



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure:	MSP 3.2.12 CONTROL AND USE OF HAZARDOUS MATERIALS	
Effective Date:	September 4, 2001	Page 1 of 4 and 1 Attachments
Revision Date(s):	February 1, 2017, December 1, 2019, December 15, 2020, January 15, 2021	
Reference(s):	DOC Policy 3.2.12	
Signature:	/s/ Jim Salmonsens / Warden	
Signature:	/s/ Gayle Butler / MCE Administrator	

I. PURPOSE:

Montana State Prison (MSP) which includes Riverside Special Needs Unit (RSNU) along with Montana Correctional Enterprises (MCE) shall deal safely and effectively with the control and use of hazardous materials.

II. DEFINITIONS:

Hazardous Material (HAZMAT) – 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.

HAZMAT Safety Officer – is a designated person that is trained to recognize hazardous materials and ensures safe practices are followed in the use and storage of HAZMAT. This includes oversight of compliance, safety inspections and conducting related training.

Safety Data Sheet (SDS) – Written precaution statement specific to a hazardous material with provisions for handling, storage, first aid, disposal, and decontamination. SDS can be found in MSP File Share: \\corhincen16\MSPData\Maintenance\SDS SHEETS

III. PROCEDURE:

A. General Requirements

1. MSP and MCE will each designate one individual to be a Hazardous Materials Safety Officer (aka HAZMAT Safety Officer, per DOC 3.2.12, Para IV.a.2.). The Hazardous Materials Safety Officer will maintain Hazardous Material Programs compliance which includes, but is not limited to:
 - a. training of staff and inmates who use chemicals on the interpretation of labels and SDS;
 - b. proper storage of hazardous material; and
 - c. the supervision of:
 - 1) use of any element or chemical compound;
 - 2) mixture of elements and compounds;

- 3) procedures for prevention of, and responding to related hazardous material critical incidents or accidents; and
 - 4) reporting of exposure.
2. All SDS will be kept on file at the MSP Warehouse, location of chemical storage, Command Post, and Fire Brigade. The SDS will be available on the I-Drive and updated annually. SDS can be found in MSP File Share: \\corh\ncen16\MSPData\Maintenance\SDS SHEETS
3. Identified elements, chemical compounds, or mixture elements or compounds will be documented/ reported with the Montana Department of Environmental Quality (DEQ) Tier I and Tier II program.
4. Annual safety compliance inspections will be conducted by HAZMAT Safety Officer in conjunction with appropriate MSP and MCE Safety Committee Members or another State Safety and Risk Management organization (Montana State Fund, Tort Claims, DEQ, etc) and results reported to the MSP/MCE Safety Committee and Emergency Preparedness Manager.
5. The MSP/MCE Emergency Preparedness plan shall take into account the location of highways and railroads where hazardous materials may be transported, and the proximity of factories or other industrial installations that manufacture or store materials that could pose a threat in the event of spillage or an accident.

B. Hazardous Material Emergency Response Plan

1. The MSP/MCE Hazardous Materials Safety Officer will develop and maintain a Hazardous Material Emergency Response Plan with support from the Emergency Preparedness Manager. The Hazardous Material Emergency Response Plan will identify critical incident requirements that address the following:
 - a. Incident Command System (ICS);
 - b. emergency notification; and
 - c. emergency response operations that include but are not limited to:
 - 1) emergency responder safety;
 - 2) scene security;
 - 3) containment; and
 - 4) recovery.
 - d. accident, spill, or discharge reporting. This includes following the reporting rules and regulations of the following organizations:
 - 1) Montana Department of Environmental Quality (DEQ);
 - 2) Montana Disaster and Emergency Services (DES); and
 - 3) Federal Department of Environmental Protection Agency (EPA).
2. The Emergency Response Plan will address MSP's location to Interstate 90 and Burlington Northern-Santa Fe railroad where hazardous materials may be transported and may pose a threat in the event of a chemical spill or derailment.

C. Inventory, Issue, and Storage of Hazardous Materials

Subject: CONTROL & USE OF HAZARDOUS MATERIALS

1. The SDS must be maintained and available in each area where hazardous substances are stored or used.
2. A perpetual inventory of all hazardous materials shall be maintained in each area where they are stored or used.
3. *MSP Procedure 5.5.4, Hobby Program* must require that all hazardous materials related to the inmate hobby program be inventoried, controlled, and dispensed pursuant to the Hazardous Materials Program.
4. Each area where hazardous materials are stored must have the appropriate hazardous material storage containers, which must be clearly labeled with exterior doors properly placard.
5. All products considered flammable must be managed, controlled, and stored as a hazardous material.

D. Training

1. All staff and inmates working with, or in the proximity of hazardous materials, or who have safety job assignments as a part of their job description, must be provided annual training specific to the issues related to handling, storage and disposal of hazardous materials. This training shall include accident prevention, understanding SDS, as well as the appropriate response in the event of an accident/spill.
2. Staff and Inmates using chemicals that are not exempt from SDS standards will:
 - a. watch the *Inmate Worker Safety Video*; and
 - b. sign the *Chemical Safety and Acknowledgement Form* (attachment A).
3. Unit Management Team is responsible for the training of inmate workers in their housing unit and must send the signed copy of the *Chemical Safety and Acknowledgement Form* (attachment A) to the training department to ensure compliance of training by the Safety Committee Chairman.
4. Supervisors will be responsible for site specific inmate training. This includes the supervisors for the Infirmary, motor vehicle maintenance, Industries, and all other areas outside of the housing units where inmates may have contact or use chemicals with an SDS.
5. The UMT will request that inmates who are expected to clean spills that contain any aspect of blood borne pathogens as part of job duties be trained by the infirmary

E. Notification

1. The Hazardous Materials Program must include a provision for notification of appropriate personnel for all hazardous material incidents.
2. Any incident that may require evacuation of staff or inmates, or requires outside notification, must be immediately reported to the MSP Warden, MCE Administrator, and Department Emergency Notification System (Code Red).

3. The MSP Hazardous Material Coordinator will maintain a current list of all agencies that should be notified in accordance with DES and DEQ emergency operation protocol in the event of a hazardous materials incident. This notification list must include agencies with hazardous material experts, appropriate law enforcement agencies, and the local fire department.

F. Containment

1. The Hazardous Material Program shall include procedures designed to contain and limit the spread of hazardous substances and minimize exposure of staff and inmates to its effects. These procedures will include restricting access to the affected area, shutting off ventilation and drain systems, and reducing the potential for further spread or contamination.

G. Expert Assistance

1. In order to respond effectively to a hazardous material incident, the Hazardous Material Program must include the following information:
 - a. a list of the location, type, and approximate quantities of each category of hazardous material, with the appropriate SDS;
 - b. a list of the names and phone numbers of local, state, and federal authorities that have the capability of responding to specific hazardous material incidents; and
 - c. procedures for decontamination of staff, inmates, and affected area(s) of the facility.

H. Evacuation (On Site – Off Site)

1. The decision to evacuate in the case of a hazardous material incident may only be made by the Warden or Incident Commander after consultation with State of Montana or United States Federal hazardous material experts.
2. In the event that there is clear evidence that the situation poses a serious threat to health and safety, immediate removal of staff and inmates from affected area(s) may be ordered by the Incident Commander. Specific plans for a full-scale (on site – off site) evacuation of all, or part, of the facility are identified in the Evacuation Emergency Response Plan.

IV. CLOSING

Questions regarding this policy shall be addressed to the Hazardous Materials Safety Officer or the Associate Warden of Security.

V. ATTACHMENTS

Chemical Safety Acknowledgement Form.

Attachment A

DEPARTMENT OF CORRECTIONS

Chemical Safety Acknowledgement Form

I, _____ (print name), have viewed the Chemical Safety videos below, and have an understanding of chemical safety. I was given the opportunity to ask any questions I had after viewing the video.

1. OSHA Training Tutorial - Understanding Safety Data Sheets (SDS's)

<https://www.youtube.com/watch?v=vCI7XXExs7s>

2. Awareness Level: <https://www.youtube.com/watch?v=UJ1ZxPOvjK8>

3. Emergency Response Guidebook: <https://www.youtube.com/watch?v=WCpr4Xmhrss>

I understand that anytime I have questions about chemicals I can refer to the HAZMAT Safety Officer or appropriate MSP staff for answers.

Viewer Signature

Date

Staff Witness Signature

Date