



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER/SPANISH MANUALS

REVISION DATE
5/1/14

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DOC 890.070

POLICY

TITLE
CHEMICAL CONTROL AND HAZCOM

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Major changes, read carefully!


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

3/31/14

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 296-800-170](#); [WAC 296-901](#); DOC 410.390 Hazardous Material Emergency; [DOC 890.000 Safety Program](#); [DOC 890.030 Container and Hazardous Waste Material Management](#); [DOC 890.130 Hazard Assessments and Personal Protective Equipment](#); [DOC 890.620 First Aid Emergency Medical Treatment](#); [42 U.S.C. 116](#); [Chemical Control Reference Table](#); [CFR 40](#); Emergency Response Guidebook; [HAZCOM Manual](#); [Records Retention Schedule](#); Superfund Amendments and Reauthorization Act (SARA), Title III

POLICY:

- I. This policy establishes procedures for handling, controlling, and using chemicals in Department facilities/offices. This policy, in conjunction with the HAZCOM Manual, constitutes the Department's written Chemical Hazard Communication Program.
 - A. This policy does not apply to personal use chemicals or substances exempted from Hazard Communication (HAZCOM) rules under WAC 296-901-14004(6), with the following exception:
 1. Prison employees, contract staff, and volunteers will be limited to one container of alcohol-based hand sanitizer, which must be small enough to fit in a pocket and remain in the owner's control while in the facility.
- II. Employees, contract staff, volunteers, visitors, and offender workers will be informed about and/or have ready access to the hazard information for chemicals to which they are exposed in their work or may come in contact with while at a Department facility/office. The public will be informed about hazardous chemicals present at Department facilities located in the community.

DIRECTIVE:

- I. Responsibility
 - A. Each facility/office will have a HAZCOM Coordinator, designated in writing, who will:
 1. Ensure that procedures are established for handling, controlling, and using chemicals in compliance with this policy and applicable regulations.
 2. Coordinate with employees and contract staff before any work is performed in a facility/office to ensure that a Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) is maintained on all products/

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substances that contain a chemical regulated by the Hazard Communication rules.

a. An MSDS will only be valid until the manufacturer publishes an SDS.

3. Complete and post a HAZCOM bulletin on the facility/office's safety bulletin board advising employees, contract staff, volunteers, and offender workers of their rights under the Hazard Communication rules.

B. Supervisors will ensure that:

1. The established procedures are followed in their zone of control.

2. All required records are readily available for review and retained per the Records Retention Schedule.

II. Reporting Requirements

A. The HAZCOM Coordinator will submit the following to the State Emergency Response Commission (SERC), and to the Local Emergency Planning Committee (LEPC) and fire department with jurisdiction over the facility/office:


1. An MSDS/SDS for, or a list of, the hazardous chemicals present onsite in amounts exceeding the Threshold Planning Quantity established in 42 U.S.C. 116 (i.e., the Emergency Planning and Community Right-to-Know Act).

a. Facilities must submit updated documentation within 3 months of:

1) A hazardous chemical first becoming present in an amount exceeding the threshold level, or

2) Discovering significant new information on a previously declared hazardous chemical.

2. An Emergency and Hazardous Chemical Inventory (i.e., Tier II form available on the Washington State Department of Ecology's website), which must be submitted by March 1 each year for each hazardous chemical that was present in the facility/office in an amount exceeding the threshold level at any time during the previous calendar year.

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III. Approved Chemical List (ACL)

- A. Each HAZCOM Coordinator will maintain a master ACL of all chemicals approved for use in the facility/office. Area specific ACLs will also be maintained in each area of the facility/office, listing the chemicals approved for use in that area.
1. The ACL will include:
 - a. Product name
 - b. Indicator of Flammable, Toxic, or Caustic Material (FTCM) log chemicals, if applicable
 - c. Indication of where the chemical is used
 - d. Hazardous Material Identification System (HMIS) or Signal Word, if applicable
- B. The current MSDS/SDS for each listed chemical will be hyperlinked to the ACL or printed and maintained with the paper list.


IV. Flammable, Toxic, or Caustic Material (FTCM) Log

- A. DOC 21-764 Flammable, Toxic, or Caustic Material (FTCM) log must be maintained for all chemicals used or accessible by offender(s) that have an:
1. MSDS HMIS hazard rating of 2 or higher,
 2. SDS and/or label marked "DANGER", or
 3. SDS and/or label marked "WARNING", only as required per the Department's Chemical Control Reference Table.

- B. FTCM logs will be filled out and reconciled as products are added and/or used.


V. Chemical Review, Approval, and Evaluation Process

- A. All chemicals must be reviewed, evaluated, and approved before being used onsite.
- B. Requests for review will be submitted to the HAZCOM Coordinator using DOC 03-388 Chemical Request Application (CRA), with the product's label information and current MSDS/SDS attached.
1. Before submitting, the requester will review the current facility/office Approved Chemical List (ACL) to ensure the chemical has not already

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been approved or a similar product is not available. Certain chemicals approved on the ACL may have restricted guidelines and accessibility.

2. In Prisons, the request will be forwarded to a local Chemical Review Committee.
 - a. Committee members will include at least 4 of the following:
 - 1) Safety Officer/designee
 - 2) Local Business Advisor
 - 3) Warehouse Manager
 - 4) Facility Manager/designee
 - 5) Captain/Lieutenant or designee
 - 6) Associate Superintendent/designee
 - 7) Correctional Industries representative
 - 8) Others as designated
 - b. The committee will meet as necessary to review submissions. The review process can be conducted in person or remotely (e.g., by email, WebEx).
 - c. The committee will review each chemical to determine:
 - 1) Security concerns and the appropriateness for use in the facility/office.
 - 2) Industrial hygiene and handling requirements.
 - 3) The level of control and whether a DOC 21-764 Flammable Toxic and Caustic Material (FTCM) Log is required.
 - 4) Regulatory reporting requirements.
 - 5) Disposal requirements.
 - 6) Possible alternatives, including less hazardous substitutes and changes in process that would achieve the same result.
 - 7) Requests of pre-approved but restricted chemical that will require development of an assigned work plan for its use.
 - d. If the request is rejected, the written notification will specify the reason(s) for the rejection.

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e. The committee will conduct an annual review of facility ACLs and update them as needed.

3. In all other facilities/offices, the HAZCOM Coordinator will review the request and ensure compliance with this policy.

C. The HAZCOM Coordinator and/or Chemical Review Committee can approve or reject the request, or ask for additional information or modifications to the request.

D. The requester will be notified of the decision in writing.

VI. Container Labeling

A. All containers will be clearly labeled consistent with the Labeling Guidelines in the HAZCOM Manual.

1. HMIS labeling standards will only be valid until the manufacturer publishes labels consistent with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

B. Products with a legible manufacturer's label do not need additional labeling. Original labels must not be covered. Illegible labels will be replaced.

C. Secondary/aftermarket containers will be labeled with the following information, at a minimum.


1. Product identifier
2. Signal word (i.e., DANGER, WARNING), if applicable
3. Hazard statement(s)
4. Pictogram(s)

D. Supervisors will ensure that all chemicals in their zone of control are labeled per this policy and HAZCOM requirements.

VII. Chemical Control, Handling, and Storage

A. Supervisors will ensure that:

1. DOC 21-764 Flammable Toxic and Caustic Material (FTCM) Log is used as required for applicable chemicals within their zone of control.
2. Offenders will only use controlled chemicals (i.e., chemicals requiring FCTM log) when under close supervision (e.g., line of sight at all times) by qualified employees/contract staff.

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3. All chemicals in their zone of control are:
 - a. Stored per this policy, the HAZCOM Manual, and the instructions on the current MSDS/SDS.
 - b. Handled per DOC 890.130 Hazard Assessments and Personal Protective Equipment, the manufacturer's label instructions, and current MSDS/SDS.
 - c. Disposed of per DOC 890.030 Container and Hazardous Waste Material Management.

VIII. Accidental Exposure/Release

- A. In the event of an accidental exposure to a chemical, the exposure control complies with DOC 890.620 First Aid Emergency Medical Treatment, DOC 890.030 Container and Hazardous Waste Material Management, DOC 890.000 Safety Program, the current MSDS/SDS, and the Emergency Response Guidebook.
- B. Accidental release of chemicals will be addressed per this policy, DOC 410.390 Hazardous Material Emergency, and the current MSDS/SDS.

IX. Training

- A. All current employees/contract staff and offender workers will receive information on the new label and SDS requirements.
 1. Employees will receive this information during in-service training.
 2. Offender workers will be provided DOC 21-565 Hazard Communication Label Elements/Safety Data Sheet (SDS) Worker Awareness Training.
- B. New employees/contract staff will receive approved HAZCOM training during New Employee Orientation/Correctional Worker Core.
- C. Offenders will be provided approved HAZCOM training at the Reception Diagnostic Centers.
- D. Employee/contract staff training will be documented in the training database managed by the Department's Training and Development Unit. Offender worker training will be documented in the offender's electronic file.

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DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

[DOC 03-388 Chemical Request Application](#)

[DOC 21-764 Flammable, Toxic and Caustic Material \(FTCM\) Log](#)

[DOC 21-565 Hazard Communication Label Elements/Safety Data Sheet \(SDS\) Worker Awareness Training](#)