



Virginia Department of Corrections

Infrastructure and Environmental Services

Operating Procedure 302.2

Control of Hazardous Materials

Authority:

Directive 302, *Environmental Services*

Effective Date: December 1, 2020

Amended:

Supersedes:

Operating Procedure 302.2, December 1, 2017

Access: Restricted Public Inmate

ACA/PREA Standards: 5-ACI-3B-05;
4-ACRS-1C-17, 4-ACRS-1C-18; 2-CI-1A-7,
2-CI-1A-8, 2-CI-1B-1-1, 2-CI-1B-4; 2-CO-3B-01;
1-CTA-3B-06

Content Owner:	Meghan Mayfield Energy and Environmental Administrator	<i>Documentation on File</i>	11/5/20
		Signature	Date
Reviewer:	Timothy Newton Director of Infrastructure & Environmental Management	<i>Signature Copy on File</i>	11/5/20
		Signature	Date
Signatory:	Joseph W. Walters Deputy Director For Administration	<i>Signature Copy on File</i>	11/10/20
		Signature	Date

REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

Table of Contents

DEFINITIONS	3
PURPOSE	5
PROCEDURE.....	5
I. Control.....	5
II. Storage/Safe Handling.....	6
III. Control of Flammable Materials	7
IV. Agribusiness	9
V. Dispensing/Inventory Controls	9
VI. Proper Use	11
REFERENCES.....	12
ATTACHMENTS	12
FORM CITATIONS	12



DEFINITIONS

Chemical Storage Area - Any area in which a chemical is stored

Combustible Liquid - A substance with a flash point at or above 100 degrees Fahrenheit (37.8 degrees Centigrade); classified by flash point as a Class II or Class III liquid

Corrosive Material - A substance that can destroy or eat away by chemical reaction (for example, lye, caustic soda, sulfuric acid)

Flammable Liquid - A substance with a flash point below 100 degrees Fahrenheit (37.8 degrees Centigrade); classified by flash point as a Class I liquid

Flash Point - The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or in the vessel used)

Global Harmonization System of Classification and Labeling of Chemicals (GHS) - A system for standardizing and harmonizing the classification and labeling of chemicals

Hazard Communication Standard (HCS) - A system established by OSHA requiring employers to provide employees information about hazardous substances in the workplace through Material Safety Data Sheets and Safety Data Sheets (MSDS/SDS)

Hazardous Materials and Substances - Substances classified as harmful to the environment or to human health, and whose disposal is governed by federal, state, and local laws and regulations

Institutional Safety Specialist (ISS) - The individual whose full time duties are to coordinate, monitor, and evaluate the facility's safety functions and advise management on recommended action to enhance safety programs. The institutional safety specialist will serve as a member of the facility executive team and will report to the Facility Unit Head or Assistant Facility Unit Head.

Inventory Log System - A system that reflects the chemicals being stored in the designated area, but does not include a running total of each chemical, and is not as detailed as a perpetual inventory. The log should indicate the number of containers of each chemical, and which ones are "in-use."

Label - Written, printed, or graphic material displayed on or affixed to a chemical container

Mission Critical Chemicals - Chemicals approved for use in specific emergencies, declared events or other VADOC incidents that are not approved for normal operating conditions

Organizational Unit - A DOC unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit, e.g., Human Resources, Offender Management, Internal Audit

Perpetual Inventory - An inventory that reflects an accurate, running total of hazardous chemicals; this inventory notes any addition to and/or removal from the designated stock. The inventory should indicate that each container is accounted for, and the amount in the in-use container is noted. Perpetual inventories only apply to restricted chemicals stored inside the secure perimeter. These chemicals are also subject to a *Hazardous Materials Exemption* form.

Personal Protective Equipment (PPE) - Equipment intended to be worn by an individual for protection to create a barrier against workplace hazards, e.g., gloves, gown, mask, goggles, etc.

Restricted Material - Materials will be rated as restricted based on National Fire Protection Association (NFPA)/GHS ratings or other information provided in the SDS such as:

- Health Hazard - Rating of 2 or higher
- Flammability (Combustible) - Rating of 2 or higher; Flashpoint less than 200° F
- Reactivity - Rating of 2 or higher
- Special Notes - All aerosol containers rated as restricted
- Any material labeled with one or more GHS pictograms

Safety Data Sheet (SDS) - A document required by government regulation for hazardous chemical substances produced and/or sold in the United States. Each SDS sheet will be in English and will contain the following



information: the identity used on the label, physical and chemical characteristics (vapor, pressure flash point, and so forth), physical and health hazards, primary routes of entry for human exposure, exposure limits, precautions for safe handling and use, control measures, emergency and first aid procedures, and the chemical manufacturer's name, address, and telephone number.

Secondary Container - A portable container into which chemicals are transferred for use

Toxic Material - A substance that through chemical reaction or mixture can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The toxicity is dependent on the quantity absorbed and the rate, method, and the site of absorption and the concentration of the chemical.

Unit Safety Coordinator (USC) - The individual who has been designated by the Organizational Unit Head to coordinate the organizational unit's safety functions as a collateral duty; generally, such positions occur at DOC field units, Community Corrections facilities, P&P Offices, and administrative offices where there are no full time, classified safety positions.



PURPOSE

This operating procedure provides protocols for Department of Corrections (DOC) units in the control, storage, safe handling, and proper use of all flammable, toxic, and corrosive materials.

PROCEDURE

- I. Control
 - A. This operating procedure governs the control, storage, and use of all flammable, toxic, and caustic materials. (5-ACI-3B-05; 4-ACRS-1C-17; 2-CI-1B-4; 2-CO-3B-01; 1-CTA-3B-06) Probation and Parole and other administrative offices not located at DOC facilities must be operated safely, but the inventory requirements and restrictions on aerosol cans do not apply.
 - B. Each organizational unit that handles or uses any chemicals, other than general purpose cleaning supplies will designate an employee to serve as Institutional Safety Specialist (ISS) or Unit Safety Coordinator (USC) to oversee and manage the control of hazardous materials for the unit. .
 1. The ISS/USC must maintain a current comprehensive listing of all chemicals used at the unit; see [Chemical Listing](#) 302_F4 for a sample. The list must include the following information for each chemical:
 - a. Product name
 - b. Manufacturer
 - c. Hazard rating, NFPA or GHS Pictogram
 - d. Restricted/non-restricted determination
 - e. Usage areas
 2. The ISS/USC must maintain a file of current Safety Data Sheets (SDS) for each chemical used in the unit and must:
 - a. Update facility SDS as revisions become available
 - b. Ensure that the most current SDS is being used
 - c. Maintain a separate archival folder of obsolete MSDS/SDS
 - d. Ensure that all SDS sheets and books throughout the facility are reviewed annually and documented as such.
 - C. Unit employees must route all requests for purchases of chemicals through the ISS/USC for evaluation before purchase. Evaluations should be based on the following criteria:
 1. All food service chemicals, general-purpose cleaners, general-purpose pesticides, and laundry chemicals, other than VCE industrial laundry operations, must be listed on the Attachment 1, *Approved Chemicals List*; no substitutions will be made without the approval of the Regional Environmental Specialist.
 2. Chemical approvals for products used, but not stored, inside the secure perimeter will not be selected by the ISS/USC to circumvent the *Approved Chemicals List*.
 3. There is a current and correct SDS available for the chemical requested.
 4. The product is appropriate for the correctional environment and labeled for the intended/proposed use.
 5. The product requested is the least hazardous option for the intended/proposed use.
 6. An evaluation of the possible impact of the product on the wastewater treatment system, and/or solid waste disposal systems and waste streams.
 - D. Purchase of chemical products not currently in use in the unit:
 1. The employee requesting to order a new chemical product will obtain the SDS prior to ordering the



chemical.

2. The SDS will be forwarded to the ISS/USC for review and approval prior to ordering the chemical
 3. If a material is determined by the ISS/USC as being hazardous (and consequently deemed restricted), a replacement material should be substituted.
 4. The ISS/USC, Organizational Unit Head, the Regional Environmental Specialist, and Regional Safety Coordinator prior to purchase must approve all requests for restricted chemicals to be stored inside the secure perimeter.
- E. At least annually, the control of restricted materials must be reviewed to ensure continued compliance with all aspects of this operating procedure. Any deficiencies must be addressed with remedial action.

II. Storage and Safe Handling

- A. All employees, volunteers, contractors and inmate-workers will be trained on the Hazard Communication Standard (HCS), as set forth by Occupational Safety & Health Administration (OSHA), during annual in-service training or other applicable training and when new restricted hazardous materials are received. (2-CI-1A-8)
1. Training for newly received restricted hazardous materials will take place as needed in the work area that will utilize the chemical before the chemical may be used.
 2. The ISS/USC should be responsible for training employees and offenders in the proper use and safe handling of the specific restricted materials used in their work area. (4-ACRS-1C-18)
 3. Appropriate personal protective equipment (PPE) must be available on the work site and properly utilized; see Operating Procedure 303.1, *Department Safety Functions*.
 4. Each unit conforms to applicable laws and safety standards in the storage, handling, and disposal of chemicals, waste materials, and other potential atmospheric, soil or water pollutants. (2-CI-1A-7)
- B. The ISS/USC must review the SDS sheets for all products with chemicals received at the unit to determine if the product should be categorized as restricted or non-restricted. Materials must be rated as restricted based on the material's NFPA/GHS ratings or on other information provided in the SDS such as:
1. Health Hazard - Rating of 2 or higher
 2. Flammability (Combustible) - Rating of 2 or higher; flashpoint less than 200° F
 3. Reactivity - Rating of 2 or higher
 4. Special Notes - All aerosol containers must be categorized as restricted.
 5. Any material labeled with one or more GHS pictograms.
- C. Restricted materials must be stored outside the secure perimeter of a facility.
1. Restricted Materials will be stored in a locked and secure area.
 2. Designated employees will be responsible for the proper receiving, inventorying, and issuance of all restricted materials.
 3. An inventory log system must be maintained to indicate the current stock and the amount and to whom the restricted chemical product has been issued. This does not have to be a perpetual inventory for these chemicals stored outside the secure perimeter, but it must be an accurate log.
 4. For purposes of chemical storage only, the Administration Building is considered to be inside the secure perimeter.
 - a. Chemical agents, ammunition, munitions, and weapons cleaning and maintenance compounds may be stored in designated armories and security posts in accordance with Operating Procedure 430.1, *Armory Operation and Maintenance*.
 - b. These chemicals do not require an approved *Exemption - Hazardous Materials Storage*.



- D. Exemptions may be requested to store materials rated as restricted inside the secured perimeter where the material is housed in a locked security cage or other secure area.
1. Each exemption must be specifically requested using the [Exemption - Hazardous Materials Storage \(GHS\) 302_F3](#) and approved by the Facility Unit Head, Regional Environmental Specialist and the Regional Safety Coordinator.
 2. Each approved exemption will expire three years from the approval date and a new [Exemption - Hazardous Materials Storage \(GHS\) 302_F3](#) must be submitted and approved to continue an exemption.
 3. The ISS/USC will maintain the previously approved *Exemption - Hazardous Materials Storage 302_F2* (discontinued) or [Exemption - Hazardous Materials Storage \(GHS\) 302_F3](#) and a copy of the approval with the associated SDS will be maintained in the areas approved for exemption. A fully executed copy of the approval must also be stored in the digital master EHA folder.
 4. Upon receipt of an SDS without NFPA or GHS ratings, consult the Regional Environmental Specialist in regards to exemption qualifications and requirements.
- E. Reasonable quantities, generally a week's supply, of non-restricted products with chemicals may be stored inside of a security perimeter, in designated areas.
1. Each storage area must utilize an inventory log system. The inventory log should indicate the number of containers of each chemical, with one container marked as "in use".
 2. Each non-restricted housekeeping chemical container and other chemicals available for use by offenders inside of the perimeter should be stored on a shadow board, cabinet, or cage in a locked area when not in use.
- F. Each chemical storage area must maintain the SDS sheets for all chemicals being stored in that area or signage stating where the appropriate SDS is located.
- G. When possible, all chemicals should be stored in their original container with the manufacturer's label intact.
1. When chemicals are moved from the original to a secondary container, the secondary container must be labeled to identify the contents.
 2. Each secondary container must be clearly marked as to the content, flammability, toxicity, and stability or with approved GHS labeling using either Attachment 2, *1 - GHS Labels*, Attachment 3, *4 - GHS Labels*, or Attachment 4, *2 - GHS Labels*.
- H. Pesticides must be secured and dispensed only to Virginia Certified Applicators. Proper clothing and PPE must be worn as required by the pesticide label.

III. Control of Flammable Materials

- A. Any liquid or aerosol that is required to be labeled "*Flammable*" or "*Combustible*" under 15 U.S.C. §§ 1261-1278, Hazardous Substances, must be stored and used according to label recommendations in a way that does not endanger life or property.
1. For example, propane tanks are to be stored in expanded metal cages, gasoline cans are to be stored in flammable lockers, oxygen and acetylene may be stored side by side but must be separated by a 30-minute fire barrier, etc.
 2. All flammable materials will be controlled, safely handled, and securely stored. Special containers for flammable liquids and for rags used with flammable liquids are provided. All trash receptacles and containers are emptied and cleaned daily. **(2-CI-1B-1-1)**
 3. Smoking is not permitted on the grounds, within any building operated, or under the authority of the DOC.



- B. Chemical storage areas and cabinets must be properly secured and supervised by an authorized employee any time they are in use or unlocked.
- C. All portable containers for flammable and combustible liquids other than the original shipping containers must be OSHA compliant or U.S. Department of Transportation (DOT) approved containers. Containers will bear legible labels identifying the contents with approved GHS labeling using either Attachment 2, 1 - *GHS Labels*, Attachment 3, 4 - *GHS Labels*, or Attachment 4, 2 - *GHS Labels*.
- D. Only an authorized employee can dispense flammable and combustible liquids. Under no circumstances can flammable or combustible liquids be used for cleaning unless labeled for the intended use and specifically approved in writing by the ISS/USC.

Under no circumstances will a flammable product be used to start a bonfire, burn pile, burn barrel, etc.

- E. A DOC employee, trained in spill response, must be present whenever a vendor offloads petroleum products into a storage tank owned or operated by the DOC, including those at VCE locations. This includes not only the filling of storage tanks but belly tanks in generators as well. The DOC representative must be present with the vendor at the fill location for the duration of the petroleum dispensing process.

Any spill of petroleum that occurs during the fill process must be immediately be reported to the ISS/USC while the fuel vendor is still onsite; the ISS/USC will in turn notify the appropriate parties for further action and guidance to include the Regional Environmental Specialist.

- F. Gasoline and similar flammables must be strictly controlled and maintained in the following manner:
 - 1. Gasoline storage tanks and pumps should be located outside a facility secure perimeter. Pumps and fill ports must be locked when not in use.
 - 2. Gasoline powered equipment should be filled outside of the secure perimeter before being brought into the secure perimeter.
 - a. Such equipment should be directly supervised at all times.
 - b. Gasoline storage containers should not be brought into the security perimeter. If gasoline storage containers must be brought inside the secure perimeter, e.g., small engine repair classes, they must be taken back outside the secure perimeter at the end of the workday.
 - c. Gasoline powered equipment and accompanying gasoline supplies must be stored outside of the secure perimeter in a secure area when not in use.
 - d. Gasoline must never be carried in any type container except an OSHA or DOT approved safety can.

G. Outside Storage of Gasoline Cans

- 1. The storage area must be graded in a manner to divert possible spills away from buildings or must be surrounded by a curb at least six inches high.
 - a. When curbs are used, provisions must be made for draining of accumulations of ground or rainwater or spills of flammable liquids.
 - b. Drains must terminate at a safe location and must be accessible to operation under fire conditions.
- 2. The storage area must be protected against tampering or trespassers where necessary and must be kept free of weeds, debris and other combustible material.
- 3. Flammable and combustible liquids are required to be stored in a identified flammable storage cabinet or an approved liquid storage cabinet that has a manufacturer installed lock.
 - a. No after-factory hasps are permitted to be installed.
 - b. The shell of the locker will not be punctured in any way and the cabinet must have self-closing doors that are fully operational.
- 4. Suitable fire control devices, such as small hose or portable fire extinguishers, must be available at all locations where flammable liquids are stored.

5. At least one portable fire extinguisher with a rating of not less than 12-B units must be located not less than 10 feet, nor more than 25 feet, from any Category 1, 2, or 3 flammable liquid storage area located outside of the storage room but still inside a building.

H. Storage of Oxygen/Acetylene tanks within the security perimeter:

1. [OSHA Regulation 1926.350, *Welding and Cutting*](#), states that oxygen cylinders in storage will be separated from fuel-gas cylinders or combustible materials, especially oil or grease, at a minimum distance of 20 feet or by a noncombustible barrier at least five feet high having a fire resistance rating of at least one-half hour.
 2. Inside of buildings, cylinders must be stored in a well-protected, well-ventilated, dry location at least 20 feet from highly combustible materials such as oil or excelsior. Cylinders must be stored in specifically assigned places away from elevators, stairs, or gangways.
 3. Assigned storage places must be located where cylinders will not be knocked over or damaged by passing or falling objects or be subject to tampering by unauthorized persons.
 4. Cylinders will not be kept in unventilated enclosures such as lockers and cupboards.
- I. When glues are needed for use inside the secure compound, all attempts should be made to utilize a non-flammable and non-toxic type. When this is not possible, strict accountability is required to prevent offender abuse of these substances as intoxicants and/or inhalants.
- J. The Regional Environmental Specialist and Organizational Unit Head must approve any use of liquid household or commercial bleach in any DOC organizational unit. Use and/or storage inside a secure facility perimeter must be approved on an [Exemption - Hazardous Materials Storage \(GHS\) 302_F3](#) or during emergencies in writing from the Regional Environmental Specialist.

IV. Agribusiness

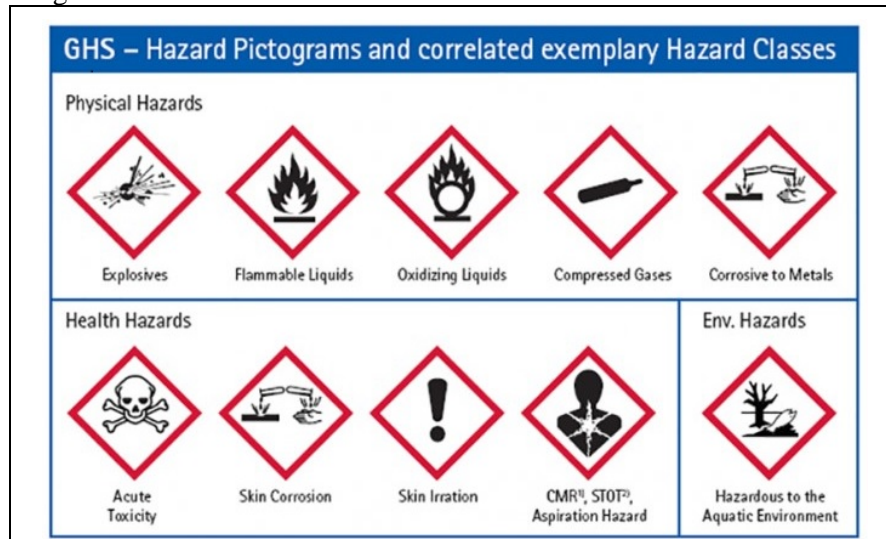
- A. Farm pesticides must be handled, stored, used, and disposed of in accordance with [Environmental Protection Agency](#) (EPA), [Virginia Department of Environmental Quality](#) (DEQ), and [Virginia Department of Agriculture Office of Pesticide Services](#) regulations.
- B. Dairy, milk plant, meat plant, and other such operations will be allowed to use specific [U.S. Department of Agriculture](#) (USDA) approved materials as determined by the Agribusiness Manager.

V. Dispensing/Inventory Controls

- A. For restricted chemicals, a perpetual inventory must be maintained in the chemical storage area when the chemical is stored inside the secure perimeter.
- B. For non-restricted and restricted chemicals, an inventory control system will be in place in each location where the chemical is stored. A perpetual inventory is not required for non-restricted chemicals.
- C. All chemicals requiring dilution will be properly diluted before issuance to offenders. Offenders must not be allowed unsupervised access to chemical concentrates.
- D. Diluted products with a hazard rating of a (0) or (1) for health, flammability and reactivity, using the guidelines from the SDS, do not meet the definition of hazardous or restricted.
 1. Issue logs for these substances are not required, but all containers must be labeled.
 2. SDS sheets must be maintained and readily available for these chemicals.
 3. An inventory of these products must be maintained in the primary storage area for general control purposes but is not required in the area where the product is used.
- E. Chemicals must only be dispensed in labeled and approved containers that properly identify the contents. No repurposed food containers, cups, or bowls other containers resembling food containers will be used.

- F. Chemicals will not be issued to any employee or offender that is not properly trained in their use. Everyone using a chemical must be properly trained in their use and dangers.
- G. Offenders will not be issued or allowed unsupervised access to restricted hazardous materials to include chemicals that when undiluted have GHS pictograms or are considered flammable under NFPA Standards
- H. Hazard Communication Standard for Hazardous Materials and Substances (GHS Pictograms / NFPA Labels Hazard Ratings). A Hazard Communication program must be incorporated in the general employee training curriculum and a specific training program for all offenders using a particular substance should be instituted in either work or training activities.

1. GHS Pictograms



2. NFPA 704, *Standard System for the Identification of Hazards Materials for Emergency Response* is a standard maintained by the [National Fire Protection Association \(NFPA\)](#)
- NFPA hazard ratings establishes the Fire Diamond as a visual representation of the hazard ratings, see Attachment 5, *NFPA Hazard Ratings*, used by emergency personnel to quickly and easily identify the risks posed by hazardous materials.
 - The four divisions of the NFPA *Fire Diamond* are typically color-coded with red on top indicating flammability, blue on the left indicating level of health hazard, yellow on the right for chemical reactivity, and white containing codes for special hazards.
 - Each of the divisions of flammability, health, and reactivity is rated on a scale from 0 (minimal hazard) to 4 (severe hazard)
 - NFPA Flammability Hazard (Red) - This degree of hazard is measured by using the flash point assigned to the product as specified on the material safety data sheet. (0, will not burn; 1, above 200° F; 2, above 100° F and below 200° F; 3, below 100° F; 4, below 73° F)
 - NFPA Health Hazard (Blue) - The likelihood of a material to cause, either directly or indirectly, temporary or permanent injury or incapacitation due to an acute exposure by contact, inhalation, or ingestion. (0, normal material; 1, slightly hazardous; 2, hazardous; 3, extreme danger; 4, deadly)
 - NFPA Chemical Reactivity Hazard (Yellow) - The violent chemical reaction associated with the introduction of water, chemicals could also polymerize, decompose or condense, become self-reactive, or otherwise undergo a violent chemical change under conditions of shock, pressure, or temperature. (0, stable; 1, unstable if heated; 2, violent chemical change; 3, shock and heat detonate; 4, may detonate)
 - NFPA Specific Hazard (White) - Other properties of the material that cause special problems or require special fire-fighting techniques (ACID = acid, ALK = alkali, COR = corrosive, OXY = oxidizer, P = polymerization, Y = radioactive).

3. Material Safety Data Sheet (MSDS) - This type of sheet is now outdated and has been replaced with Safety Data Sheets under the Globally Harmonized System (GHS). However, these sheets must be held in the archive files for old chemicals no longer being used.

VI. Proper Use

- A. Chemicals will be used only for their intended purpose and in accordance the manufacturer's label instructions. Unless directed by the manufacturer the mixing of chemical products is prohibited.
- B. Appropriate PPEs will be available in the work area and must be properly utilized by staff and offenders.
- C. Restricted materials must not be left unsupervised and unsecured.
- D. Chemicals must be promptly returned to the secure storage area after use.
- E. Whenever any employee, visitor, or offender is exposed to a hazardous material in a potentially dangerous manner, steps will be taken, as appropriate, to protect the person's health.
- F. All spills of restricted materials must be immediately reported to the Regional Environmental Specialist.
 1. The Regional Environmental Specialist will report these incidents to the appropriate regulatory agencies upon notification from the unit.
 2. The unit is responsible for the proper remediation and disposal of any contaminant resulting from the spill or release of the material according to local, state, and federal regulations, with the assistance of the Regional Environmental Specialist, if needed, and/or Infrastructure & Environmental Management Unit (IEMU) Remediation team.
- G. Periodically, employees are required to perform hazardous non-routine tasks.
 1. Some examples of these tasks are:
 - a. Confined Space Entry
 - b. Tank Cleaning
 - c. Sand Filter Cleaning (Wastewater Plant)
 2. Prior to starting work on such projects, each affected employee will be given information by their direct supervisor during a pre-job safety briefing about hazardous materials that may be encountered. This information will include specific hazards, protective and safety measures to follow, and steps the facility will take to reduce the hazards.

VII. Pipe Identification Standard

- A. American National Standards Institute/American Society of Mechanical Engineers (ANSI/ASME) [Standard 13.1 - 2015, Standard for Pipe Identification](#) is the pipe identification standard in common use.
- B. The standard specifies the primary and secondary means of identifying pipe contents, as well as the size, color and placement of the identification device.
 1. In areas where chemicals are transferred through pipes, all facility and unit pipes must be labeled in accordance with ANSI/ASME [Standard 13.1 - 2015, Standard for Pipe Identification](#).
 2. Prior to starting work in areas containing such pipes, the employee must contact the Building and Grounds Superintendent and the ISS for information concerning:
 - a. Chemical in Pipes
 - b. Potential Hazards
 - c. Handling Precautions

VIII. Mission Critical Chemicals

- A. There may be events and circumstances where an organizational unit would need a chemical for



- emergency operations that would not be approved for use during normal operations, e.g. infestation, epidemic, pandemic, natural disaster, etc.
- B. Such mission critical chemicals could include alcohol-based sanitizers and disinfectant wipes, sodium hypochlorite, and other disinfectants not already approved.
- C. The purchase of mission critical chemicals for emergency operations must be approved by IEMU staff in writing.
1. The storage and distribution of mission critical chemicals must be approved by IEMU; distribution may occur from designated distribution hubs throughout the State.
 - a. IEMU staff will provide the storage hubs as well as the or units receiving the chemical with exemption memos to satisfy the standard approval procedure under this operation procedure.
 - i. The exemption memos will be valid for a specified time from the date of the memo.
 - ii. IEMU staff can issue additional exemptions to extend the use of the mission critical chemical, .
 - b. Upon the cessation of emergency operations or resolution of the event, all mission critical chemicals will be destroyed or redistributed by IEMU staff to other facilities and units as needed.
 2. The organizational unit is required to follow all existing procedures outlined in this and other operating procedures with regard to chemical use, storage, training, hazardous materials, inventory, etc.
 3. The organizational unit must also follow all required State and Federal regulations regarding the use, storage, and disposal of the chemicals, and/or containers.

REFERENCES

15 U.S.C. §§ 1261-1278, *Hazardous Substances*
ANSI/ASME Standard 13.1 - 2015, *Standard for Pipe Identification*
Operating Procedure 303.1, *Department Safety Functions*
Operating Procedure 430.1, *Armory Operation and Maintenance*
OSHA Regulation 1926.350, *Welding and Cutting*

ATTACHMENTS

Attachment 1, *Approved Chemical List*
Attachment 2, *1 - GHS Labels*
Attachment 3, *4 - GHS Labels*
Attachment 4, *2 - GHS Labels*
Attachment 5, *NFPA Hazard Ratings*

FORM CITATIONS

[Exemption - Hazardous Materials Storage \(GHS\) 302_F3](#)
[Chemical Listing 302_F4](#)

