



**Administrative Policies and Procedures: 29.7**

<b>Subject:</b>	<b>Control and Use of Flammable, Toxic and Caustic Materials, Furnishings and Fire Safety Performance Requirements</b>
<b>Authority:</b>	TCA 37-5-101, 37-5-102, 37-5-105(3), 37-5-106; <i>National Fire and Protection Association (NFPA) 101 Life Safety Code</i>
<b>Standards:</b>	<b>ACA:</b> 4-JCF-1B-04; 4-JCF-1B-05; <b>DCS Practice Model Standard:</b> 8-306; <b>COA:</b> ASE 3.02; 3.03; 6.01
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
All flammable, toxic, and caustic materials that are an obvious hazard to youth and staff shall be strictly controlled. Guidelines are established for the selection and purchase of furnishings that meet fire safety performance requirements in accordance with the provisions of this policy and state and federal rules and regulations. Only furnishings that are classified as safe will be purchased for use in DCS Youth Development Centers (YDC).	
<b>Purpose:</b>	
To provide guidelines to ensure that all furnishings in YDC's meet the fire safety performance requirements as outlined in the <i>National Fire and Protection Association (NFPA)</i> and standards. All flammable, toxic, and caustic materials used by the YDC's are stored in secure areas that are inaccessible to youth and a prescribed system is used to account for their distribution.	
<b>Procedures:</b>	
<b>A. Purchasing of hazardous materials and furnishings</b>	<ol style="list-style-type: none"> <li>1. The YDC Procurement Officer must obtain approval from the Facilities Safety Officer to ensure that the least dangerous product is purchased and used in all facilities. A Material Safety Data Sheet (MSDS) must be on file for purchased products or when new products are ordered. An MSDS sheet will be shipped with the product.</li> <li>2. The YDC Procurement Officer will obtain approval from the Facilities Safety Officer to ensure that all YDC furnishings have met all fire safety performance requirements before being purchased. Documentation will obtain the necessary test statements from the manufacturer and is kept on file at the YDC. The documentation will read:  <b><i>"Has Passed All Fire Safety Tests" or "This Product Has Met All Code Requirements"</i></b></li> </ol>

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<p><b>B. Hazardous Ratings NFPA/Hazardous Materials Identification System (HMIS)</b></p>	<ol style="list-style-type: none"> <li>3. Diluted products with a hazardous rating <b>(0)</b> or <b>(1)</b> for health, flammability and reactivity, using the guidelines from the MSDS, do not meet the definition of toxic material. Issue logs for these substances are not required, but all containers must be labeled. MSDS sheets must be maintained on these substances and be readily available. An inventory of these products is maintained in the primary storage area for general control purposes, but is not required at the usable area.</li> <li>4. When more dangerous materials (<b>2, 3</b> or <b>4</b>) must be used, a system of inventories, issue logs, and controlled storage must be established.</li> <li>5. Products dispensed through aerosol cans are <u>only</u> approved for use in specific areas (e.g., maintenance, warehouse, medical, and cafeteria, etc.). Aerosol cans must not be stored or used in any area not authorized. Aerosol cans must not be used or stored in the living units at any time for any purpose.</li> </ol>
<p><b>C. Use of hazardous materials</b></p>	<ol style="list-style-type: none"> <li>1. <b>Issuance:</b> Stored materials are dispensed and inventoried according to written operating procedures. All issuances and receivables are accounted for on form <b>CS-0223, Hazardous Material Bin Card</b>.</li> <li>2. <b>Amount:</b> Hazardous materials will be issued only in the amount necessary for the task not to exceed amount for one day's use.</li> <li>3. <b>Supervision:</b> Authorized staff will closely supervise youth using hazardous materials.</li> <li>4. <b>Control:</b> No youth is permitted to have, as a personal possession, any material determined to be flammable, caustic, and/or toxic by its MSDS or by the Fire Safety Officer/Fire and Safety Coordinator.</li> <li>5. <b>Labeling:</b> When possible, all chemicals should be stored in their original container with the manufacturer's label intact. When chemicals are removed from the original to a secondary container, it will be labeled to identify the contents.</li> <li>6. <b>Cleaning:</b> <ol style="list-style-type: none"> <li>a) Gasoline or carbon tetrachloride <b><u>must not be used</u></b> for cleaning.</li> <li>b) Stoddard solvents, kerosene or other cleaning agents with a flashpoint above 100° F <b><u>may be used</u></b> only in conjunction with an approved cleaning agitator not in open containers.</li> </ol> </li> </ol>
<p><b>D. Accountability of hazardous materials</b></p>	<ol style="list-style-type: none"> <li>1. Storage areas or cabinets are inventoried and locked with the MSDS information pertaining to the items that are contained in that area. Flammable materials must be stored in accordance with all appropriate codes and approved by the authority having jurisdiction.</li> <li>2. Each designated supervisor for each storage location will maintain a perpetual inventory using form <b>CS-0223, Hazardous Material Bin Cards</b>. Bin cards for</li> </ol>

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	<p>each substance will:</p> <ol style="list-style-type: none"> <li>a) Accurately reflect the most current receipts issued and balance on hand;</li> <li>b) The date and signature of the staff person performing the transaction; and</li> <li>c) Reflect a reference number that is used to cross-reference the MSDS.</li> </ol> <ol style="list-style-type: none"> <li>7. The monthly inventory is recorded on form <b>CS-0400, Monthly Hazardous Material Inventory</b> with a copy forwarded to the Fire Safety Officer/Fire and Safety Coordinator.</li> <li>8. Each area using hazardous materials will maintain a file of MSDS for the products used in that location. They will be numerically ordered, indexed, and cross-referenced to bin cards.</li> <li>9. The Facility Safety Officer or other designated person must maintain a master index of all flammable, caustic, and toxic substances used by the YDC. Included will be all MSDS material on each substance.</li> <li>10. The Fire Safety Officer employed in a YDC storing hazardous materials in bulk (55 gallons or more of liquids or 500 lbs. or more of solids) will maintain a diagram indicating location of storage points and amount of materials stored.</li> <li>11. A copy of this diagram will be maintained in central control and be made available to emergency response units.</li> <li>12. Spills and disposal must be addressed in accordance with the guidelines indicated on the MSDS sheet.</li> </ol>
<p><b>E. Responsibility and storage of hazardous materials</b></p>	<ol style="list-style-type: none"> <li>1. The Fire Safety Officer/Fire and Safety Coordinator will designate and identify areas or receptacles for the storage of hazardous materials.</li> <li>2. The YDC Superintendent will designate a supervisor for each approved storage area or receptacle.</li> <li>3. Each designated supervisor will be responsible for the control and accountability of all hazardous materials used in their respective storage areas.</li> <li>4. The Fire Safety Officer/Fire and Safety Coordinator will inspect monthly, all storage areas and inventories for control of hazardous materials. Any deficiencies noted are reported to the YDC Superintendent.</li> <li>5. Flammable liquids will be stored in accordance with NFPA standards in approved metal cabinets, adequately constructed inside storage rooms, or outside storage buildings.</li> <li>6. Poisonous, toxic and caustic materials must be stored inside securely constructed locked containers, inside locked rooms or in secured fenced areas accessible only to employees.</li> </ol>

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	<ol style="list-style-type: none"> <li>7. YDC's that store flammable liquids in bulk (55 gallons or more) will comply with NFPA 30 "<i>Flammable and Combustible Liquids Code</i>" and OSHA "<i>Hazard Communications Standard (29 CFR 1910.1200)</i>".</li> <li>8. Approved self-closing metal containers are provided for flammable liquids and for rags used with flammable liquids. Oily rags will be collected and stored in the appropriate containers prior to disposal and will be emptied at the end of the work day.</li> <li>9. Areas where flammable liquids with flashpoints below 100°F are used, are provided ventilation at a rate of not less than one cubic foot per minute per square foot of solid floor area.</li> </ol>
<p><b>F. Personal protective equipment and training</b></p>	<ol style="list-style-type: none"> <li>1. All employees who are involved with use, inventory and/or storage of hazardous materials must exercise special care when handling.</li> <li>2. Protective clothing and equipment are issued to youth assigned to work in food service, garage, physical plant, maintenance shops, vocational education, and other work area. Protective clothing and equipment include, but are not limited to:             <ol style="list-style-type: none"> <li>a) Face mask;</li> <li>b) Goggles;</li> <li>c) Protective helmet;</li> <li>d) Steel-tipped shoes; and</li> <li>e) Gloves.</li> </ol> </li> <li>3. Emergency spill kits and eyewash stations are available as required by federal, state, and local safety codes.</li> <li>4. Staff and youth are trained in the proper use and safe handling of toxic and caustic materials.</li> </ol>
<p><b>G. Furnishings</b></p>	<p>The YDC prevents and/or limits the onset and spread of fire and toxic smoke through the following methods:</p> <ol style="list-style-type: none"> <li>1. Furnishings and interior finish materials comply with recognized fire safety performance requirements;</li> <li>2. Trash/refuse receptacles made of noncombustible material are provided at accessible locations throughout the YDC and are emptied at least daily; and</li> <li>3. All flammable items are controlled, handled, stored, and disposed of properly.</li> </ol>

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<b>Forms:</b>	<a href="#"><u>CS-0223, Hazardous Materials Bin Card</u></a> <a href="#"><u>CS-0400, Monthly Hazardous Materials Inventory</u></a>
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<b>Collateral documents:</b>	<a href="#"><u>National Fire Protection Agency (NFPA)</u></a>
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<b><i>Term</i></b>	<b><i>Definition</i></b>
<b><i>Facility Furnishings:</i></b>	Draperies, curtains, furniture, mattresses and bedding, upholstered or cushioned furniture, wastebaskets, decorations, and similar materials that can burn.