



POLICY DIRECTIVE

Policy:	DOC 3.2.12 CONTROL AND USE OF HAZARDOUS MATERIALS
Effective Date:	04/01/1997 Page 1 of 2
Revision Date(s):	09/26/2013; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

I. POLICY

The Department 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 facilities and programs, as specified in the contract.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. General Requirements

1. Each facility or program will develop requirements 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 or program should maintain the following information:
 - a. a list of locations, type, approximate quantities, and MSDSs of hazardous material; and
 - b. names and phone numbers of local, state, and federal authorities who may respond to specific hazardous material incidents.

B. 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

C. 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, including:
 - 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 processes for hazardous materials.

D. 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.
 - a. If the incident requires evacuation of staff or offenders or requires outside involvement, the response will be consistent with *DOC 1.1.6 Priority Incident Reporting*, *DOC 3.2.5 Internal Evacuation*, and *DOC 3.2.6 External Evacuation*.
2. 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 about this policy should be directed to the chief of security.

VI. REFERENCES

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