

	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>DEPARTMENT ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> JUN 24 2008	<b>POLICY NO.:</b> ADM.07.03
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.07.03 of 8/22/97	
<b>SUBJECT:</b> <b>HAZARDOUS CHEMICALS: USE, CONTROL &amp; REPORTING</b>		Page 1 of 11	

## 1.0 PURPOSE

To establish guidelines governing the use, control, and reporting of hazardous substances and corrosive materials, as defined by Hawaii Occupational Safety and Health Division, U.S. Environmental Protection Agency and U.S. Department of Transportation.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. American Correctional Association Standards for Adult Correctional Institutions, 3<sup>rd</sup> ed., Section 3-4203; 2<sup>nd</sup> ed., Sections 2-5162, 2-8182, and 2-9165.
- b. Hawaii Revised Statutes (HRS), §396, Occupational Safety and Health
- c. Title 12, Administrative Rule of the Department of Labor and Industrial Relations, Part 8, Occupational Safety and Health
- d. Hawaii Emergency Planning and Community Rights-to-Know Act (HEPCRA) and Title 11, Chapter 451, Hawaii Administrative Rules, the State Contingency Plan (SCP)

### .2 Definitions

- a. Approved: A product approved by a nationally recognized testing laboratory.
- b. Combustible Liquid: A substance having a flash point at or above 100°F and classified by flash point as a Class II, III A, or III B liquid.
- c. Corrosive Material: A substance with the capability of destroying or eating away by chemical reaction.
- d. Flammable Liquid: A substance having a flash point below 100°F (36.8°C) and classified as a Class I liquid (see reference chart, Attachment A for examples).

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- e. 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 the vessel used).
- f. Hazardous Chemical: Anything that can cause harm to health or physical hazard.
- g. Label: Symbols (at least a four-inch square diamond) which are affixed to the package being shipped.
- h. Material Safety Data Sheets: Product specification sheets issued by manufacturers of chemicals. These sheets specify how to properly use, handle, and store the products.
- i. Placard: Larger symbols (10-3/4 inch square diamond) which are applied to the sides and end of a motor vehicle, rail car, freight container, or portable tank containing hazardous materials (640 cubic feet or more).
- j. Toxic Material: A substance with the capacity to, through chemical reaction or mixture, produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract, with toxicity dependent on the quantity of material or substance absorbed and the rate, method, and site of absorption.

### 3.0 POLICY

- .1 A hazardous chemicals program shall be established in each division, branch, and staff office of the Department that maintains and uses hazardous chemicals in accordance with applicable State laws and regulations. Chemicals that are hazardous shall be identified and information concerning their hazard transmitted to all affected persons. The program shall consist of the following components:
  - a. A written hazard communication program for the workplace, including inventories of hazardous chemicals present in the workplace.
  - b. Identifying and labeling containers of hazardous chemicals as well as containers of hazardous chemicals being sent to other locations.
  - c. Preparing and distributing Material Safety Data Sheets to all persons who work with hazardous chemicals.

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- d. Conducting training programs for all persons regarding the use and disposal of hazardous chemicals.
- e. Accounting for all hazardous chemicals before, during, and after their use.
- .2 Substances which do not contain one or more of the properties outlined in these guidelines, but which may be labeled, "Keep Out of Reach of Children" or "May Be Harmful if Swallowed" may not necessarily be subjects for the controls specified in these guidelines. The control and use of these types of chemicals shall be evaluated within the provisions of this policy.
- .3 With respect to Corrections, inmates using hazardous chemicals shall be closely supervised at all times by staff qualified in their proper use and precautions.
- .4 All labels shall be left on a chemical container as long as the chemical remains in it. Ensure relabeling before label becomes illegible.

#### 4.0 PROGRAM RESPONSIBILITY

Each division, branch, and staff office administrator shall designate a staff member to function as the authority responsible for the supervision, control, communication, training, inventory maintenance, and coordination of a Hazard Communication Program to be documented on Attachment C (See Attachment D for items to be completed). The establishment and maintenance of this program shall be guided by the provisions of this policy.

#### 5.0 PROCEDURES

##### .1 Handling Hazardous Chemicals

##### a. Flammable and Combustible Liquids

Any liquid or aerosol which is labeled "Flammable" or "Combustible" in accordance with the U.S. Federal Hazardous Materials Transportation Act of 1974 (49 CFR 172.101), shall be stored and used according to label recommendations and in a way that will not endanger life and property.

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### 1. Storage

- (a) Storage of flammable and combustible liquids shall be in accordance with the National Fire Protection Association (NFPA) Code 30.
- (b) Lighting fixtures and electrical equipment in flammable liquid storage rooms shall conform to the requirements of the National Electrical Code for installation in hazardous locations.
- (c) Storage rooms shall be of fire-resistive construction, have self-closing fire doors at all openings, either a 4-inch sill or a 4-inch depressed floor (for inside storage rooms only), and a ventilation system which is either mechanical or gravity flow within 12-inches of the floor and provides at least six (6) air changes within the room per hour.
- (d) Storage cabinets shall be of fire-resistive construction and used to store no more than 60 gallons of class I or II liquids or 120 gallons of class III liquids (reference attached chart). The cabinets shall be conspicuously labeled, "Flammable – Keep Fire Away".

### 2. Issuance and Use

- (a) The dispensing of flammable and combustible liquids shall be done by a staff member only.
- (b) When flammable and combustible liquids are stored within a building, they shall be drawn from or transferred into containers only through a closed piping system, safety cans, or by means of a device drawing from the top, or by gravity feed through an approved self-closing system.
- (c) Where liquids are dispensed from drains, an approved grounding and bonding system shall be used.
- (d) All containers of flammable liquids shall be kept closed when not in use.
- (e) All portable containers for flammable and combustible liquids, other than the original shipping containers, shall be approved safety cans.

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Containers shall bear legible labels identifying the contents. At no time shall non-approved type containers be used to hold or transport flammable or combustible liquids.

- (f) Only an amount of a flammable or combustible liquid necessary for one day's operation shall be allowed to be drawn into a portable container. Any excess shall remain in the original container in the proper storage room or cabinet.
- (g) Flammable liquids shall never be employed for cleaning. Solvents, kerosene, or other cleaning liquids with a flash point at or above 100°F shall be used. All cleaning operations shall be performed in an approved parts cleaner or dip-tank fitted with a fusible link lid with a 160°F melting temperature link.
- (h) The actual use of the liquid shall be done under the provisions of the Material Safety Data Sheet.

### 3. Disposal

At no time shall a flammable or combustible liquid be disposed of improperly, such as pouring on the ground, into sewers, or other unsafe methods. The provisions of the Material Safety Data Sheet shall be followed for the proper method of disposal (reference section 5.3 below).

### 4. Spills/Releases

The provisions of the Material Safety Data Sheets shall be followed for the proper course of action in the event of a spill. For emergency situation at Correctional Facilities, reference emergency response policy ERC.01.02, Responding to Emergency Situations.

### b. Toxic and Caustic Materials

#### 1. Storage

- (a) All toxic and caustic materials shall be stored in their original containers, with the manufacturer's label and the U.S. DOT label (if one was present when received) intact.

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(b) Toxic or caustic substances shall never be put into unmarked or mislabeled containers.

2. Issuance and Use

(a) Toxic and caustic substances shall be drawn by a staff member only.

(b) Upon completion of the operation, the unused portion shall be returned to the storage area and to the original containers, if appropriate, or placed in a suitable, properly labeled container.

3. Precautions

Proper cautions for health and safety shall be followed during the use of toxic and caustic materials as outlined in the Material Safety Data Sheet.

4. Disposal

At no time shall a toxic or caustic substance be disposed of improperly, such as pouring on the ground, flushing into sewers, or other unsafe methods. The provisions of the Material Safety Data Sheet shall be followed for the proper disposal of the material.

5. Spills/Releases

Spills shall be handled in accordance with the provisions of the Material Safety Data Sheet. At Correctional Facilities, for hazardous or extremely hazardous substances falling within the purview of HEPCRA reporting requirements, Correctional personnel shall follow the provisions of emergency response policy ERC.01.02, Responding to Emergency Situations.

c. Poisonous Substances

1. Methyl alcohol (commonly known as wood alcohol and methanol) is common in industrial applications such as shellac thinner, paint solvent, duplicating fluids, solvents for cement, and flushing fluid for hydraulic brake systems. Use of any product containing methyl alcohol, in whatever strength, shall be given close personal supervision by a staff member in charge.

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2. Immediate medical attention is imperative when methyl alcohol poisoning is suspected. Material Safety Data Sheet should be referenced.

d. Other Toxic Fluids

The following procedures shall apply when the following products are utilized:

1. Antifreeze containing ethylene glycol shall be kept under lock, dispensed and used by a staff member only.
2. Cleaners containing carbon tetrachloride or trichloronchane shall be dispensed and used under constant supervision by a staff member.
3. Glues, of any type, shall be given close attention by a staff member at every stage of handling and use.
4. Ethyl alcohol and isopropyl alcohol shall be stored in the health care unit and used only by medical personnel.
5. Pesticides shall be stored under lock, dispensed and used by or under the supervision of a staff member. Only those chemicals approved by the Environmental Protection Agency shall be used.
6. Pesticides shall be kept under lock when not being diluted, mixed or used. Their dispensing and use shall be under the constant supervision of a staff member knowledgeable in their use. Proper clothing and gear shall be used when applying herbicides. Refer to Material Safety Data Sheet.
7. Lyes shall only be used in the laundry area, under the direct supervision of the laundry supervisor.

.2 Security

The following security provision shall apply to all rooms and cabinets in which hazardous materials are stored.

- a. Storage rooms and cabinets shall be locked when not in use. A key control system shall be established for those storage rooms and cabinets.

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- b. Storage rooms and cabinets shall be under the supervision of a staff member anytime the door is opened to remove material.
- c. Storage cabinets shall be located in such a manner that there is no limiting of access to exits, stairways or areas normally used for the evacuation of all persons in the event of fire or other emergencies.

### .3 Communication and Training Program

#### a. Communication

- (1) A central file shall be maintained of Material Safety Data Sheets for all hazardous materials in use at the division/facility. This file shall also note the location and current amounts of all hazardous chemicals and be updated, as necessary, but at least annually. Copies and updates of Material Safety Data Sheets shall be sent to each unit within the division/facility for the particular materials which are in use at that unit. Unit supervisors shall be responsible for maintaining copies for use within their unit.
- (2) Each container of hazardous chemicals shall be labeled to identify any health/safety warnings. All manufacturers labels shall remain intact.
- (3) Warnings signs that hazardous materials are present shall be posted in all storage and work areas containing such chemicals.
- (4) For locations with a health care unit, copies and updates of all Material Safety Data Sheets for chemicals shall be provided.

#### b. Inspections

A monthly inspection shall be conducted throughout the facility to identify discrepancies in warning signs and container labeling. A written report of each inspection shall be sent to the division, branch, or staff office administrator and the Personnel Office – Employee Relations Section (reference Attachment E). Any discrepancies shall be noted in the report and what corrective action was taken. The original copy of this report shall be maintained by the individual responsible for supervising the hazardous chemicals program for a period of three (3) years and then destroyed.

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c. Training

- (1) A training program shall be established for all persons who work with hazardous chemicals.

The training program shall include the following as a minimum:

- (a) An overview of the requirements of the law (reference Section 2.1).
  - (b) The location and availability of Material Safety Data Sheets for the hazardous materials they will be using.
  - (c) Methods and observations that may be employed to detect the presence or release of hazardous chemicals in the work area. This may include monitoring devices, visual appearance, odor, and so forth.
  - (d) The physical and health hazards of the chemicals that will be used.
  - (e) What measures can be taken for protection from hazardous chemicals. This may include appropriate work practices, emergency procedures, protective equipment, and so forth.
  - (f) An overview of how the facility hazardous chemicals program functions such as the labeling system, communication system, etc.
- (2) The training shall be conducted for new employees or at least annually as a refresher course for experienced employees and inmates whenever a new hazardous material is introduced into a work area.
  - (3) Each training session shall be documented and kept on file. The report shall outline what materials were discussed, names of those present, the name and signature of the instructor, and date of instruction.

.4 Inventory Maintenance

- a. A continuous inventory shall be maintained of all hazardous chemicals. Acquisitions and withdrawals shall be reflected on the master inventory of hazardous chemicals for the facility.

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- b. All hazardous chemicals shall be issued only in amounts necessary for one day's needs.
- c. All hazardous chemicals shall be accounted for before, during, and after their use.

## 6.0 ANNUAL MANDATORY REPORTING REQUIREMENTS

### .1 Hawaii Chemical Inventory Form

A comprehensive, up-to-date, inventory of all hazardous/extremely hazardous chemicals shall be maintained and reported to the Hawaii State Emergency Response Commission (HSERC), the Local Emergency Planning Committee (LEPC), and the County Fire Department in accordance with the guidelines found in Attachment B of this P & P. Copies of all submittals shall also be forwarded to the departmental Personnel Office – Employee Relations Section for filing (retention time: 3 years).

Information to be provided to the following:

*Hawaii State Emergency Response Committee (HSERC):*

- Copy of Chemical Inventory Form with original signature
- Facility maps indicating chemical storage locations
- Check for \$100 filing fee, payable to the State of Hawaii General Fund

*Local Emergency Planning Committee (LEPC):*

- Copy of Chemical Inventory Form with original signature
- Facility maps indicating chemical storage locations

*Fire Department in your County:*

- Copy of Chemical Inventory Form with original signature
- Facility maps indicating chemical storage locations

*Personnel Office – Employee Relations:*

- Copy of Chemical Inventory Form with original signature
- Facility maps indicating chemical storage locations
- Copy of check for \$100 filing fee

- .2 Deadline for filing is March 1<sup>st</sup> for inventories compiled the previous year.

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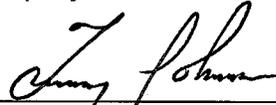
**7.0 SCOPE**

This policy applies to all divisions, branches, and staff offices within the Department that maintain and use hazardous chemicals.

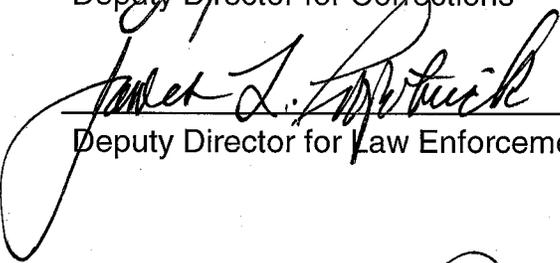
APPROVAL RECOMMENDED:

  
Deputy Director for Administration

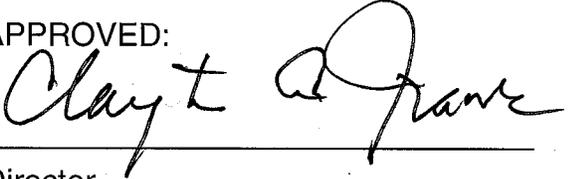
6/6/08  
Date

  
Deputy Director for Corrections

6/18/08  
Date

  
Deputy Director for Law Enforcement

6-19-08  
Date

APPROVED:  
  
Director

6/24/08  
Date

**REFERENCE CHART****CLASS I - LIQUIDS**

Gasoline  
Benzene  
Acetone  
Hexane

Lacquer  
Lacquer Thinner  
Denatured Alcohol  
Ethyl Alcohol  
Xylene (Xylol)

Contact Cement (Flammable)  
Toluene  
Methyl Ethyl Ether  
Methyl Ethyl Ketone  
Naptha

**CLASS II - LIQUIDS**

Diesel Fuel  
Motor Oil

Cleaning Solvents  
Mineral Spirits

Agitene  
Kerosene

**CLASS III - LIQUIDS**

Paints (Oil Base)  
Linseed Oil

Mineral Oil  
Neatsfoot Oil

Sunray Conditioner  
Guardian Fluid

**TOXIC MATERIALS**

Ammonia  
Chlorine  
Antifreeze  
Ditto Fluid  
Tannic Acid

Defoliants  
Herbicides  
Pesticides  
Rodenticides  
Methyl Alcohol (wood alcohol or methanol)

**CORROSIVE SUBSTANCES**

Lye  
Muriatic Acid

Sulfuric Acid

Caustic Soda

**Hawaii State Department of Health  
Hazard Evaluation and Emergency Response Office (HEER)  
Hazardous Substance Inventory Guideline**

**WHO MUST SUBMIT AN INVENTORY FORM**

You need to report hazardous substances that were present at your facility at any time during the previous calendar year at levels that equal or exceed reporting thresholds established for Hawaii Chemical Inventory Form/Tier II (HCIF) reporting under the Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA). These thresholds are as follows:

For Extremely Hazardous Substances (EHS) designated under section 302 of The Emergency Planning and Community Right-to-Know Act (EPCRA), the reporting threshold is 500 pounds (or 227 kg) or the Threshold Planning Quantity (TPQ) whichever is lower.

For all other hazardous chemicals for which facilities are required to have or prepare a Material Safety Data Sheet (MSDS), the reporting threshold is 10,000 pounds or (4,540 kg).

**WHAT CHEMICALS ARE EXCLUDED**

- 1) Any food additive, color additive, drug or cosmetic regulated by the Food and Drug Administration:
- 2) Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use:
- 3) Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public:
- 4) Any substance to the extent it is used in research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual:
- 5) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

**WHEN TO SUBMIT THE HCIF**

The HCIF must be submitted by March 1 for the previous reporting year. HCIFs for the reporting year January 1, 1995 through December 31, 1995 must be submitted by March 1, 1996.

**WHERE TO SUBMIT THE HCIF**

Send completed Hawaii Chemical Inventory/Tier II Forms to each of the following organizations:

- 1) The Hawaii State Emergency Response Commission (HSERC)/HEER Office (586-4249)
- 2) Your Local Emergency Planning Committee (LEPC)
- 3) The fire department with jurisdiction over your facility

**FILING FEE**

Under Hawaii Revised Statutes Section 128D-2, a \$100.00 filing fee must be submitted for each facility covered under HEPCRA. Please make checks or money orders payable to the State of Hawaii General Fund. **No Purchase Orders will be accepted.** Enclose payment with the HCIF(s) that you mail to the HSERC/HEER.

**PENALTIES**

Any owner or operator who violates any HCIF reporting requirements shall be liable to the State of Hawaii for a civil penalty of up to \$25,000 for each such violation. Each day of a violation constitutes a separate violation.

**INSTRUCTIONS FOR COMPLETING THE HAWAII CHEMICAL INVENTORY  
FORM (HCIF):**

**1 FACILITY INFORMATION**

Enter the full name of your facility.

Enter the full street address or state road. If a street address is not available, enter other appropriate identifiers that describe the physical location of your facility. Include city, state, zip code and island.

Enter the primary Standard Industrial Classification (SIC) code which is "9223" for correctional institutions and the Dun and Bradstreet number for your facility. The personnel office or your facility should be able to provide the Dun & Bradstreet number. If your facility does not have this information, call 1-800-395-0792 to obtain your facility number or have one assigned.

**2 FACILITY REPRESENTATIVE**

Under Section 303 a facility representative shall be reported to the HSERC. Each facility has the responsibility of designating who their representative will be. Enter the facility representative's full name, mailing address and phone number.

**3 OWNER/OPERATOR**

List the full name of the warden, mailing address and phone number of the facility.

**4 EMERGENCY CONTACT**

Enter the name, title and work phone number of at least one local person or office who can act as a referral if emergency personnel need assistance in responding to a chemical accident at a facility.

Provide an emergency phone number where emergency information will be available 24 hours a day, every day. This requirement is mandatory. The facility must make some arrangement to ensure that a 24 hour contact is available.

**CHEMICAL INFORMATION**

The main section of the Hawaii Chemical Inventory Form requires specific information on amounts and locations of hazardous chemicals as defined in the OSHA Hazard Communication standard

**5 CHEMICAL DESCRIPTION**

Enter the chemical name or common name of each hazardous chemical. Please refer to Material Safety Data Sheet (MSDS).

Enter the Chemical Abstract Service registry number (CAS). For mixtures, enter the CAS number of the mixture as a whole it has been assigned a number distinct from its constituents. For a mixture that has no CAS number, leave this item blank or report the CAS number of as many constituent chemicals as possible.

CAS numbers can be located in the Title III List of Lists or the amendment 40 CFR Part 355 (enclosed).

Check whether the chemical is or contains an Extremely Hazardous Substance (EHS). This can be located in the same sources as the ones utilized for the CAS number. If the chemical is a mixture containing an EHS, enter the chemical name of each EHS in the mixture.

Check box for all applicable descriptors: pure or mixture and solid, liquid or gas.

## **6 PHYSICAL AND HEALTH HAZARDS**

For each chemical you have listed, check all the physical and health hazard boxes that apply. These hazard categories are defined in 40 CFR 370.2. The two health hazard categories and three physical categories are a consolidation of the 23 hazard categories defined in OSHA Hazard Communication Standard 29 CFR 1910.120.

## **7 INVENTORY**

### **MAXIMUM AMOUNTS**

For each hazardous chemical, estimate the greatest amount in pounds present at your facility on any single day during the reporting period.

Find the appropriate range value code under Reporting Ranges (*see page with Reporting Ranges listed*).

Enter this range value code as the maximum amount.

### **AVERAGE DAILY AMOUNT**

For each hazardous chemical, estimate the average weight in pounds that was present at your facility during the year.

To do this, total all daily weights and divide by the number of days the chemical was present on the site.

Find the appropriate range value under Reporting Ranges (*see page with Reporting Ranges listed*).

Enter this range value as the Average Daily Amount.

### **NUMBER OF DAYS ON-SITE**

Enter the number of days that the hazardous chemical was found on-site.

## **8 STORAGE CODES AND LOCATIONS**

List all non-confidential chemical locations in this column along with storage types/conditions associated with each location. You may list several locations for a particular chemical. Each column of boxes indicates a type of storage container (for example: an underground storage tank at ambient pressure and temperature (B14) or a compressed gas cylinder at (L24) and the corresponding line represents a location for that container.

### **STORAGE CODES**

Indicate the code for the container types and the pressure and temperature conditions for that storage container (see page with *Storage Codes for container Type* and *Storage Codes for Pressure and Temperature Conditions* listed).

### **STORAGE LOCATIONS**

Provide a brief description of the precise location of the chemical so that emergency responders can locate the area easily. These descriptions must correspond to the site plan which you provide.

## **9 CERTIFICATION**

The owner, operator or the officially designated representative of the owner or operator must certify that all information included in the HCIF submission is true, accurate and complete. On the first page of the report enter your full name and official title. Sign your name and enter the current date. Also, enter the total number of pages included in the Confidential and Non-confidential information sheets as well as all attachments. An original signature is required on at least the first page of the submission. Submissions to the HSERC, LEPC and Fire department must each contain an original signature on at least the first page. Subsequent pages must contain either an original signature, a photocopy of the original signature or a signature stamp. Each page must contain the date on which the original signature was affixed to the first page of the submission and the total number of pages in the submission.

[hepcra2]

**FACILITY IDENTIFICATION**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Island: (circle one) Hawaii Kauai Maui Molokai Oahu

SIC Code: \_\_\_\_\_

**FACILITY REPRESENTATIVE**

Name/Position: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**OWNER/OPERATOR**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ 24 hour phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ 24 hour phone: ( ) \_\_\_\_\_

**REPORTING PERIOD: January 1, through December 31, 19**

**STORAGE CODES AND LOCATIONS**  
 (Non-Confidential)  
 (See Instructions for Storage Codes)

CHEMICAL DESCRIPTION		PHYSICAL AND HEALTH HAZARDS (Check all that apply)				INVENTORY (See Instructions for Storage Codes)							
Chemical Name:		Fire	Sudden Release of Pressure	Reactivity	Immediate (acute)	Delayed (chronic)	Maximum Daily Amount	Average Daily Amount	Number of Days On-Site	Container Type	Pressure	Temperature	Storage Location
CAS Number:													
Contains BHS?	Yes <input type="checkbox"/> No <input type="checkbox"/>												
BHS Name:													
MEDIA:	Pure <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/>												
Chemical Name:		Fire	Sudden Release of Pressure	Reactivity	Immediate (acute)	Delayed (chronic)	Maximum Daily Amount	Average Daily Amount	Number of Days On-Site	Container Type	Pressure	Temperature	Storage Location
CAS Number:													
Contains BHS?	Yes <input type="checkbox"/> No <input type="checkbox"/>												
BHS Name:													
MEDIA:	Pure <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/>												
Chemical Name:		Fire	Sudden Release of Pressure	Reactivity	Immediate (acute)	Delayed (chronic)	Maximum Daily Amount	Average Daily Amount	Number of Days On-Site	Container Type	Pressure	Temperature	Storage Location
CAS Number:													
Contains BHS?	Yes <input type="checkbox"/> No <input type="checkbox"/>												
BHS Name:													
MEDIA:	Pure <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/>												

**CERTIFICATION: READ AND SIGN AFTER COMPLETING ALL SECTIONS**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through \_\_\_\_\_, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

Print name and official title of owner/operator's authorized representative: \_\_\_\_\_ Signatures \_\_\_\_\_ Date: \_\_\_\_\_

Date Reported Received: \_\_\_\_\_

FOR DOW/HEER USE ONLY

Performed by: \_\_\_\_\_ Date: \_\_\_\_\_

Check No. \_\_\_\_\_

Date HCIF Received: \_\_\_\_\_ Facility ID# \_\_\_\_\_ Document # \_\_\_\_\_

**OTHER ATTACHED INFORMATION:**

I have attached a site plan.

I have attached a location area map.

I have attached a description of sites & other off-guard areas.

**COMMENTS:** \_\_\_\_\_

DT-1183 -- draft 12/2/77

Read Instructions Before Competing

STATE OF HAWAII  
CHEMICAL INVENTORY FORM (TIER II)

Remit \$100.00 Filing Fee per Facility

Page of

<b>FACILITY IDENTIFICATION</b> Name: _____ Phone: ( ) _____ Address: _____ City: _____ State: _____ Zip Code: _____ Island: (circle one) Hawaii Kauai Maui Lanai Molokai Oahu SIC Code: _____ Dun and Broadcast #:		<b>OWNER/OPERATOR</b> Name: _____ Phone: ( ) _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ <b>EMERGENCY CONTACT</b> Name: _____ Title: _____ Phone: _____ 24 hour phone: ( ) _____ Name: _____ Title: _____ Phone: _____ 24 hour phone: ( ) _____	
<b>5</b> <b>CHEMICAL DESCRIPTION</b>		<b>7</b> <b>INVENTORY</b> (See Instructions for Storage Codes)	
<b>6</b> <b>PHYSICAL AND HEALTH HAZARDS</b> (Check all that apply)		<b>8</b> <b>STORAGE CODES AND LOCATIONS</b> (Non-Confidential) (See Instructions for Storage Codes)	
Chemical Name: _____ CAS Number: _____ Contains EHS? Yes <input type="checkbox"/> No <input type="checkbox"/> EHS Name: _____ MEDIA: Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Mix <input type="checkbox"/> Gas <input type="checkbox"/>	Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic) <input type="checkbox"/>	Maximum Daily Amount <input type="checkbox"/> Average Daily Amount <input type="checkbox"/> Number of Days On-Site <input type="checkbox"/>	Container Type _____ Pressure _____ Temperature _____ Storage Locations 1 _____ 2 _____ 3 _____
Chemical Name: _____ CAS Number: _____ Contains EHS? Yes <input type="checkbox"/> No <input type="checkbox"/> EHS Name: _____ MEDIA: Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Mix <input type="checkbox"/> Gas <input type="checkbox"/>	Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic) <input type="checkbox"/>	Maximum Daily Amount <input type="checkbox"/> Average Daily Amount <input type="checkbox"/> Number of Days On-Site <input type="checkbox"/>	Container Type _____ Pressure _____ Temperature _____ Storage Locations 1 _____ 2 _____ 3 _____
Chemical Name: _____ CAS Number: _____ Contains EHS? Yes <input type="checkbox"/> No <input type="checkbox"/> EHS Name: _____ MEDIA: Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Mix <input type="checkbox"/> Gas <input type="checkbox"/>	Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic) <input type="checkbox"/>	Maximum Daily Amount <input type="checkbox"/> Average Daily Amount <input type="checkbox"/> Number of Days On-Site <input type="checkbox"/>	Container Type _____ Pressure _____ Temperature _____ Storage Locations 1 _____ 2 _____ 3 _____
<b>CERTIFICATION:</b> READ AND SIGN AFTER COMPLETING ALL SECTIONS I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through _____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.		<b>OTHER ATTACHED INFORMATION:</b> I have attached a site plan. <input type="checkbox"/> I have attached a location area map. <input type="checkbox"/> I have attached a description of dikes & other safeguard measures. <input type="checkbox"/>	
Print name and official title of owner/operator's authorized representative the _____ Signature _____ Date Payment Received _____ Reviewed by _____ Date _____ Check No. _____ Date HCIF Received _____		<b>COMMENTS:</b> D-TIER2--draft 12/28/93	

### Reporting Ranges

<u>Range Value</u>	<u>From (Pounds)</u>	<u>To (Pounds)</u>
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	greater than 1 billion

### Storage Codes for Container Type

A	Above ground tank
B	Below ground tank
C	Tank Inside building
D	Steel drum
E	Plastic or non-metallic drum
F	Can
G	Carboy
H	Silo
I	Fiber drum
J	Bag
K	Box
L	Cylinder
M	Glass bottles or jugs
N	Plastic bottles or jugs
O	Tote bin
P	Tank Wagon
Q	Rail car
R	Other

### Storage Codes for Pressure and Temperature Conditions

1	Ambient Pressure
2	Greater than ambient pressure
3	Less than ambient pressure
4	Ambient temperature
5	Greater than ambient temperature
6	Less than ambient temperature but not cryogenic
7	Cryogenic conditions

## Hawaii State Department of Health Hazard Evaluation and Emergency Response Office (HEER) Hazardous Substance Release Notification and Inventory Guideline

Emergency Planning and Community Right to Know Act of 1986 §302, §304, §311, §312 and §313  
Hawaii Emergency Planning and Community Right to Know Act §128E-6, §128E-7, §128E-9  
The State Contingency Plan, Title 11 Chapter 451 Hawaii Administrative Rules §11-451-7  
Comprehensive Environmental Response Compensation and Liability Act §103

The Hawaii State Emergency Response Commission (HSERC), the Local Emergency Planning Committee (LEPC), local Fire Department and the National Response Center (NRC) must receive the appropriate notification upon a covered chemical release and/or for routine inventories at the addresses and phone numbers listed in the table below.

County	HSERC	LEPC	Fire Department	NRC
Hawaii	Hawaii State Department of Health 919 Ala Moana Blvd., Rm 206 Honolulu, Hawaii 96814-4912 Attn: EPCRA Data Manager Phone (808) 586-4249 After Hours (808)247-2191 Fax (808) 586-7537	Jay Sasan Industrial Safety Office 25 Aupuni St. Hilo, Hawaii 96720 Phone 961-8215 After Hours 935-3311 Fax 961-8248	Nelson Tsuji, Chief Hawaii County Fire Dept. 466 Kinooole St. Hilo, Hawaii 96720 Phone 961-8336 After Hours 911	1(800)424-8802
C & C of Honolulu	Hawaii State Department of Health Same address and phone numbers statewide.	Leland Nakai Oahu Civil Defense 650 South King St. Honolulu, Hawaii 96813 Phone 523-4121 After Hours 911 Fax 524-3439	Anthony Lopez, Chief Honolulu Fire Dept. 3375 Koapaka St., Ste H425 Honolulu, Hawaii 96814 Phone 831-7771 After Hours 911	Same number nationwide.
Kauai	Hawaii State Department of Health Same address and phone numbers statewide.	Clifford Ikeda Kauai Civil Defense 4396 Rice St., Rm 107 Lihue, Hawaii 96766 Phone 241-6336 After Hours 241-6711 Fax 241-6335	David Sproat, Chief Kauai Fire Department 4444 Rice St., Suite 295 Lihue, Hawaii 96766 Phone 241-6500 After Hours 241-6711	Same number nationwide.
Maui	Hawaii State Department of Health Same address and phone numbers statewide.	Joseph Blackburn, Captain Maui Fire Dept. 200 Dairy Rd. Kahului, Hawaii 96732 Phone 243-7561 After Hours 911 Fax 242-4479	Ronald Davis Maui Fire Dept. 200 Dairy Rd. Kahului, Hawaii 96732 Phone 243-7561 After Hours 911	Same number nationwide.

## HEER Hazardous Substance Release Notification and Inventory Guideline - Summary Implementation Table

Statute or Regulation Section Number	List of Lists(7/1/93) Column Heading	Who must Provide Information	Information to Provide	To Whom Information Goes	When to Submit Information
§302 §128E-6	Sec. 302 (EHS) TPQ	All who store in excess of the TPQ.	Letter stating that you are regulated.	HSERC, LEPC	Information due within 60 days of receipt of Extremely Hazardous Substance at a facility.
§304 §128E-7 §11-451-7 §103	EHS RQ CERCLA RQ and 10 pound RQ for TCP and Oil under the listed circumstances.*	Those who release above the RQ.	Release Notification and Written Follow-up.	HSERC, LEPC	Release Notification due immediately.  Written follow-up due as soon as possible within 30 days.
§103	CERCLA RQ	Those who release above the RQ.	Release Notification	NRC	Immediately.
§311 §128E-6(2)(A)	Sec. 302 (EHS) TPQ and 10,000 pound TPQ for OSHA Hazardous Chemicals.	Those who store above the TPQ.	List of MSDS Chemicals and Hazard Categories for Each.	HSERC, LEPC, Fire Department	Due annually by March 1 for preceding calendar year inventory.
§312 §128E-6(2)(B)&(C)	Sec. 302 (EHS) TPQ and 10,000 pound TPQ for OSHA Hazardous Chemicals.	Those who store above the TPQ.	Hawaii Chemical Inventory Form (Tier II) and Site Map.	HSERC, LEPC, Fire Department	Due annually by March 1 for preceding calendar year inventory.
§128E-9		Those who submit an HCIF.	Filing Fee - \$100 per facility.	HSERC	Due annually with HCIF.
§313	Sec 313	Manufacturing facilities in SIC Codes 20-39, with more than 10 employees, which manufacture more than 10,000 pounds or process or otherwise use more than 25,000 pounds of the listed chemicals.	TRI Form R		Due annually by July 1 for preceding calendar year inventory.

\*(A) Any amount of oil which when released into the environment causes a sheen to appear on surface water, or any navigable water of the State;

(B) Any free product that appears on ground water;

(C) Any amount of oil released to the environment greater than 25 gallons; and

(D) Any amount of oil released to the environment which is less than 25 gallons, but which is not contained and remediated within 72 hours.

## HAZARD COMMUNICATION PROGRAM

### I. GENERAL INFORMATION

In order to comply with the Hazard Communication Standard, the following written Hazard Communication Program has been established for the Department of Public Safety.

All work units of the company are included within this program. The written program will be available in the \_\_\_\_\_ for review by an interested employee.

#### A. Container Labeling

The \_\_\_\_\_ will verify that all containers received for use will:

- Be clearly labeled as to the contents.
- Note the appropriate hazard of warning.
- List the name and address of the manufacturer.

The \_\_\_\_\_ in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identity and blocks for the hazard warning. For help with labeling, please see our Safety/Health Officer.

The \_\_\_\_\_ will review the company labeling system every \_\_\_\_\_ and update as required.

#### B. Material Safety Data Sheets (MSDS)

\_\_\_\_\_ will be responsible for obtaining and maintaining the data sheet system for the Department.

\_\_\_\_\_ will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.

Copies of MSDSs for all hazardous chemicals to which employees of this department may be exposed will be kept in \_\_\_\_\_ and \_\_\_\_\_.

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not available or new chemicals in use do not have MSDS, immediately contact \_\_\_\_\_.

### C. Employee Training and Information

\_\_\_\_\_ is responsible for the employee training program. He/she will ensure that all elements specified below are carried out.

Prior to starting work, each new employee of the Department of Public Safety will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard, HIOSH Part 8, Chapter 203.1/Part 3, Chapter 149.
- Chemicals present in their workplace operations.
- Location and availability of our written hazard program.
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the company has taken to lessen or prevent exposure to these chemicals.
- How to read labels and review MSDSs to obtain appropriate hazard information.
- Location of MSDS file and location of hazardous chemical list.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this Department's policies on Hazard Communication.

Prior to a new chemical being introduced into any section of this company, each employee of that section will be given information as outlined above.

\_\_\_\_\_ is responsible for ensuring that MSDSs on the new chemical(s) are available.

## II. LIST OF HAZARDOUS CHEMICALS

The following is a list of all known Hazardous Chemicals used by employees of the Department of Public Safety. Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets located in \_\_\_\_\_ and \_\_\_\_\_.

# LIST OF HAZARDOUS CHEMICALS

TRADE  
NAME

HAZARDOUS  
CHEMICAL

MSDS  
Number of I.D.

### III. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by the Section Supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards.
- Protective/safety measures the employee can take.
- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by the employees of this company.

TASK

HAZARDOUS CHEMICAL

### IV. INFORMING CONTRACTORS

It is the responsibility of \_\_\_\_\_ to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

\_\_\_\_\_ will be responsible for contacting each contractor before work is started in the Department to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.

**INTRODUCTION**

This document was prepared to assist employers and Employees in implementing the new Hazard Communication Standards. The examples, checklists, and models are only guidelines for possible compliance methods and should not be considered as rigid formats

**SAMPLE WRITTEN HAZARD COMMUNICATION PROGRAM**

1. GENERAL INFORMATION

In order to comply with the Hazard Communication Standard, the following written Hazard Communication Program has been established for  
(Name of Company)

All work units of the company are included within this program. The written program will be available in the (Location) for review by an interested party.

A. Container Labeling

The (Person/Position) will verify that all containers received for use will:

- Be clearly labeled as to the contents.
- Note the appropriate hazard of warning.
- List the name and address of the manufacturer.

The (Person/Position) in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the "central stores" generic labels which have a block for identity and blocks for the hazard warning. For help with labeling, please see our Safety/Health Officer.

(If written alternatives to labeling or in-plant containers are used, add a description of the system used.)

The (Person/Position) will review the company labeling system every (Time/Period) and update as required.

B. Material Safety Data Sheets (MSDS)

(Person/Position) will be responsible for obtaining and maintaining the data sheet system for the company.

(Person/Position) will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.

(If alternatives to actual data sheets are used, provide a description of the system.)

Copies of MSDSs for all hazardous chemicals to which employees of this company may be exposed will be kept in (Location) and (Location).

MSDSs will be available to all employees in their work area for review during each work shift. If MSDSs are not available or new chemicals in use do not have MSDS, immediately contact (Person/Position).

### C. Employee Training and Information

(Person/Position) is responsible for the employee training program. He/she will ensure that all elements specified below are carried out.

Prior to starting work, each new employee of (Name of Company) will attend a health and safety orientation and will receive information and training on the following:

- An overview of the requirements contained in the Hazard Communication Standard, HIOSH Part 8, Chapter 203.1/Part 3, Chapter 149.
- Chemicals present in their workplace operations.
- Location and availability of our written hazard program.
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the company has taken to lessen or prevent exposure to these chemicals.
- How to read labels and review MSDSs to obtain appropriate hazard information.
- Location of MSDS file and location of hazardous chemical list.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood this company's policies on Hazard Communication.

(This is an optional item which HIOSH recommends for the employer to use to track the employee training.)

Prior to new chemical hazard being introduced into any section of this company, each employee of that section will be given information as outlined above. (Person/Position) is responsible for ensuring that MSDSs on the new chemical(s) are available.

2. LIST OF HAZARDOUS CHEMICALS

The following is a list of all known Hazardous Chemicals used by employees of (Name of Company). Further information on each noted chemical can be obtained by reviewing Material Safety Data Sheets located in (Location) and (Location).

3. HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be giving information by the Section Supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will included:

- Specific chemical hazards.
- Protective/safety measures the employee can take.
- Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by the employees of this company.

Task

Hazardous Chemicals

4. INFORMING CONTRACTORS

It is the responsibility of (Person/Position/Department/Etc.) to provide contractors (with employees) the following information:

- Hazardous chemicals to which they may be exposed while on the job site.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

## ATTACHMENT D

(Position/Person) will be responsible for contracting each contractor before work is started in the company to gather and disseminate any information concerning chemical hazards that the contractor is bringing to our workplace.)

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY

**HAZARDOUS CHEMICALS MONTHLY INSPECTIONS**

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Unit

FINDINGS	YES	NO	COMMENTS
Manufacturer labels intact on all containers.			
Warning signs posted in areas where hazardous chemicals are maintained and used.			
Storage and use areas clean and free of any ignitable or incompatible materials.			
Up to date copies of MSDS maintained in storage and/or use areas.			

RECOMMENDATIONS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Name of Inspector

\_\_\_\_\_  
Date