



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER/SPANISH MANUALS

REVISION DATE
7/10/20

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NUMBER
DOC 890.070

POLICY

TITLE
CHEMICAL CONTROL AND HAZCOM

REVIEW/REVISION HISTORY:

Effective: 1/31/98
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 Revised: 11/29/10
 Revised: 5/1/14
 Revised: 7/10/20

SUMMARY OF REVISION/REVIEW:

Major changes to include updating terminology, replacing Material Safety Data Sheets with Safety Data Sheets, and removing references to Hazardous Material Identification System. Read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

6/5/20
 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 49.70](#); [WAC 173-303-9904](#); [WAC 296-901](#); [42 U.S.C. 116](#); [40 CFR 156.62](#); [40 CFR 370](#); DOC 410.390 Hazardous Material Emergency (RESTRICTED); [DOC 890.000 Safety Program](#); [DOC 890.030 Hazardous/Dangerous Waste Management](#); [DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment](#); [DOC 890.620 Emergency Medical Treatment](#); [Chemical Control Reference Table](#); [HAZCOM Manual](#); [Globally Harmonized System \(GHS\) of Classification and Labeling of Chemicals](#); [Records Retention Schedule](#)

POLICY:

- I. The Department has established procedures for handling, controlling, and using chemicals in Department facilities/offices. This policy, in conjunction with the Hazard Communication (HAZCOM) Manual, constitutes the Department’s written Chemical Hazard Communication Program.
 - A. This policy does not apply to personal use chemicals or substances exempted from HAZCOM rules per WAC 296-901-14004(6), except:
 1. Prison employees/contract staff/volunteers will be limited to one small container of alcohol-based hand sanitizer, which must remain in the owner’s control while in the facility.
- II. Employees, contract staff, volunteers, visitors, and workers will be informed about and/or have ready access to the hazard information for chemicals to which they are exposed in their work or may come in contact with while at a Department facility/office. The public will be informed about hazardous chemicals present at Department facilities/offices located in the community.

DIRECTIVE:

- I. Responsibilities
 - A. Each facility/office will have a HAZCOM Coordinator, designated in writing, who will:
 1. Ensure that procedures are established for handling, controlling, and using chemicals in compliance with this policy and applicable regulations.
 2. Coordinate with employees and contract staff before any work is performed in a facility/office to ensure that a Safety Data Sheet (SDS) is maintained and available for all products/substances that contain a chemical regulated by HAZCOM rules.

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3. Complete and post a HAZCOM bulletin on the facility/office's safety bulletin board advising persons of their rights under the HAZCOM rules.
- B. Supervisors will ensure:
1. Chemicals in their zone of control are:
 - a. Stored and handled per this policy, DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment, the HAZCOM Manual, the manufacturer's label instructions, and the current SDS or product label.
 - b. Disposed of per DOC 890.030 Hazardous/Dangerous Waste Management.
 2. Incarcerated workers only use controlled chemicals (i.e., chemicals requiring an FTCM log) when under close supervision (e.g., line of sight at all times) by qualified employees/contract staff.
 3. All required records are readily available for review and retained per the Records Retention Schedule.
- C. Each Prison will have a Chemical Review Committee that will meet as necessary to review new chemical submissions, either in person or remotely (e.g., by email, WebEx). Committee members will include at least 4 of the following:
1. Safety Officer/designee
 2. Local Business Advisor
 3. Warehouse Manager
 4. Facility Manager/designee
 5. Captain/Lieutenant/designee
 6. Associate Superintendent/designee
 7. Correctional Industries representative
 8. Others as designated

II. Reporting Requirements

- A. The HAZCOM Coordinator will submit the following to the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and fire department with jurisdiction over the facility/office:
1. An SDS for, or a list of, the hazardous chemicals present onsite in amounts exceeding the threshold level per 42 U.S.C. 116 (i.e., the Emergency Planning and Community Right-to-Understand Act).

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a. Facilities must submit updated documentation within 3 months of:

- 1) A hazardous chemical first becoming present in an amount exceeding the threshold level, or
- 2) Discovering significant new information on a previously declared hazardous chemical.

2. An [EPA 8700-30 Tier Two Emergency and Hazardous Chemical Inventory](#) must be submitted annually by March 1 for each hazardous chemical that was present in the facility/office in an amount exceeding the threshold level at any time during the previous calendar year. Inventories may be submitted electronically on the Department of Ecology's website.

III. Approved Chemical List (ACL)

- A. Each HAZCOM Coordinator will maintain a master ACL of all chemicals approved for use in the facility/office. Area specific ACL(s) will also be maintained in each area of the facility/office listing the chemicals approved for use in that area. The ACL will include:
 1. Product name,
 2. Signal word (i.e., DANGER, WARNING), if applicable,
 3. Indication of where the chemical is authorized for use, and
 4. Indication of Flammable, Toxic, or Caustic Material (FTCM) chemicals and hazard statement, if applicable.
- B. The current SDS for each listed chemical will be hyperlinked to the ACL or printed and maintained with the paper list.
- C. An annual review of ACLs will be conducted and updated as needed by the HAZCOM Coordinator or, in Prisons, Chemical Review Committee.

IV. Flammable, Toxic, or Caustic Material (FTCM) Log

- A. DOC 21-764 Flammable, Toxic, or Caustic Material (FTCM) log must be maintained for all chemicals used or accessible by incarcerated workers that have a:
 1. SDS and/or label marked "DANGER",
 2. SDS and/or label marked "WARNING", only as required per the Chemical Control Reference Table, or
 3. Toxicity Category of I, II, or III per 40 CFR. 156.62 and label marked "CAUTION".

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B. FTCM logs will be filled out and reconciled as products are added and/or used.

V. Chemical Review, Approval, and Evaluation Process

A. All chemicals must be reviewed, evaluated, and approved before being used onsite.

B. Requests for review will be submitted to the HAZCOM Coordinator using DOC 03-388 Chemical Request Application, with the product's label information and current SDS attached.

1. Before submitting, the requester will review the current facility/office ACL to ensure the chemical has not already been approved or a similar product is not available. Certain chemicals approved on the ACL may have restricted guidelines and accessibility.

2. In Prisons, the request will be forwarded to the Chemical Review Committee.

C. Each chemical will be reviewed to determine:

1. Security concerns and the appropriateness for use in the facility/office.

2. Industrial hygiene and handling requirements.

3. The level of control and whether DOC 21-764 Flammable, Toxic, and Caustic Material (FTCM) Log is required.

4. Regulatory reporting requirements.

5. Disposal requirements.

6. Possible alternatives, including less hazardous substitutes and changes in process that would achieve the same result.

7. Requests of pre-approved, restricted chemicals that will require development of an assigned work plan for its use.

D. The HAZCOM Coordinator and/or Chemical Review Committee will approve/deny the request. Additional information or modifications may be requested.

E. The requester will be notified of the decision and reason(s) in writing.

VI. Container Labeling

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- A. Containers will be clearly labeled consistent with the labeling guidelines per the HAZCOM Manual.
 - 1. Labels will only be valid if consistent with the Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.
- B. Original labels must not be covered or changed. Products with a legible manufacturer's label do not need additional labeling. Illegible labels must be replaced.
- C. Products with an EPA registration number will not be stored in secondary/ aftermarket containers.
- D. Secondary/aftermarket containers will be labeled with the following information, at a minimum.
 - 1. Product identifier
 - 2. Signal word, if applicable
 - 3. Hazard statement(s) or corresponding H-code(s) per WAC 173-303-9904
 - 4. Pictogram(s)

VII. Accidental Exposure/Release

- A. In the event of an accidental exposure to a chemical, the exposure control will be handled per DOC 890.620 Emergency Medical Treatment, DOC 890.000 Safety Program, and the current SDS or product label.
- B. Accidental release of chemicals will be addressed per DOC 410.390 Hazardous Material Emergency (RESTRICTED) and the current SDS or product label.

VIII. Training

- A. Approved HAZCOM training will be provided to:
 - 1. Incarcerated workers using DOC 21-565 Hazard Communication Label and Safety Data Sheet Training.
 - 2. New employees/contract staff during New Employee Orientation/ Correctional Worker Core.
 - a. GHS/HAZCOM specific training will be provided during In-Service training.
- B. HAZCOM training is required when new hazardous chemicals are brought into an employee/contract staff/incarcerated worker area.

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C. Training will be documented for:

1. Incarcerated workers in the individual's electronic file.
2. Employees/contract staff in the training database managed by the Department's Training and Development Unit.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

[DOC 03-388 Chemical Request Application](#)

[DOC 21-565 Hazard Communication Label and Safety Data Sheet Training](#)

[DOC 21-764 Flammable, Toxic, and Caustic Material \(FTCM\) Log](#)