



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 3.2.12	Subject: <b>CONTROL AND USE OF HAZARDOUS MATERIALS</b>
Chapter 3: FACILITY/PROGRAM OPERATIONS	Page 1 of 3
Section 2: Safety and Emergency Procedures	Effective Date: 4/01/1997
Signature: /s/ Mike Batista, Director	Revised: 9/26/2013

## **I. POLICY**

The Montana Department of Corrections is committed to providing staff and offenders handling hazardous materials the information required to handle such material safely and deal effectively with incidents.

## **II. APPLICABILITY**

All divisions, facilities, and programs Department-owned and contracted, as specified in the contract.

## **III. DEFINITIONS**

Hazardous Material - Means any element, chemical compound, or mixture of elements or compounds that may constitute a physical, health, or major environmental hazard as defined by law.

Material Safety Data Sheet (MSDS) - Written precaution statement specific to a hazardous material with provisions for handling, storage, first aid, disposal and decontamination.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. Each facility or program will develop operational procedures that include processes for the following:
  - a. maintaining hazardous materials;
  - b. consideration for the location of highways and railroads where hazardous materials may be transported and the proximity of factories or other industrial installations outside the facility that manufacture or store materials that could pose a threat in the event of a spillage or incident;
  - c. in the event of an incident:
    - 1) how the facility or program will contain the hazardous materials to limit the spread of the substance and minimize exposure to staff and offenders; and
    - 2) how the facility or program will decontaminate staff, offenders, and affected areas.
2. Each facility or program will designate a safety officer responsible for hazardous material control including storage, issuance and supervision of toxic, corrosive, flammable, and explosive compounds.
3. Each facility/program should maintain the following information:
  - a. a list of locations, type, approximate quantities, and MSDSs of hazardous material; and

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- b. names and phone numbers of local, state, and federal authorities that may respond to specific hazardous material incidents.

### **C. Inventory and Storage**

1. MSDSs will be maintained and available in areas where hazardous substances are stored or used.
2. An inventory of all hazardous materials will be maintained at the storage location.
3. Appropriate storage containers will be available and properly labeled in areas where hazardous materials may be used.
4. Under the guidelines of the Code of Federal Regulations ([CFR](#)) [29.1910.1200, \(b\) \(ix\)](#), general use materials and chemicals may be exempt from MSDS standards if they are considered common “household” items and are used as directed by the manufacturer’s original packaging.

### **D. Training**

1. Staff and offenders working with, in the proximity of, or having the potential to work with hazardous materials will complete training, at minimum, annually. Training will include:
  - a. interpretation of labels and MSDSs;
  - b. effects of hazardous materials; and
  - c. safe handling, use of protective equipment, first-aid treatment, cleanup, and disposal procedures for hazardous materials.

### **E. Notification and Evacuation**

1. In the event of a hazardous material incident, the facility administrator, safety officer, and maintenance and medical staff must be promptly notified; if the incident requires evacuation of staff or offenders or requires outside involvement, response will be consistent with *DOC Policies 1.1.6, Priority Incident Reporting, 3.2.5, Internal Evacuation, and 3.2.6 External Evacuation*.
3. Safety officers will maintain a current list of agencies requiring notification in the event of a hazardous material incident including agencies with hazardous material experts, law enforcement agencies, and the local fire department.

## **V. CLOSING**

Questions concerning this policy should be directed to the chief of security.

## **VI. REFERENCES**

- A. [50-78-101, MCA](#); [75-10-701, MCA](#)
- B. [42 U.S.C. 9601 \(14\)](#)
- C. [29 CFR 1910.1200, OSHA](#); [40 CFR 262, OSHA](#)
- D. *DOC Policies 1.1.6, Priority Incident Reporting, 3.2.5, Internal Evacuation, and 3.2.6 External Evacuation.*

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## VII. ATTACHMENTS

None