


HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE

	SUBJECT:	Sanitation and Maintenance
	P & P #:	F-503
	TITLE:	Toxic, Caustic and Flammable Materials
	EFFECTIVE DATE:	April 3, 2020
	REVIEWED BY:	<i>Andrea King Wessels</i> Andrea King-Wessels, Deputy Director
	AUTHORITY:	<i>Jack Kavanagh</i> Jack Kavanagh, Director

POLICY: The Howard County Department of Corrections shall exercise extreme caution in the handling of all caustic, toxic and/or flammable materials. The uncontrolled use of these materials could pose a threat to the welfare and safety of both inmates/detainees and department staff.

REFERENCES: Maryland Commission on Correctional Standards – Adult Detention Centers Standard .04 A, and Performance Based National Detention Standards 2011 (PBNDS) Section 2.1 V. B., Maryland Occupational Safety and Health Administration (MOSHA) Standards, **Policy A-014 Inventory, A-030 Ordering/Issuing Supplies**, and Post Order 16 Administrative Captain.

DEFINITIONS:

Toxic, Caustic and Flammable Materials - Materials such as lye, insecticide, denatured alcohol, paints, paint thinner, gasoline, and any other similar materials which, if misused, could cause bodily harm.

PROCEDURES:

I. Storage and Inventory Control

- A. These materials shall be stored in a maintenance building located outside the institution to which inmates do not have direct access. The Administrative Captain/designee shall be responsible for inventory and control of toxic, caustic and flammable materials.
- B. An inventory shall be maintained on all caustic, toxic and/or flammable materials. A monthly inspection shall be conducted by the **assigned Inventory/Supply Officer** of all caustic, toxic and/or flammable materials to determine condition and accountability. **Upon completion, the assigned Inventory/Supply Officer shall submit the monthly inventory report to the Administrative Captain and Office Manager by the 10th of each month. The Administrative Captain shall ensure the inspection reports are forwarded to the Compliance Office as referenced in HCDC Policy A-014 Inventory.**

II. Distribution and Disposal

- A. Distribution shall be under the supervision of authorized staff who shall be responsible for seeing that all unused materials are returned to proper storage.
- B. Inmate/detainees using hazardous materials shall receive training in material use, storage and disposal.
- C. Toxic, Caustic and/or flammable materials shall be disposed of according to established health and safety codes.
- D. No aerosol cans of any type shall be distributed or taken to the secure areas of the facility.
- E. The Administrative Captain/designee shall be responsible for assuring and coordinating the disposal of paint and other toxic, caustic, and/or flammable through the County Landfill.

III. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: None

RESCISSIONS: HCDC Policy F-503 Toxic, Caustic and Flammable Materials effective April 3, 2019, May 3, 2018, May 5, 2017, July 13, 2016.