



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-160700 Control and Use of Flammable, Toxic, Caustic, Combustible, Incendiary Materials, Hazard Communication Program

Issued: 10/31/85
Effective: 11/14/85

Reviewed: 2/13/20
Revised: 2/13/20

Alisha Tafoya Lucero, Cabinet Secretary

Original Signed and Kept on File

AUTHORITY:

- A. NMSA 1978, Sections 9-3-5, 33-2-1, 33-2-4, 33-2-14, 33-2-31 and 33-1-6; 59A-52-1 to -25; 59A-53-1 to -17; as amended.
- B. Corrections Industries Act, Laws, NMSA 1978 Sections 33-8-1 et. Seq.
- C. National Fire Protection Association Life Safety Code.
- D. Flammable and Combustible Liquid Codes, NFPA 30.
- E. Policy *CD-010100*.

REFERENCES:

- A. ACA Standards 2-CO-3B-01 and 2-CO-3B-02, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Expected Practice 5-3B-4215, *Performance Based Expected Practices for Adult Correctional Institutions*, 5th Edition.
- C. ACA Standards 1-CTA-3B-06, *Standards for Correctional Training Academies*, 1993.
- D. ACA Standards 2-CI-1A-4, 2-CI-1A-7, 2-CI-1A-8, 2-CI-1B-01-1 and 2-CI-1B-4 *Standards for Correctional Industries*, 2nd Edition.
- E. OSHA 29 CFR 1910.1200.

PURPOSE:

To ensure that all Corrections Department facilities and institutions, including Corrections Industries, control, store, and use hazardous and flammable materials in accordance with appropriate codes and standards by training personnel in the hazards and handling of such materials. [**2-CI-1B-4**] [**5-3B-4215**] [**1-CTA-3B-06**]

APPLICABILITY:

All employees of the Corrections Department and contract employees who acquire, store, or use any flammable, toxic, or caustic materials and especially to Fire, Safety and Sanitation Officers, department heads and supervisors.

FORMS:

Request for Safety Data Sheet form (CD-160700.1)

ATTACHMENTS:

None

DEFINITIONS:

- A. Caustic Material: A substance capable of destroying or eating away by chemical reaction.
- B. Combustible Liquid: A substance with a flash point at or above 100 degrees Fahrenheit, a Class II or Class III liquid.
- C. Flammable Material: Any product that will ignite when contacted by flame or spark at or below 100 degrees Fahrenheit. Classified by flash point as a Class I liquid.
- D. Incendiary Devices or Products: Devices or products causing or designed to cause fire (e.g., matches, cigarette lighters, "stingers", etc.)
- E. Safety Data Sheet (SDS): A document required by government regulation which provides specific and detailed information on hazardous chemicals, its potential hazardous properties, hazardous effects, physical chemical characteristics, and appropriate protective measures.
- F. Toxic Materials: Substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract.
- G. Waste Materials: Material left over from various manufacturing processes which for any reason has been unsuitable for the original purpose.

POLICY:

All agency facilities including Central Office and Corrections Industries shall meet and conform to appropriate federal, state, and local fire, safety, sanitation, and health codes. [2-CI-1A-4] [1-CTA-3B-06]

- A. Each facility and institution including Central Office and Corrections Industries shall maintain a plan of action and train all personnel in hazards associated with chemical spills and proper handling of, all flammable, toxic, and caustic materials by establishing controls which meet federal, state, local, and ACA standards. [2-CO-3B-01] [2-CO-3B-02] [5-3B-4215] [2-CI-1A-8] [1-CTA-3B-06]
- B. These controls shall include written policies and procedures covering procurement, storage, inventory, and use of all hazardous materials, as well as the acquisition and placement of current Safety Data Sheets.
- C. All flammable materials shall be controlled, safely handled, and securely stored. Where smoking is permitted, noncombustible receptacles for smoking materials and separate

containers for other combustible refuse shall be provided at approved locations. Special containers for flammable liquids and for rags used with flammable liquids shall be provided. All receptacles and containers shall be emptied and cleaned daily. **[2-CI-1B-01-1]**

- D. Hazardous material in areas accessible to inmates shall be secured when not in use and subject to inventory control.
- E. If combustible materials are used to set fires in any housing unit, the Warden is authorized to control, preclude, or limit the possession of such materials in such housing units for either a specified period of time or indefinitely if necessary.
- F. If incendiary devices or products are used to set fires in any housing units, the Warden is authorized to control, preclude, or limit the possession of such materials in such housing units for either a specified period of time or indefinitely if necessary.
- G. Each Corrections Industries program shall conform 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]**

NEW MEXICO CORRECTIONS DEPARTMENT
Request for Safety Data Sheet

TO:

FROM:

DATE:

RE: REQUEST FOR SAFETY DATA SHEET

Pursuant to Part 1910, 1200 Title 29 of the Code of Federal Regulations of the Occupational Safety and Health Act, Section (g), New Mexico Correctional Industries Division requests a Safety Data Sheet for the product used at our facility (listed below).

Pursuant to State and Federal regulations, we request information on hazardous ingredients; physical data; fire and explosion data; health hazard data; spill and leak procedures; special protection information; and, special precautions. Materials will not be accepted without this requested information.

Safety Data Sheets needed for:

1. _____
2. _____
3. _____
4. _____

Thank you for your cooperation and assistance in this matter.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-160701 Corrections Industries Control and Use of Flammable, Toxic, Caustic, Combustible, Incendiary Materials, Hazard Communication Program	Issued: 10/31/85 Effective: 11/14/85	Reviewed: 2/13/20 Revised: 2/13/20
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-160700*

PROCEDURES: [2-CI-1B-4]

A. General

All Industries shall meet minimum applicable federal, state, and local work, health, and safety standards / codes. [2-CI-1A-4]

1. Each industry shall conform to applicable laws and safety standards in the storage, handling, and disposal of chemicals, waste materials, and other potential atmospheric, soil or water pollutants. The Facility Manager or designee shall ensure staff, volunteers, contractors, and inmate workers are trained and maintain control and accountability for all flammable, toxic, and caustic materials, liquids, and chemicals used in their work areas. [2-CI-1A-7] [2-CI-1A-8]
2. There shall be a stock inventory, a daily usage log and SDS available on site whenever flammable, toxic, or caustic substances are stored and used.
 - a. Each industry shall have a minimum of one “Right to Know” station accessible during normal operating hours that has up-to-date SDS for all chemicals within the respective facility.
 - b. SDS shall also be maintained in each storage area within each industry for all chemicals stored in each respective area in order to inform individuals of the necessary Personal Protective Equipment (PPE) to use.
3. All flammable materials shall be controlled, safely handled, and securely stored. Where smoking is permitted, noncombustible receptacles for smoking materials and separate containers for other combustible refuse shall be provided at approved locations. Special containers for flammable liquids and for rags used with flammable liquids shall be provided. All receptacles and containers shall be emptied and cleaned daily. [2-CI-1B-01-1]

4. It is the responsibility of the Fire, Safety and Sanitation Officer (FSSO) to inspect and monitor the storage and handling of flammable, combustible, and hazardous materials throughout the institution, including Corrections Industries facilities.
5. Any violation or discrepancy must be reported immediately to the Facility Manager (i.e., paint cans improperly covered, containers not vented or labeled, spills, dirty/stained rags not in proper container, and ventilation problems).
6. It is the responsibility of each person using these substances to follow all prescribed safety precautions per the SDS, wear personal protective equipment per the respective SDS, maintain personal protective equipment in good condition - daily - or after each use when necessary and report all hazards or spills to the FSSO. In the absence of the FSSO, contact the Physical Plant Manager, Maintenance Supervisor or any certified Hazardous Materials Correctional Officer or Specialist. The protection of life, property, and environment is essential.

B. Ordering procedures:

1. Prior to ordering any cleaning products, chemicals, paints, thinners, solvents, degreasers, specialized agents, etc., the supervisor must obtain a **Request for Safety Data Sheet** form (*CD-160700.1*).
2. The shop supervisor shall forward the **Request for Safety Data Sheet** form (*CD- 160700.1*) to the Facility Manager, which in turn will obtain approval from the FSSO, which will be recorded on the SDS.
3. The FSSO shall retain a copy of the SDS and forward a copy to the warehouse upon approval. Disapproved items will not be allowed into the institution.
4. After approval, the shop supervisor and the Facility Manager shall follow proper purchasing procedures to procure the item(s).

C. Receiving procedures

1. All items shall be received only at the Corrections Industries' warehouse or institution warehouse.
2. Appropriate personnel shall refuse receipt of any item(s) that do not have prior approval of the Facility Manager or the FSSO, or does not arrive with SDS document.

D. Specific Guidelines for Use of Flammable or Combustible Liquids:

1. Class I Liquids:

Gasoline, benzine (petroleum ether), acetone, hexane, lacquer, lacquer thinner, denatured alcohol, ethyl alcohol, antifreeze, xylene (xylol), contact cement, adhesives, toluol

(toluene), methyl ethyl ether, methyl ethyl detone, naphtha Y, M, and P, aerosol components (cans), polyurethane products.

2. Class II Liquids:

Diesel fuel, motor oil, kerosene, petroleum distillates, cleaning solvents, mineral spirits, agitene, toxic base glues, hydraulic fluids, brake fluids, lubricants, oil-based furniture polish.

3. Storage:

- a. Any liquid or aerosol that is required to be labeled "flammable" or "combustible" under the Federal Hazardous Substances Labeling Act, must be stored and used according to label recommendations, and in a way that does not endanger lives and property.
- b. Storage rooms and cabinets properly secured, and usage supervised by a shop supervisor or an authorized staff member.
- c. All portable containers for flammable and combustible liquids other than the original shipping containers must be approved safety cans and shall have legible labels identifying the contents.
- d. All excess liquids shall remain in their original container in the storage room or cabinet. All containers shall be tightly sealed when not in use.
- e. All mowers, trimmers etc. that have a gasoline engine must have all gasoline removed before storing inside a building or storage shed.

4. Use:

- a. The use of any flammable or combustible liquids must conform to the provisions and safety precautions listed in the manufacturer's SDS.
- b. Methods for drawing from or transferring these liquids into containers shall never be conducted within a closed building, but one which must be properly vented, or outside, and:
 - 1) Utilizing a closed piping system.
 - 2) From safety cans.
 - 3) By a device drawing from the top.
 - 4) By gravity through an approved self-closing system.
 - 5) By a transferring pump manufactured for such use.
- c. Only liquids with a flash point at or above 100 degrees Fahrenheit (e.g., Stoddard solvent, kerosene) can be used for cleaning. Such operations must be performed in an approved part cleaner or dip-tank with an approved fusible link cover, melting

temperature at 165 degrees Fahrenheit, automatically closing the cover. **Under no circumstances can flammable liquids be used for general cleaning purposes.**

E. Toxics:

Toxics include, but are not limited to the following: ammonia, chlorine, antifreeze, duplicating fluid, methyl alcohol (wood alcohol or methanol), defoliants, insecticides, herbicides, pesticides, rodenticide, mop treatment chemicals, disinfectants, and acids.

F. Caustics:

Cleansers (foaming cleansers, Easy-Off, Sani-Flush), muriatic acid, caustic soda, caustic flakes, sulfuric acid, tannic acid, lye, caustic base wax stripper, carpet cleansers, degreasers, descalers, liquid plumbing digester, water treatment chemicals, and detergents.

G. Disposal/Spills:

The SDS for each substance prescribes the proper method of disposal. If required, the Facility Manager will contract with a commercial disposal firm, which will handle, transport, and dispose of the substances, in a manner consistent with all applicable local, state, and federal regulations. The SDS will also prescribe the proper course of action in case of spillage.

H. Inventories:

1. Inventory logs shall be maintained for all flammable, toxic, and caustic substances used and stored in the storage room or in the shops. Records shall be maintained for each substance to accurately reflect acquisition, disbursement, and the amounts in stock, and daily usage logs must be used to monitor inventories.

2. Shop files:

Each shop using any flammable, toxic or caustic substance shall maintain a SDS for each substance, which shall be updated at least annually or when a new item is introduced. The file shall also contain a list of all areas where these substances are stored.

I. Issuing:

1. All flammable, toxic, and caustic substances shall be issued only under the supervision of authorized staff (i.e., drawn from supply points to canisters or dispensers).

2. All such substances shall be issued only in the amounts necessary for one (1) day's needs and closely supervised by staff.

3. The institution's daily usage log must be filled out when product is used and copies of all such reports must be submitted monthly to the FSSO.

4. All hazardous materials will be securely stored on shelves to prevent spillage or fire.
5. During rotation of hazardous materials, these shall be securely stored on shelves to prevent spillage or fire.
6. Storage rooms must meet the following specifications:
 - a. Fire-resistant construction and properly secured.
 - b. Ventilation system, either mechanical or gravity flow within 12 inches of the floor, which provides at least three (3) air changes per hour within the room.
 - c. Provide security containers for flammable liquids in amounts over five (5) gallons.
7. Each storage cabinet must be:
 - a. Properly constructed of non-flammable material and securely locked (NFPA approved for chemical/flammable storage).
 - b. Conspicuously labeled "Flammable."
 - c. Capable of storing 60 gallons or less of Class I or Class II liquids or 120 gallons of Class III liquids.

J. Training:

1. All Facility Managers shall ensure that all staff conforms to applicable Federal, State, and local work, health, and safety standards in the storage, handling, and disposal of chemicals, waste materials, and other potential atmospheric, soil, or water pollutants. **[2-CI-1A-4]**
[2-CI-1A-7]
2. A training curriculum shall be developed to provide all staff, volunteers, contractors, and inmate workers training in the proper storage, handling, and disposal of toxic and caustic materials. All such training shall be documented and records maintained. **[2-CI-1A-8]**



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-160702 Institutional Control and Use of Flammable, Toxic, Caustic, Combustible, Incendiary Materials, Hazard Communication Program	Issued: 10/31/85 Effective: 11/14/85	Reviewed: 2/13/20 Revised: 2/13/20
Alisha Tafoya Lucero, Cabinet Secretary	<i>Original Signed and Kept on File</i>	

AUTHORITY:

Policy *CD-160700*

PROCEDURES: [5-3B-4215]

A. General

All facilities shall meet minimum applicable federal, state, and local work, health, and safety standards.

1. Each facility shall conform to applicable laws and safety standards in the storage, handling, and disposal of chemicals, waste materials, and other potential atmospheric, soil or water pollutants. The Warden or designee shall ensure staff, volunteers, contractors, and inmate workers are trained and maintain control and accountability for all flammable, toxic, and caustic materials, liquids, and chemicals used in their work areas.
2. There shall be a stock inventory, a daily usage log, and Safety Data Sheets (SDS) available on-site whenever flammable, toxic, or caustic substances are stored and used.
 - a. Each facility shall have a minimum of one “Right to Know” station accessible twenty-four (24) hours a day, seven (7) day a week that has up-to-date SDS for all chemicals within the respective facility.
 - b. SDS shall also be maintained in each storage area within the facility for all chemicals stored in each respective area in order to inform individuals of the necessary Personal Protective Equipment (PPE) to use.
3. All flammable materials shall be controlled, safely handled, and securely stored. Where smoking is permitted, noncombustible receptacles for smoking materials and separate containers for other combustible refuse shall be provided at approved locations. Special containers for flammable liquids and for rags used with flammable liquids shall be provided. All receptacles and containers shall be emptied and cleaned daily.
4. It is the responsibility of the FSSO to inspect and monitor the storage and handling of flammable, combustible, and hazardous materials throughout the institution.

5. Any violation or discrepancy must be reported immediately to the Warden (i.e., paint cans improperly covered, containers not vented or labeled, spills, dirty/stained rags not in proper container, and ventilation problems).
6. It is the responsibility of each person using these substances to follow all prescribed safety precautions per the SDS, wear personal protective equipment per the respective SDS, maintain personal protective equipment in good condition - daily - or after each use when necessary, and report all hazards or spills to the FSSO. In the absence of the FSSO, contact the Physical Plant Manager, Maintenance Supervisor or any certified Hazardous Materials Correctional Officer or Specialist. The protection of life, property, and environment is essential.

B. Ordering procedures:

1. Prior to ordering any cleaning products, chemicals, paints, thinners, solvents, degreasers, specialized agents, etc., the Physical Plant Manager must obtain a **Request for Safety Data Sheet** form (*CD-160700.1*)
2. The Physical Plant Manager shall forward the SDS to the Warden or designee, which in turn will obtain approval from the FSSO, which will be recorded on the SDS.
3. The FSSO shall retain a copy of the SDS and forward a copy to the warehouse upon approval. Disapproved items will not be allowed into the Institution.
4. After approval, the Physical Plant Manager and the Warden or designee may follow proper purchasing procedures to procure the item(s).

C. Receiving procedures

1. All items shall be received only at the Institution warehouse.
2. Appropriate personnel shall refuse receipt of any item(s) that do not have prior approval of the Warden or designee or the FSSO, or does not arrive with SDS document.

D. Specific Guidelines for Use of Flammable or Combustible Liquids:

1. Class I Liquids:

Gasoline, benzine (petroleum ether), acetone, hexane, lacquer, lacquer thinner, denatured alcohol, ethyl alcohol, antifreeze, xylene (xylol), contact cement, adhesives, toluene (toluene), methyl ethyl ether, methyl ethyl detone, naphtha Y, M, and P, aerosol components (cans), polyurethane products.

2. Class II Liquids:

Diesel fuel, motor oil, kerosene, petroleum distillates, cleaning solvents, mineral spirits, agitene, toxic base glues, hydraulic fluids, brake fluids, lubricants, oil-based furniture polish.

3. Storage:

- a. Any liquid or aerosol that is required to be labeled "flammable" or "combustible" under the Federal Hazardous Substances Labeling Act, must be stored and used according to label recommendations, and in a way that does not endanger lives and property.
- b. Storage rooms and cabinets properly secured and usage supervised by a shop supervisor or an authorized staff member.
- c. All portable containers for flammable and combustible liquids other than the original shipping containers must be approved safety cans, and shall have legible labels identifying the contents.
- d. All excess liquids shall remain in their original container in the storage room or cabinet. All containers shall be tightly sealed when not in use.
- e. All mowers, trimmers etc. that have a gasoline engine must have all gasoline removed before storing inside a building or storage shed.

4. Use:

- a. The use of any flammable or combustible liquids must conform to the provisions and safety precautions listed in the manufacturer's SDS.
- b. Methods for drawing from or transferring these liquids into containers within a building include:
 - 1) Utilizing a closed piping system.
 - 2) From safety cans.
 - 3) By a device drawing from the top.
 - 4) By gravity through an approved self-closing system.
- c. Only liquids with a flash point at or above 100 degrees Fahrenheit (e.g., Stoddard solvents, kerosene) can be used for cleaning. Such operations must be performed in an approved part cleaner or dip-tank with approved fusible link cover, melting temperature link at 165 degrees Fahrenheit, automatically closing the cover. **Under no circumstances can flammable liquids be used for general cleaning purposes.**

E. Toxics:

Toxics include, but are not limited to the following: ammonia, chlorine, antifreeze, duplicating fluid, methyl alcohol (wood alcohol or methanol), defoliants, insecticides, herbicides, pesticides, rodenticide, mop treatment chemicals, disinfectants, and acids.

F. Caustics:

Cleansers (foaming cleansers, Easy-Off, Sani-Flush), muriatic acid, caustic soda, caustic flakes, sulfuric acid, tannic acid, lye, caustic base wax stripper, carpet cleansers, degreasers, descalers, liquid plumbing digester, water treatment chemicals, and detergents.

G. Disposal/Spills:

The SDS for each substance prescribes the proper method of disposal. If required, the Warden or designee will contract with a commercial disposal firm which will handle, transport and dispose of the substances, in a manner consistent with all applicable local, state, and federal regulations. The SDS will also prescribe the proper course of action in case of spillage.

H. Inventories:

1. Inventory logs shall be maintained for all flammable, toxic, and caustic substances used and stored in the storage room or in the shops. Records shall be maintained for each substance to accurately reflect acquisition, disbursement, and the amounts in stock, and daily usage logs must be used to monitor inventories.

2. Shop files:

Each shop using any flammable, toxic, or caustic substance shall maintain a SDS for each substance, which shall be updated at least annually or when a new item is introduced. The file shall also contain a list of all areas where these substances are stored.

I. Issuing:

1. All flammable, toxic and caustic substances shall be issued only under the supervision of authorized staff (i.e., drawn from supply points to canisters or dispensers).
2. All such substances shall be issued only in the amounts necessary for one (1) day's needs and closely supervised by staff.
3. The institution's daily usage log must be filled out when product is used and copies of all such reports must be submitted monthly to the FSSO.
4. All hazardous materials will be securely stored on shelves to prevent spillage or fire.
5. During rotation of hazardous materials, these shall be securely stored on shelves to prevent spillage or fire.
6. Storage rooms must meet the following specifications:

- a. Fire-resistant construction and properly secured.
 - b. Ventilation system, either mechanical or gravity flow within 12 inches of the floor, that provides at least three (3) air changes per hour within the room.
7. Each storage cabinet must be:
- a. Properly constructed of non-flammable material and securely locked (NFPA-approved for chemical/flammable storage).
 - b. Conspicuously labeled "Flammable."
 - c. Capable of storing 60 gallons or less of Class I or Class II liquids or 120 gallons of Class III liquids.

J. Training:

1. All Wardens or designees shall ensure that all staff conforms to applicable Federal, State, and local work, health, and safety standards in the storage, handling, and disposal of chemicals, waste materials, and other potential atmospheric, soil, or water pollutants.
2. A training curriculum shall be developed to provide all staff, volunteers, contractors, and inmate workers are trained in the proper storage, handling, and disposal of toxic and caustic materials. All such training shall be documented and records maintained.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-160703 Central Office Control and Use of Flammable, Toxic, Caustic, Combustible, Incendiary Materials, Hazard Communication Program	Issued: 10/31/85 Effective: 11/14/85	Reviewed: 2/13/20 Revised: 2/13/20
Alisha Tafoya Lucero, Cabinet Secretary	<i>Original Signed and Kept on File</i>	

AUTHORITY:

Policy *CD-160700*

PROCEDURES: [2-CO-3B-01] [2-CO-3B-06]

A. General

All Central Office buildings shall meet minimum applicable federal, state, and local work, health, and safety standards.

1. Each area shall conform to applicable laws and safety standards in the storage, handling, and disposal of chemicals, waste materials, and other potential atmospheric, soil or water pollutants. The New Mexico Corrections Training Academy (NMCTA) Director shall ensure staff, volunteers, contractors, and inmate workers are trained and maintain control and accountability for all flammable, toxic, and caustic materials, liquids and chemicals used in their work areas.
2. There shall be a stock inventory, a usage log and Safety Data Sheets (SDS) available on site wherever flammable, toxic, or caustic substances are stored and used.
 - a. The “Right-to-Know” station will be available for the Central Office/ NMCTA complex in the NMCTA Director’s office upon request during regular business hours.
 - b. SDS shall also be maintained in each storage area within each building for all chemicals stored in each respective area in order to inform individuals of the necessary Personal Protective Equipment (PPE) to use.
3. All flammable materials shall be controlled, safely handled, and securely stored. Where smoking is permitted, noncombustible receptacles for smoking materials and separate containers for other combustible refuse shall be provided at approved locations. Special containers for flammable liquids and for rags used with flammable liquids shall be provided. All receptacles and containers shall be emptied and cleaned daily.
4. It is the responsibility of the Chief of Maintenance or designee to inspect and monitor the storage and handling of flammable, combustible, and hazardous materials throughout the institution.

5. Any violation or discrepancy must be reported immediately to the Academy Director (i.e., paint cans improperly covered, containers not vented or labeled, spills, dirty/stained rags not in proper container, and ventilation problems).
6. It is the responsibility of each person using these substances to follow all prescribed safety precautions per the SDS, wear personal protective equipment per the respective SDS, maintain personal protective equipment in good condition - daily - or after each use when necessary, and report all hazards or spills to the Chief of Maintenance. In the absence of the Chief of Maintenance, contact the Academy Director or designee. The protection of life, property, and environment is essential.

B. Ordering procedures:

1. Prior to ordering any cleaning products, chemicals, paints, thinners, solvents, degreasers, specialized agents, etc., the Chief of Maintenance must obtain a **Request for Safety Data Sheet** form (*CD-160700.1*)
2. The Chief of Maintenance shall forward the SDS to the NMCTA Director or designee, who in turn will approve or deny purchase or use of any cleaning supply.
3. The Chief of Maintenance shall retain a copy of the SDS and keep accountability of all supplies. Disapproved items will not be allowed into the NMCTA complex.
4. After approval, the Chief of Maintenance and the NMCTA Director or designee may follow proper purchasing procedures to procure the item(s).

C. Receiving procedures

1. All items shall be received only at the NMCTA or Caustic storeroom in Building C.
2. Appropriate personnel shall refuse receipt of any item(s) that do not have prior approval of the NMCTA Director or designee or the Chief of Maintenance, or does not arrive with SDS document.

D. Specific Guidelines for Use of Flammable or Combustible Liquids:

1. Class I Liquids:

Gasoline, benzine (petroleum ether), acetone, hexane, lacquer, lacquer thinner, denatured alcohol, ethyl alcohol, antifreeze, xylene (xylol), contact cement, adhesives, toluene (toluene), methyl ethyl ether, methyl ethyl ketone, naphtha Y, M, and P, aerosol components (cans), polyurethane products.

2. Class II Liquids:

Diesel fuel, motor oil, kerosene, petroleum distillates, cleaning solvents, mineral spirits, agitene, toxic base glues, hydraulic fluids, brake fluids, lubricants, oil-based furniture polish.

3. Storage:

- a. Any liquid or aerosol that is required to be labeled "flammable" or "combustible" under the Federal Hazardous Substances Labeling Act, must be stored and used according to label recommendations, and in a way that does not endanger lives and property.
- b. Storage rooms and cabinets properly secured and usage supervised by a shop supervisor or an authorized staff member.
- c. All portable containers for flammable and combustible liquids other than the original shipping containers must be approved safety cans and shall have legible labels identifying the contents.
- d. All excess liquids shall remain in their original container in the storage room or cabinet. All containers shall be tightly sealed when not in use.
- e. All mowers, trimmers etc. that have a gasoline engine must have all gasoline removed before storing inside a building or storage shed.

4. Use:

- a. The use of any flammable or combustible liquids must conform to the provisions and safety precautions listed in the manufacturer's SDS.
- b. Methods for drawing from or transferring these liquids into containers within a building include:
 - 1) Utilizing a closed piping system.
 - 2) From safety cans.
 - 3) By a device drawing from the top.
 - 4) By gravity through an approved self-closing system.
- c. Only liquids with a flash point at or above 100 degrees Fahrenheit (e.g., Stoddard solvent, kerosene) can be used for cleaning. Such operations must be performed in an approved part cleaner or dip-tank with approved fusible link cover, melting temperature at 165 degrees Fahrenheit, automatically closing the cover. **Under no circumstances can flammable liquids be used for general cleaning purposes.**

E. Toxics:

Toxics include, but are not limited to the following: ammonia, chlorine, antifreeze, duplicating fluid, methyl alcohol (wood alcohol or methanol), defoliants, insecticides, herbicides, pesticides, rodenticide, mop treatment chemicals, disinfectants, and acids.

F. Caustics:

Cleansers (foaming cleansers, Easy-Off, Sani-Flush), muriatic acid, caustic soda, caustic flakes, sulfuric acid, tannic acid, lye, caustic base wax stripper, carpet cleansers, degreasers, descalers, liquid plumbing digester, water treatment chemicals, and detergents.

G. Disposal/Spills: [2-CO-3B-02]

The SDS for each substance prescribes the proper method of disposal. If required, the NMCTA Director or designee will contract with a commercial disposal firm which will handle, transport, and dispose of the substances in a manner consistent with all applicable local, state, and federal regulations. The SDS will also prescribe the proper course of action in case of spillage.

H. Inventories:

1. Inventory logs shall be maintained for all flammable, toxic, and caustic substances used and stored in the Central Office NMCTA Complex. Records shall be maintained for each substance to accurately reflect acquisition, disbursement, and the amounts in stock, and usage logs must be used to monitor inventories.

I. Issuing:

1. All flammable, toxic, and caustic substances shall be issued only under the supervision of authorized staff (i.e., drawn from supply points to canisters or dispensers).
2. All such substances shall be issued only in the amounts necessary for one (1) day's needs.
3. The Central Office NMCTA complex's usage log must be filled out when product is used and logs maintained in the Chief of Maintenance's file.

J. Storage

1. All hazardous materials will be securely stored on shelves to prevent spillage or fire.
2. Storage rooms must meet the following specifications:
 - a. Fire-resistant construction and properly secured.
3. Each storage cabinet must be:
 - a. Properly constructed of non-flammable material (NFPA approved for flammable storage).
 - b. Conspicuously labeled "Flammable-Keep Fire Away."