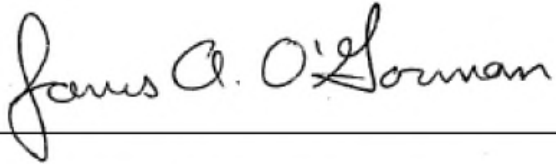
	<b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE  <b>Hazardous Materials Program</b>		NO. 4067  DATE 09/30/2020
SUPERSEDES  DIR# 4067 Dtd. 11/15/18		DISTRIBUTION  A	PAGES  PAGE 1 OF 14	DATE LAST REVISED
REFERENCES (Include but are not limited to) NYS Right to Know Law; OSHA Hazard Communication Standard; ACA Expected Practices 5-ACI-3B-04, 5-ACI-3B-05, 2-CO-3B-01, 2-CI-1A-8, 2-CI-1B-1-1, 2-CI-1B-A, 1-ABC-3B-03, 1-ABC-3B-05; Directives #2121, #3090, #3093, #4064; General Housekeeping Manual		APPROVING AUTHORITY  		

- I. **SCOPE:** This directive provides guidelines for the storage, safe use, and security of hazardous materials to include flammable, combustible, toxic, and caustic substances within all Department correctional facilities and locations. Additionally, the Department shall comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard, NYS Right to Know Law, and Superfund Amendments and Reauthorization Act.
- II. **RESPONSIBILITY**
- A. The Superintendent is responsible for establishing and administering a program to ensure compliance with the provisions of this directive.
  - B. The Deputy Superintendents, or equivalents, and the Industrial Superintendents (if applicable) are responsible for the implementation of the procedures outlined in this directive in their respective areas of responsibility and to ensure that each employee in the facility is aware of the hazardous properties of chemicals/materials they work with and the measures to take to protect themselves from these hazards.
  - C. The Facility Safety and Environmental Services Committee shall monitor the facility Hazardous Materials Program to ensure compliance with the provisions of this directive.
  - D. Supervisors, while conducting rounds of their assigned areas, will check (at a minimum quarterly) for compliance with the provisions of this directive and sign in red ink, [Form #2092](#), "Hazardous Stocks – Perpetual Inventory and Issue Log."
  - E. The proper control, safe use, storage, and security for hazardous materials subject to this directive are the responsibility of all Department employees.
- III. **DEFINITIONS**
- A. Safety Data Sheet (SDS): A fact sheet summarizing safety and health information regarding a specific chemical or product.  
 NOTE: SDS might not be available on the date of manufacture of certain materials that are no longer produced. Material Safety Data Sheets (MSDS) shall be retained for these products.
  - B. 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 within a container.
  - C. Flammable Liquid: A substance with a flash point below 100° Fahrenheit (37.8° C).
  - D. Combustible Liquid: A substance with a flash point at or above 100° Fahrenheit.
  - E. Toxic Material: A substance that can produce possible injury or harm to the body by absorption, ingestion, or inhalation. Toxicity is dependent on the quantity and duration of the exposure to the substance.

- F. Caustic Material: A substance capable of destroying, eating away or burning by way of a chemical reaction.
- G. Hazardous Materials Identification System (HMIS): A numerical system used to rate the chemical hazards of a product. The HMIS uses a numerical range of 0 to 4 to classify the health, flammability, and reactivity hazards of a product with 0 being no hazard and 4 being extremely hazardous.
- H. List of Hazardous Chemicals/Materials: A list of the hazardous chemicals/materials in the facility. At a minimum this list shall contain the product name. A copy of this list shall be maintained in the Storehouse, Business Office, Fire/Safety Office, and Health Care Unit. [Form #1039](#), "List of Hazardous Chemicals/Materials," or a computer-generated list may be used.
- I. HazCom 2012: HazCom 2012 uses a numerical range of 1 to 4 to classify the hazard of a chemical with 1 being the most severe hazard and 4 being the least severe hazard.

NOTE: A product may possess more than one of the above properties. The product label and SDS should be consulted for the proper precautions. Products that do not contain any of the aforementioned properties may still be a concern for security reasons and therefore may be subject to the provisions of this directive.

#### IV. PROCEDURES

- A. All products used within facilities should be evaluated prior to ordering to ensure that they are the least hazardous product available to complete the desired task.
- B. Inventory levels of hazardous materials should be maintained at the minimum quantity necessary.
- C. Hazardous materials should only be used by staff and inmates who have received documented training in the safe storage, use, and disposal of the products to be used. Employees shall receive initial training on the Hazard Communication Standard and the Right to Know Law. Additional training will be provided on an annual basis and whenever a new hazard is introduced into the work area. The training shall be documented on a Report of Training Form (RTF) and cover, at a minimum, the following:
  - 1. A summary of the Hazard Communication Standard and the Hazardous Materials Program;
  - 2. The hazardous chemicals/materials properties to include visual appearance, odor, and the methods that can be employed to detect the presence or release of the product;
  - 3. The procedures to protect against the hazards (e.g., Personal Protective Equipment, safe work practices, and emergency procedures);
  - 4. The procedures to follow in case of a spill or leak; and
  - 5. How to read and understand the contents of SDS and the locations of SDS at the facility.
- D. Inmates using hazardous chemicals/materials shall be trained in their use and only do so under proper staff supervision. The training will be documented on [Form #1574](#), "Record of Training."
- E. Personal Protective Equipment shall be used as indicated on the SDS or product label and as outlined by Directive #2121, "Personal Protective Equipment."

- F. SDS shall be located in all areas where hazardous chemicals/materials are stored and areas of daily issue. A complete set of SDS shall be maintained in the Storehouse, Business Office, Fire/Safety Office, and Health Care Unit. SDS shall be acquired for each new product introduced into the facility. Purchase orders for items that may potentially contain hazardous chemicals or materials shall indicate that a SDS must accompany the product upon receipt to the facility.

Items received without a SDS shall not be allowed into the facility until the SDS is received.

NOTE: It is recommended that copies of the SDS be made for hazardous chemicals/materials brought in by an outside contractor. These sheets should be kept with the regular SDS but separated by a tab marked "Temporary or Outside Contractor." The temporary SDS may be discarded upon the contractor's job completion.

G. Eye Wash Stations

1. At a minimum, eye wash stations shall be located in the following areas:
  - a. Generator buildings (if maintenance-free batteries are not being used);
  - b. Powerhouses;
  - c. Auto Garages;
  - d. Medical;
  - e. Main Laundry (not housing units);
  - f. Central Caustic Distribution Areas;
  - g. Custodial Maintenance;
  - h. Food Service (kitchen areas);
  - i. Industry Areas (if corrosives are used); and
  - j. Other areas within the facility based on use of corrosive materials.
2. Emergency eye wash equipment should be available for immediate use, but in no instance should it take an individual longer than 10 seconds to reach the nearest eyewash station with no obstructions. The eye wash station must be identified with a highly visible sign.

NOTE: A door is considered an obstruction.

NOTE: Where the hazard is not a corrosive one, intervening door can be present so long as it opens in the same direction of travel as the person attempting to reach the emergency eyewash station.

3. Plumbed eye wash station drains may be connected to the sanitary sewer system and be activated weekly to flush the line and to verify proper operation.
4. New installations of plumbed eye wash stations must have tepid water temperature, ranging between 60° and 90°.
5. Self-contained eye wash stations may be utilized in areas where no water is available (e.g., Generator building, etc.). These units, if used, must provide a 15-minute supply of flushing fluid. The fluid must be changed per the manufacturer's instructions, but at least annually.
6. All eye wash stations access must be kept clear and the nozzles protected by a cap or cover to protect from debris or obstructions.

7. Eyewash stations are to be tested weekly.
- H. Inventories of hazardous chemicals/materials shall be maintained current and accurate and located with or in close proximity to the area where the product is stored.
- I. Hazardous chemicals/materials should be stored separately from tools and equipment.
- J. All original containers of hazardous chemicals/materials shall be properly labeled with the product name, chemical identity, appropriate hazard warnings, and the name and address of the manufacturer. Secondary containers that contain hazardous chemicals/materials shall be labeled with the chemical identity and appropriate hazard warnings (see Attachment A for examples). The chemical identity is the product name as it appears on the original container (e.g., glass cleaner, industrial strength cleaner/degreaser, etc.). The hazard warning should be the HMIS numerical rating for Health, Flammability, or Reactivity as indicated on the original product label or SDS. [Form #DC009](#), "Hazardous Materials Tag," shall be completed and affixed to each secondary container.

NOTE: HazCom 2012 labeling will be on products beginning on June 2016, Attachment B, shows the differences between the two.

## V. RIGHT TO KNOW

- A. Each facility shall have a "Right to Know" sign at a location where notices to employees are normally posted to inform employees:
  1. That they have the right to information regarding the hazardous chemicals/materials found in their workplace;
  2. That SDS can be made available to them;
  3. The locations of SDS in the facility; and
  4. The source of any available additional information with a name and telephone number.
- B. The Deputy Superintendent for Administration (DSA) will advise outside contractors of any hazardous chemicals/materials that may be encountered in the normal course of their work at the facility. During initial job meetings with outside contractors the DSA should review hazardous chemicals/materials that the contractor may use to ensure that the products are properly accounted for and secured when not in use.
- C. Non-routine tasks performed by employees shall be evaluated and the employee is informed by their supervisor of the chemical/materials hazards associated with the task and the proper protective measures to be followed.
- D. Record Keeping: As required by the Right to Know Law, the DSA shall maintain records of employee exposures to substances for which OSHA has established exposure standards. This can be accomplished by annually preparing a file containing a complete personnel roster and copies of the Hazardous Chemical/Materials listing. These records must be made available upon request to employees or the NYS Department of Health. These records must be retained for 40 years.

## VI. ACCOUNTABILITY

- A. All hazardous materials subject to this directive shall be accounted for, before, during, and after their use.
- B. All inventories shall be maintained current and accurate.

- C. Only [Form #2092](#), and [Form #2094](#), "Quarterly Hazardous Material Inventory," shall be used for control and inventory of hazardous materials subject to this directive.
- D. [Form #2092](#) shall be located in the area of issue for the product contained on the form. Completed forms shall be forwarded to the Fire/Safety Officer for review. [Form #2092](#) shall be retained for one year.
- E. Containers of hazardous materials shall be accounted for on [Form #2092](#). The inventory for all containers should reflect the approximate amounts used and amounts on hand. For example, if the container is translucent or has a large opening (e.g., paint cans), the inventory will reflect  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ . The record of non-see-through containers, other than those with a large opening, shall be listed as "partial" when in use.
  - 1. Where a product is dispensed in a specific unit of measure (e.g., quarts, gallons, pounds, etc.), it will be accounted for in that same unit of measure. This includes any containers with a manual pump.
  - 2. Those containers attached to an automated dispensing system will not require a [Form #2092](#).
- F. Bleach, both liquid and powder, shall be strictly controlled and limited to minimal amounts necessary. Bleach shall be issued by standard measuring units (ounces, cups, etc.) and recorded as such on [Form #2092](#).
- G. Flammable liquids (flash point below 100°) shall be strictly controlled and limited to the minimal amounts necessary. Flammable liquids shall be issued in standard measuring units (ounces, cups, etc.) whenever practical,\* consistent with Sections VIII-A and B and indicated as such on [Form #2092](#).

\*Example: Gasoline transferred from safety cans to power equipment, flammable paints, etc., shall be estimated as closely as possible.
- H. Facilities utilizing the "Daily Issue" system for distribution of cleaning supplies and other hazardous materials shall ensure that:
  - 1. A system to secure the items during movement is in place as well as a system for accountability. Inventory of the products will be attached to the outside or inside of the bucket or box; see Directive #3090, "General Housekeeping Manual;"
  - 2. All unused cleaning supplies and hazardous material are returned to the central issue area or proper storage locations to be refilled for the next day issue;
  - 3. [Form #2092](#) is completed at the central issue area or storage location, this form will be filled out by hand indicating specifically what supplies were issued to each individual area;
  - 4. Each area receiving daily issue cleaning supplies or hazardous materials must maintain control and accountability for the products while they are in the area;
  - 5. Cleaning supplies should not remain in daily use areas for more than three shifts;
  - 6. Products that remain in an area for more than 24 hours must have a [Form #2092](#) completed for each product; and
  - 7. All personal protective equipment must be inventoried and checked daily for accuracy.

## VII. QUARTERLY INVENTORIES

- A. Quarterly inventories shall be completed in January, April, July, and October on [Form #2094](#) by the appropriate Area Supervisor (e.g., Vocational Supervisor, Food Service Administrator, Sergeant, etc.) and forwarded to the Fire/Safety Officer for review.
- B. The Fire/Safety Officer shall report any concerns regarding the quarterly inventory to the respective Deputy Superintendent for corrective action. The Fire/Safety Officer will reconcile the master chemical list in order to maintain accuracy. If new flammables, chemicals, or caustics are added, then the new master list must be forwarded to the Storehouse, Health Care Unit, and Business Office.
- C. [Form #2094](#) shall be retained for three years.

## VIII. FLAMMABLES

- A. Storage
  - 1. All materials identified as flammable liquids shall be stored in flammable liquids cabinets or rooms/vaults specifically constructed for the storage of flammables.
  - 2. Flammable liquids cabinets shall not be placed in housing units or in close proximity to exit doors. NFPA (National Fire Protection Association) 30 states that flammable cabinets are not required to be vented. Venting of the cabinet could compromise the ability of the cabinet to protect its contents from a fire (exception: chemical agent cabinets).
  - 3. Toxics and caustics shall not be stored in the same cabinet as flammables.
  - 4. Rooms or vaults designated for the storage of flammables shall be approved by the Division of Facility Planning and Development and shall conform to the regulatory requirements appropriate for such areas as required by the building and fire codes and OSHA standards.
  - 5. The use, handling, and movement of flammable liquids by inmates shall be closely supervised and only the absolute minimum amounts necessary should be introduced into the facility.
  - 6. Gasoline shall only be stored and carried in approved labeled metal safety cans. [Form #2092](#) will be maintained for each individual container.
  - 7. Gasoline pumps shall be secured when not in use.
  - 8. Gasoline powered equipment shall only be stored in secured areas. Seasonal gasoline powered equipment shall have the gasoline tanks drained whenever possible prior to long term storage between seasons.
  - 9. "NO SMOKING" signs shall be prominently displayed in areas where flammables are stored or used.
  - 10. Cylinders containing flammable gases, such as Butane, Propane, Acetylene, etc., shall be protected from fall over. Pressurized gas cylinders containing Oxygen, Acetylene, Chlorine, etc., shall be kept in mobile racks designed for their use or stored by chaining them to secure uprights whether they are full or empty. Oxygen and Acetylene cylinders shall be separated by 20 feet or a one-hour fire wall when stored. An inventory of all pressurized gas cylinders in storage shall be maintained on [Form #2092](#).

**B. Flammable Use**

1. The use of flammables by inmates shall be closely supervised by staff.
2. Staff and inmates using flammables shall receive safety training on the product prior to use. Training shall be documented on [Form #1574](#) (see Directive #4064, "Facility Safety").
3. Proper ventilation and personal protective equipment, as indicated on the SDS, shall be used.
4. Unused flammables shall be returned to their respective storage locations immediately after use.
5. When flammables are being transferred from drums to containers, proper grounding and bonding cables must be used.
6. Flammables shall only be used as originally intended (e.g., gasoline shall not be used as parts cleaner, etc.).

**C. Disposal/Spills**

1. Spills of flammables shall be immediately cleaned up using the guidelines as indicated on the SDS.
2. Disposal of flammables shall be in accordance with the SDS.
3. The Fire/Safety Officer shall be notified of all spills of flammable materials.

**IX. COMBUSTIBLES****A. Storage**

1. Combustibles stored in bulk, such as: hay, straw, baled materials, cardboard, fabrics, etc., shall be stored so as to eliminate fire danger from spontaneous combustion.
2. Combustible items stored in storerooms or storehouses shall be neatly stacked with clear accessible aisles.
3. Areas containing combustibles stored in bulk shall be designated no smoking areas.
4. The following combustible liquids: kerosene, diesel fuel, and fuel oil, shall be controlled in the same manner as flammable liquids when stored in portable containers.

**B. Use**

1. Clippings, shavings, sawdust, and similar materials shall not be used as absorbents or sweeping compounds.
2. Rags that have been used with any flammable or combustible liquid must be placed in a metal safety can after use. These cans shall be emptied at the end of the workday.
3. Combustible liquids shall be used in accordance with the provisions outlined in the SDS.
4. All unused combustible products shall be returned to their respective storage area at the end of the work period.

**C. Disposal/Spills**

1. Disposal of combustible products shall be in accordance with the provisions outlined in the SDS.
2. Spills of combustible liquids shall be handled immediately and reported to the Fire/Safety Officer.

**X. TOXIC, CAUSTIC, & POISONOUS SUBSTANCES**

- A. Storeroom Storage: Products, such as bleach, floor stripper, etc., as well as other products that have a HMIS hazardous rating of 2, 3, or 4, or GHS hazardous rating of 1, 2 or 3 as indicated on the SDS, must be stored in a secure area (e.g., locked cage or separate area).

**B. Storage**

1. Storage of all toxic, caustic, and poisonous substances shall be in a secured area.
2. All toxic, caustic, and poisonous substances stored together shall be evaluated for compatibility when stored; this information is available in the SDS.
3. All toxic, caustic, and poisonous substances shall be stored in properly labeled containers. Items stored or transferred to secondary containers shall be properly labeled in accordance with HMIS. The SDS for the substance shall be used to complete the HMIS label.
4. Herbicides and pesticides shall be stored as required by the SDS and Directive #3093, "Pest Management."

**C. Use**

1. The use of toxic, caustic, and poisonous substances shall be strictly controlled and inmates using these substances should be closely supervised.
2. All staff and inmates involved in the use of toxic, caustic, and poisonous substances shall receive training on the safe use, storage, and disposal of the substance. Inmate training will be recorded on [Form #1574](#) and staff training will be recorded on the Report of Training Form (RTF).
3. Proper Personal Protective Equipment as outlined on the substances' SDS and [Form #2121B](#), "Hazardous Assessment for Use of Personal Protective Equipment" shall be used.
4. Toxic, caustic, and poisonous materials shall only be used as originally intended as outlined in the SDS.
5. Bleach, both liquid and powder, shall be strictly controlled and limited to minimal amounts necessary. Bleach shall be issued by standard measuring units (ounces, cups, etc.) and indicated as such on [Form #2092](#).

**D. Disposal/Spills**

1. Spills of toxic, caustic, and poisonous substances shall be reported to the Fire/Safety Officer and cleaned up immediately according to the provisions of the SDS.
2. Toxic, caustic, and poisonous substances shall be disposed of according to the provisions of the SDS.

## **XI. OXIDIZERS, CORROSIVES, AND ACIDS**

### **A. Storage**

1. Oxidizers, corrosives, and acids shall be stored in secured cabinets or areas.
2. In some cases, oxidizers, corrosives, and acids may need special storage containers and cabinets. These requirements will be indicated on the product label or the SDS.
3. Oxidizers, corrosives, and acids shall not be stored in flammable cabinets.
4. The SDS should be evaluated to ensure that oxidizers, corrosives, and acids are only stored with compatible products.

### **B. Use**

1. Oxidizers, corrosives, and acids shall only be handled by staff or inmates that have received training on the safe handling of these products prior to use.
2. The use of oxidizers, corrosives, and acids by inmates shall be closely supervised by staff.
3. All staff and inmates handling oxidizers, corrosives, and acids shall use Personal Protective Equipment as indicated by the SDS.

### **C. Disposal/Spills**

1. Spills of oxidizers, corrosives, and acid substances shall be reported to the Fire/Safety Officer and cleaned up immediately according to the provisions of the SDS.
2. Oxidizers, corrosives, and acid substances shall be disposed of according to the provisions of the SDS.

**XII. ANNUAL REVIEW:** The Facility Safety and Environmental Services Committee shall conduct an annual review every April of the Hazardous Materials Program to ensure compliance with this directive. This review shall include: the checking of inventories to ensure they are accurate, current, and complete, the materials used are the least hazardous as possible, and staff and inmates have documented training on the products that they use. The Committee Chairperson shall ensure that [Form #1039](#) is maintained for all hazardous chemicals/materials used in the facility, and keep the list current and accurate as hazardous chemicals/materials are received at the facility. Copies of this list shall be maintained at the Storehouse, Business Office, Fire/Safety Office, and Health Care Unit. The results of this review shall be forwarded to the facility Superintendent.

## SUBSTANCE IDENTITY

**Corcraft Germicidal Cleaner 128**

SDS: August 29, 2016

<b>HEALTH</b>	2
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: NONE

Dilution: 1.5 ounces per gallon of water

Use On: Water fountains, ceilings, walls, floors, fixtures, and the like in R.M.U., health services, S.H.U. (restrooms and cells), mattresses, laundry rooms, S-Block (restrooms and cells), barber shop, inmate cells, restrooms, and shower areas. During a blood spill this product will be used for cleanup and sanitizing. Food service area flooring will be cleaned with this product. Apply to surfaces/flooring, let air dry. As spray containers are refilled, containers should be emptied, rinsed, and refilled.

## SUBSTANCE IDENTITY

**Corcraft Germicidal RTU**

SDS: April 30, 2015

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Personal Protective Equipment:

NONE

Dilution: NONE – use directly from container

Use on: Ceilings, walls floors, fixtures, and the like in R.M.U., health services, S.H.U. (restrooms and cells), S-Block (restrooms and cells), barber shop, inmate cells, mattresses, laundry rooms, restrooms, and shower areas. Apply to surfaces/flooring, let air dry.

## SUBSTANCE IDENTITY

**Liberty Pre-measured Neutral Cleaner**

SDS: March 25, 2015

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Personal Protective Equipment:

Concentrate: goggles and gloves recommended

Diluted: NONE

Dilution: 1 ounce per gallon of water

Use on: All floors except those in R.M.U., health services, S.H.U. (restrooms and cells), S-Block (restrooms and cells), barber shop, laundry rooms, inmate cells, restrooms, and shower areas.

## SUBSTANCE IDENTITY

**Corcraft Green Line Neutral Floor Cleaner**

SDS: March 25, 2015

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Personal Protective Equipment:

Concentrate: goggles and gloves recommended

Diluted: NONE

Dilution: 1 ounce per gallon of water

Use on: S-Block and facility main hallway corridors. Use only inside an automatic floor scrubbing machine.

## SUBSTANCE IDENTITY

**Corcraft Green Line Glass Cleaner**

SDS: June 25, 2015

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Dilution: 4 ounces per gallon of water  
 Use on: Windows, water fountains (for polishing), and mirrors. (NEVER use on flooring.)

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: NONE

## SUBSTANCE IDENTITY

**Corcraft Green Line Heavy Duty Cleaner/Degreaser**

SDS: June 18, 2015

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Dilution: 4 to 8 ounces per gallon of water (depending on soilage)  
 Use On: Any surfaces to remove buildup, mineral deposits, soap deposits, and general soilage.

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: NONE

## SUBSTANCE IDENTITY

**Corcraft Green Line Floor Wax Remover**

SDS: September 2, 2016

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Dilution: 32 ounces per gallon of water  
 Use on: To remove floor finish and/or sealer (not for other uses.)

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: goggles and gloves

## SUBSTANCE IDENTITY

**Corcraft Green Line Floor Finish**

SDS: May 12, 2015

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Dilution: N/A  
 Use on: floors

Personal Protective Equipment:

NONE

## SUBSTANCE IDENTITY

**Corcraft Hydrogen Peroxide Cleaner**

SDS: June 22, 2015

<b>HEALTH</b>	1
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Personal Protective Equipment:

Concentrate: goggles and gloves

Diluted: NONE

Dilution: 2 ounces per gallon of water  
Use On: Carpets, hard flooring or surfaces, observation cell mattress to remove buildup, mineral deposits, and stains. The product is not a sanitizing agent. May be used as a deodorizer.

## SUBSTANCE IDENTITY

**Corcraft Green Line Bathroom Cleaner**

SDS: June 18, 2014

<b>HEALTH</b>	2
<b>FLAMMABILITY</b>	0
<b>REACTIVITY</b>	0

Personal Protective Equipment:



Concentrate: goggles and gloves

Diluted: goggles and gloves

Dilution: 8 ounces per gallon of water  
Use on: Sinks, toilets, urinals, walls, tile, and grout.



## Comparison of NFPA 704 and HazCom 2012 Labels

	 <b>NFPA 704</b>	 <b>HazCom 2012</b>
<b>Purpose</b>	Provides basic information for emergency personnel responding to a fire or spill and those planning for emergency response.	Informs workers about the hazards of chemicals in workplace under normal conditions of use and foreseeable emergencies.
<b>Number System: NFPA Rating and OSHA's Classification System</b>	0-4 0-least hazardous 4-most hazardous	1-4 1-most severe hazard 4-least severe hazard • The Hazard category numbers are NOT required to be on labels but are required on SDSs in Section 2. • Numbers are used to CLASSIFY hazards to determine what label information is required.
<b>Information Provided on Label</b>	<ul style="list-style-type: none"> <li>• Health-Blue</li> <li>• Flammability-Red</li> <li>• Instability-Yellow</li> <li>• Special Hazards*-White</li> </ul> *OX Oxidizers W Water Reactives SA Simple Asphyxiants	<ul style="list-style-type: none"> <li>• Product Identifier</li> <li>• Signal Word</li> <li>• Hazard Statement(s)</li> <li>• Pictogram(s)</li> <li>• Precautionary statement(s); and</li> <li>• Name address and phone number of responsible party.</li> </ul>
<b>Health Hazards on Label</b>	Acute (short term) health hazards ONLY. Acute hazards are more typical for emergency response applications. Chronic health effects are not covered by NFPA 704.	Acute (short term) and chronic (long term) health hazards. Both acute and chronic health effects are relevant for employees working with chemicals day after day. Health hazards include acute hazards such as eye irritants, simple asphyxiants and skin corrosives as well as chronic hazards such as carcinogens.
<b>Flammability/Physical Hazards on Label</b>	NFPA divides flammability and instability hazards into two separate numbers on the label. Flammability in red section Instability in yellow section	A broad range of physical hazard classes are listed on the label including explosives, flammables, oxidizers, reactives, pyrophorics, combustible dusts and corrosives.
<b>Where to get information to place on label</b>	Rating system found in NFPA Fire Protection Guide to Hazardous Materials <b>OR</b> NFPA 704 Standard System for Identification of the Hazards of Materials for Emergency Response 2012 Edition. Tables 5.2, 6.2, 7.2 and Chapter 8 of NFPA 704	OSHA Hazard Communication Standard 29 CFR 1910.1200 (2012). 1) Classify using Appendix A (Health Hazards) and Appendix B (Physical Hazards) 2) Label using Appendix C
<b>Other</b>	The hazard category numbers found in section 2 of the HC2012 compliant SDSs are NOT to be used to fill in the NFPA 704 diamond.	Supplemental information may also appear on the label such as any hazards not otherwise classified, and directions for use.
<b>website</b>	<a href="http://www.nfpa.org/704">www.nfpa.org/704</a>	<a href="http://www.osha.gov">www.osha.gov</a> <b>OR</b> <a href="http://www.osha.gov/dsg/hazcom/index.html">www.osha.gov/dsg/hazcom/index.html</a>

### For more information:



National Fire Protection Association  
[www.nfpa.org](http://www.nfpa.org)  
 (800) 344-3555



**OSHA**® Occupational Safety and Health Administration

U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)



The substance: "NOMIXUP 7042012"

#### To create an OSHA label per HazCom 2012:

**Step 1:** Perform the classification in accordance with Appendix A: Health Hazards & Appendix B Physical Hazards of 29 CFR 1910.1200 — this is where you find the criteria for each hazard class and hazard category.

Class: Flammable Gas, Category 1

Class: Carcinogen, Category 1B

Class: Specific Target Organ Toxicity (Single Exposure), Category 3

Class: Substances and Mixtures Which, in Contact with Water, Emit Flammable Gases, Category 3

**Step 2:** Gather labeling information (Pictograms, Signal Word, Hazard Statements) from Appendix C of 29 CFR 1910.1200 based on the chemical's hazard class and category.

Identifier: NOMIXUP 7042012	
<b>DANGER</b>	
Hazard Statements:	Extremely Flammable Gas May Cause Cancer May Cause Respiratory Irritation In Contact with Water Releases Flammable Gas
Precautionary Statements:	Keep away from heat/ignition sources. No Smoking. Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Avoid breathing vapors and mists. Wear protective gloves and eye protection. If inhaled: Remove person to fresh air and keep comfortable the breathing. Call poison center/doctor if you feel unwell. Locking Gas Pyl: Do not extinguish unless leak can be stopped safely. Eliminate all ignition sources if safe to do so. Store in tightly closed container in a well-ventilated place, locked up. Use outdoors or in a well-ventilated place. Dispose of contents in accordance with local/regional/national regulations.
XYZ Chemical Company 123 Main St. Anytown, NY, USA 1-800-000-1111	

**Step 3:** Create the Label

#### To Create NFPA 704 label:

**Step 1:** Collect information on hazards from applicable sections of SDS. Some SDSs may provide the NFPA diamond symbol with hazard rating numbers filled in already. **Note: Do NOT use the hazard category numbers given in section 2 of HazCom 2012 compliant SDS on 704 label!**

If the diamond is not provided on the SDS you can obtain the information under the following sections of the SDS. Note that additional information may be provided in other sections of the SDS.

- Health hazard information under Section 11
- Flammability information under Section 9
- Instability information under Section 10
- Special information under Section 9, 10, 11



**Step 2:** Obtain current edition copy of NFPA 704 or view on line at [www.nfpa.org/704](http://www.nfpa.org/704). Compare the criteria on the SDS sections as shown above with the criteria shown in Tables 5.2 (Health), 6.2 (Flammability), 7.2 (Instability) and 8.2 (Special Hazards).

**Step 3:** Place numbers for the degree of hazard associated with the criteria obtained in Step 2 in the correct quadrant of NFPA 704 placard.

#### For more information:



National Fire Protection Association  
[www.nfpa.org](http://www.nfpa.org)  
 (800) 344-3555



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## Hazard Assessment for use of Personal Protective Equipment

\_\_\_\_\_ C.F.

Building Area \_\_\_\_\_ Date \_\_\_\_\_

Inspected By \_\_\_\_\_ Title \_\_\_\_\_

Job/Task Evaluated \_\_\_\_\_

I. Hazards to the Head			
Potential Hazard	Yes	No	Specifications for PPE *
Falling equipment or materials			
Moving equipment or materials			
Low overhead clearance			
Electrical shock hazard			
Welding			
Other (list)			

\*examples: basic hard hat, electrical hard hat

II. Hazards to the Eyes and Face			
Potential Hazard	Yes	No	Specifications for PPE*
Flying Particles			
Chemical Splash			
Irritant Dust			
Light Radiation (Welding)			
Compressed Air			
Electrical Arc			
Molten Metal			
Gases & Vapors			
Other (list)			

\*examples: safety glasses, goggles, face shield, welding faceshield

Comments: \_\_\_\_\_

## Hazard Assessment for use of Personal Protective Equipment

III. Hazards to the Hands			
Potential Hazard	Yes	No	Specifications for PPE*
Sharp edges, punctures, penetrations			
Impact or compression			
Chemical exposure			
Temperature			
Electrical			
Other (list)			

\*examples: rubber, leather, electrically rated, heat-rated

IV. Hazards to the Feet			
Potential Hazard	Yes	No	Specifications for PPE*
Falling objects/materials			
Sharp objects/materials			
Rolling objects/materials			
Slip/trip hazard			
Electrical hazard			
Chemical splash			
Other (list)			

\*examples: steel toe boots, steel toe caps, electrically resistant boots, chemically resistant rubber boots.

V. Hearing Protection			
Potential Hazard	Yes	No	Specifications for PPE*
Loud Noise			

\*examples: ear plugs, ear muffs

Comments: \_\_\_\_\_

## Hazard Assessment for use of Personal Protective Equipment

<b>VI. Respiratory</b>			
<b>Potential Hazard</b>	<b>Yes</b>	<b>No</b>	<b>Specifications for PPE*</b>
Irritant Dust			
Gases and Vapors			
Welding Fumes			
Asbestos			
Lead			
Mold			
Is ventilation required? Confined Space			
Other (list) Pesticides			

\*examples: basic dust mask, N-95 respirator, ½ face respirator, full face respirator.  
List cartridge needed if applicable. Use of a N-95 requires the worker to be medically  
evaluated and fit tested.

<b>VII. Fall Protection</b>			
<b>Potential Hazard</b>	<b>Yes</b>	<b>No</b>	<b>Specifications for PPE*</b>
General Industry -working above 4 feet without guarding, working above 10 feet on scaffolds without guarding			
Aerial Lifts (bucket trucks, JLG, Genie)			
Other (list)			

\*examples: lanyard, harness, safety belt, lifeline, safety monitor, warning line  
system, safety net

<b>VIII. Body Protection</b>			
<b>Potential Hazard</b>	<b>Yes</b>	<b>No</b>	<b>Specifications for PPE*</b>
Chemical Splash			
Electrical Arc			
Welding Arc			
Thermal Protection			
Tool or Machine Operation			
Other (list)			

\*examples: apron, electrically rated clothing, welding rated clothing, chaps, shin  
guards

Comments: \_\_\_\_\_

## SUBSTANCE IDENTITY (Same as shown on MSDS)

HEALTH

FLAMMABILITY

REACTIVITY

4 - Extreme

1 - Slight

3 - High

0 - No

2 - Moderate

**Personal Protective Equipment**

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## NEW YORK STATE - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

\_\_\_\_\_  
CORRECTIONAL FACILITY**RECORD OF TRAINING**

(If training provided on different dates, record each date and training separately, use more than one form if needed.)

INMATE NAME: \_\_\_\_\_ DIN: \_\_\_\_\_

SHOP/WORK AREA: \_\_\_\_\_

\*\*\*\*\*  
The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

EMPLOYEE TRAINER (NAME AND TITLE): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*  
The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

EMPLOYEE TRAINER (NAME AND TITLE): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*  
The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

EMPLOYEE TRAINER (NAME AND TITLE): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Original: Guidance and Classification File  
Copy: Shop/Unit File

## LIST OF HAZARDOUS CHEMICALS/MATERIALS

[illegible]

HAZARDOUS STOCKS - PERPETUAL INVENTORY AND ISSUE LOG

LOCATION	ITEM	CONTAINER SIZE

INITIAL INVENTORY LEVEL	
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[illegible]

NOTE: BEFORE ISSUING ANY HAZARDOUS ITEMS, CHECK INVENTORY LEVEL TO BE SURE IT IS CORRECT.

COMPLETED FORMS ARE TO BE SENT TO THE FIRE/SAFETY OFFICER FOR REVIEW, RETENTION AND DISPOSAL.

## FORM 2094 (4/12)

QUARTERLY HAZARDOUS MATERIAL INVENTORY

[illegible]

TO BE COMPLETED BY AREA SUPERVISOR IN JANUARY, APRIL, JULY AND OCTOBER AND FORWARDED TO THE FIRE/SAFETY OFFICER.