

## GENERAL DISTRIBUTION

WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION

NUMBER: 316.00

DATE: 16 August 2021

SUBJECT: FLAMMABLE, TOXIC &  
CAUSTIC MATERIALS

# POLICY DIRECTIVE

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### PURPOSE:

To maintain a mechanism that governs the control and use of all flammable, toxic, and caustic materials.

### REFERENCE:

87CSR1 Title 87 Legislative Rule of the State Fire Commission (State Fire Code).

### RESPONSIBILITY:

Superintendents, and work unit supervisors or directors as appropriate, shall be responsible for establishing and maintaining an emergency response plan to comply with this Policy.

### CANCELLATION:

Any previous written instruction on the subject, including DOC Policy Directive 316.00, dated 01 January 2004; DJS Policy 321.00, dated 01 July 2011; and RJA Policy 8006, dated 31 December 1988.

### APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

### DEFINITIONS:

**Caustic Materials:** Substances that can destroy or eat away by chemical reaction (e.g. lye, caustic soda, sulfuric acid).

**Flammable Materials:** Liquids with a flash point below 100° Fahrenheit.

**Safety Data Sheets (SDS):** Also known as Material Safety Data Sheets (MSDS) or Product Safety Data Sheets (PSDS), are safety documents provided by a manufacturer of a particular product that generally include physical and chemical properties, potential hazard information, protective measures, storage and transport precautions, emergency procedures including how to handle spills or accidental exposure, disposal recommendations, and manufacturer contact information.

**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 (e.g. zinc chromate paint, ammonia, chlorine, antifreeze, herbicides, pesticides).

**POLICY:**

- I. All flammable, toxic, and caustic materials (as defined above) shall be stored in secure areas that are not accessible to inmates/residents.
- II. A prescribed system shall be used to account for the distribution of all flammable, toxic, and caustic materials. **Attachment #1** provides a perpetual inventory by adding items received and subtracting items issued and will be maintained at the point of storage for each item.
- III. Safety Data Sheets (SDS) shall be maintained in a master log by designated staff such as fire/safety officers/inspectors, and medical staff. Each point of storage shall have an SDS for each item stored at that location in an easily accessible manner.
- IV. Superintendents, and work unit supervisors or directors as appropriate, shall ensure emergency response plans are established and maintained for hazardous material incidents at their facility or work unit.
- V. Inmates and residents shall never possess such items unless they are under the close supervision of qualified staff.
- VI. All flammable, toxic, and caustic materials, residue, and diluted forms of these products will be disposed of in accordance with applicable federal, state, and municipal laws and/or regulations.

**ATTACHMENT(S):**

#1 Flammable, Toxic & Caustic Materials Inventory Form

APPROVED SIGNATURE: \_\_\_\_\_

  
Betsy C. Jividen, Commissioner

  
Date

