

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	Chemical Usage, Storage and Distribution	1055

1. Purpose. This policy sets forth a directive for compliance with all applicable laws related to the use, storage, and distribution of chemicals used within Developmental Disabilities Services (DDS). Guidelines to provide for optimum safety for individuals and DDS employees are established herein. Development of appropriate procedures for the implementation of this policy shall be the responsibility of each Superintendent/designee.
2. Scope. All DDS employees with responsibility related to the use, storage, and distribution of chemicals.
3. General Statement. Chemicals are potentially dangerous, and in cases of mishandling could result in severe injury or death to an individual or employee. Stringent guidelines regarding the usage of chemicals are necessary. Every precaution according to chemical instructions shall be observed. All chemicals, insecticides, compounds, cleaning solutions, or detergents that are potentially hazardous (i.e., harmful if swallowed, if inhaled, if it comes in contact with skin or eyes, etc.) shall be stored in a specially designated storage area and dispensed from that point in the diluted solution practical for transportation to and storage at the site where used. The guidelines shall be to dilute to obtain optimum safety, recognizing that some chemicals do not dilute to safe levels and that other precautions are necessary. Chemicals shall be dispensed by authorized personnel only.
4. Guidelines.
 - a. It shall be the responsibility of the Superintendent/designee to ensure that all chemicals are dispensed in the correct diluted form from the specific storage area to all points of distribution. Storage areas shall be kept in a safe and neat order.
 - b. All chemicals, insecticides, compounds, cleaning solutions, are detergents dispensed must be properly labeled with instructions for use, and warnings/cautions attached thereto.
 - c. All personnel are instructed to be aware of and familiar with emergency procedures on the labels in case any chemicals are accidentally mishandled or swallowed.

Replacement Notation: This Policy replaces DDS Commissioner's Office Policy #1055 dated April 19, 1985, May 15, 1986, and January 8, 1987.

Effective Date: March 15, 1993

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References: ICF/MR 442.415, LTC. 471.12, 471.16, 471.22, 714.5, 714.9 and 714.4.

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- d. Individuals are not permitted to handle or be involved in the diluting or mixing of chemicals unless required as part of a planned training program and then only under appropriate supervision.
- e. Once a chemical, insecticide, compound, cleaning solution, or detergent is dispensed to a distribution point, it shall be kept under lock, and inaccessible to individuals unless the usage of such items is required as part of a planned training program and then only under appropriate supervision.
- f. When in use, chemicals, insecticides, compounds, cleaning solutions or detergents are to be used with appropriate care.
- g. Exceptions for dilution of chemicals to the point of distribution may be made upon recommendation by the HDC Health and Safety Committee (or appropriate committee that has responsibility/authority for environmental issues) and authorized by the Superintendent/designee. Exceptions/authorization should be documented with reasons for the exceptions and safeguards provided.
- h. Authority to monitor the usage of and the storage of all chemicals in the Activity shall be assigned to appropriate personnel and checked periodically by the Superintendent/designee with documentation of any deficiencies noted.
- i. When potentially hazardous cleaning solutions, detergents, insecticides, or other related chemicals and compounds are to be used, the Activity Manager/designee will schedule, when possible, a time for their application, whereby a minimal number of staff and individuals will be in the area of application. Furthermore, staff will be given notice in advance when possible, whenever such chemicals and compounds are to be applied in their vicinity, and will be advised as to necessary precautions.

