 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No.: MWP 3.1.9 | Subject: **AIR HANDLER OPERATIONS** |
| Reference: DOC 3.1.9 | Page 1 of 1 |
| Effective Date: 31 January 2002  | Revision Date: 5-12-2003, 11-29-2012 |
| Signature: //s// Jo Acton  |

 **I. PURPOSE**

To ensure unrelated personnel are not unnecessarily exposed to OC spray and to assist in the decontamination of the affected area(s).

**II. DEFINITIONS**

 **OC-** meansOleoresin Capsicum, a derivative of Cayenne pepper, and is classified as an inflammatory agent, commercial color code black.

 **III. PROCEDURES**

1. **Responsibilities**

When the use of OC Spray is planned and/or likely, the air handler for the particular pod needs to be reset so as to limit the amount of the OC Spray going into other areas. The following steps are to be followed:

1. The Lieutenant will log onto the computer in Lieutenant’s office.
2. Click on the “Internet Explorer” icon.
3. In the address block enter [http://10.96.161.99](http://10.96.161.99/).
4. Once the MTI screen appears, click on “Air Handler”.
5. This will give you six choices:
	1. HVAC 1 – 1st Floor and Kitchen
	2. HVAC 2 – A & D Pods
	3. HVAC 3 – C & F Pods
	4. HVAC 4 – B & E Pods
	5. HVAC 5 – Control
	6. MAU/EF6 – Kitchen
6. Click on the unit you wish to adjust (normally HVAC 2, 3, or 4).
7. Once the screen for the unit you selected finishes its set-up, go to the right side of the screen and look for the “Minimum OSA” box. This is for “Outside Air”; enhance the O-S-A.
8. Click on and hold the horizontal bar and slide it up to 100%. This will allow for the air to be exchanged in that area.
9. Once the use of OC Spray is completed and the affected area is decontaminated, reset (using the above steps) the affected air handler to 20%.

**IV. CLOSING**

Questions concerning this operational procedure should be directed to your immediate supervisor.

**V. ATTACHMENTS**

None