervision by a staff member.
3. Glues, of any type, shall be given close attention by a staff member at every stage of handling and use.
4. Ethyl alcohol and isopropyl alcohol shall be stored in the health care unit and used only by medical personnel.
5. Pesticides shall be stored under lock, dispensed and used by or under the supervision of a staff member. Only those chemicals approved by the Environmental Protection Agency shall be used.
6. Pesticides shall be kept under lock when not being diluted, mixed or used. Their dispensing and use shall be under the constant supervision of a staff member knowledgeable in their use. Appropriate personal protective equipment should be donned when applying herbicides. Refer to Safety Data Sheet.
7. Lye shall only be used in the laundry area, under the direct supervision of the laundry supervisor.

.2 Security

The following security provision shall apply to all rooms and cabinets in which hazardous chemicals are stored.

- a. Storage rooms and cabinets shall be locked when not in use. A key control system shall be established for those storage rooms and cabinets.
- b. Storage rooms and cabinets shall be under the supervision of a staff member anytime the door is opened to remove chemicals.

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- c. Storage cabinets shall be located in such a manner that there is no limiting of access to exits, stairways or areas normally used for the evacuation of all persons in the event of fire or other emergencies.

.3 Communication and Training Program

a. Communication

1. A central file shall be maintained of Safety Data Sheets for hazardous chemicals in use at the division/facility. This file shall also note the location and current amounts of all hazardous chemicals and be updated, as necessary, but at least annually. Copies and updates of Safety Data Sheets shall be sent to each unit within the division/facility for the particular hazardous chemicals which are in use at that unit. Unit supervisors shall be responsible for maintaining copies for use within their unit.
2. Each container of hazardous chemicals shall be labeled to identify any health/safety warnings. All manufacturers' labels shall remain intact.
3. Warning signs that hazardous chemicals are present shall be posted in all storage and work areas containing such chemicals.
4. For locations with a health care unit, copies and updates of all Safety Data Sheets for chemicals shall be provided.

b. Inspections

A monthly inspection by an operation employee and a health care employee shall be conducted throughout the facility to identify discrepancies in warning signs and container labeling. A written report of each inspection shall be sent to the division, branch, or staff office administrator and the Personnel Office – Employee Relations Section (reference form PSD 0100, Hazardous Chemicals Monthly Inspections). Any discrepancies shall be noted in the report and what corrective action was taken. The original copy of this report shall be maintained by the individual responsible for supervising the hazardous communication program for a period of three (3) years and then destroyed.

c. Training

1. A training program shall be established for all persons who work with hazardous chemicals.

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2. The training program shall include the following as a minimum:
  - a) An overview of the requirements of the law (reference Section 3.1)
  - b) The location and availability of Safety Data Sheets for the hazardous chemicals they will be using.
  - c) Methods and observations that may be employed to detect the presence or release of hazardous chemicals in the work area. This may include monitoring devices, visual appearance, odor, and so forth.
  - d) The physical and health hazards of the chemicals that will be used.
  - e) What measures can be taken for protection from hazardous chemicals. This may include appropriate work practices, emergency procedures, protective equipment, and so forth.
  - f) An overview of how the facility hazard communication program functions such as the labeling system, pictograms, etc.
3. The training shall be conducted for new employees or at least annually as a refresher course for experienced employees and inmates whenever a new hazardous chemical is introduced into a work area.
4. Each training session shall be documented and kept on file. The report shall outline what materials were discussed, names of those present, the name and signature of the instructor, and date of instruction.

**.4 Inventory Maintenance**

- a. A continuous inventory shall be maintained of all hazardous chemicals. Acquisitions and withdrawals shall be reflected on the master inventory of hazardous chemicals for the facility.
- b. All hazardous chemicals shall be issued only in amounts necessary for one day's needs.
- c. All hazardous chemicals shall be accounted for before, during and after their use.

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.5 Annual Mandatory Reporting Requirements

a. DOH Hawaii Chemical Inventory Form

A comprehensive, up-to-date, inventory of all hazardous/extremely hazardous chemicals shall be maintained and reported to the Hawaii State Emergency Response Commission (HSERC), the Local Emergency Planning Committee (LEPC), and the County Fire Department in accordance with the guidelines found in Attachment B "Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA), Section 128E-6, Hawaii Administrative Rules (HAR), Chapter 11-453-25, Filing for the 2019- Reporting Year" of this P&P. Copies of all submittal shall also be forwarded to the departmental Personnel Office – Employee Relations Section for filing (retention time: 3 years).

Information to be provided to the following:

*Hawaii State Emergency Response Committee (HSERC):*

Copy of Chemical Inventory Form with original signature

Facility maps indicating chemical storage locations

Check for \$200 filing fee, for each facility covered under HEPCRA, payable to the State of Hawaii, Hazard Evaluation and Emergency Response Office.

*Local Emergency Planning Committee (LEPC):*

Copy of Chemical Inventory Form with original signature

Facility maps indicating chemical storage locations

*Fire Department in your County:*

Copy of Chemical Inventory Form with original signature

Facility maps indicating chemical storage locations

*Personnel Office – Employee Relations:*

Copy of Chemical Inventory Form with original signature

Facility maps indicating chemical storage locations

Copy of check for \$200 filing fee

b. Deadline for filing is March 1<sup>st</sup> for inventories compiled the previous year.

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