PROCEDURE MANUAL
09-07

MICHIGAN STATE POLICE

Hazardous Materials Incidents

Purpose: This manual provides guidance and procedure for members when responding to incidents involving hazardous materials.

Effective Date: April 19, 2022

Table of Contents

Hazardous Materials Incidents

Definitions:

Hazardous Materials: Hazardous material means a substance or material capable of posing an unreasonable risk to health, property, and the environment. Included are explosives, pyrotechnics, flammable gas, flammable compressed gas, non-flammable compressed gas, flammable liquid, combustible liquid, oxidizing material, poisonous gas, poisonous liquid, radioactive material, corrosive material, infectious substances, flammable solids, marine pollutants, or hazardous wastes.

Exposure: Exposure is defined as inhalation (drawn in by breathing), absorption (absorbed through the skin or eyes), ingestion (taken in through the mouth), or injection (introduction through a puncture or cut).

Section 1: Radiological Hazards and Radiation Detection Equipment

Transportation, storage, and use of radioactive materials require special handling and safeguards, especially if traffic crashes occur. This section provides information on identifying packages and vehicles containing radioactive materials. In addition, policies and procedures for handling incidents involving radioactive materials, radiological instruments, and radiological training are provided within this section.

1.1 Identifying Radioactive Materials

Radioactive materials are transported by trains, trucks, cars, ships, and aircraft. These materials are used by industries, commercial concerns, utilities, hospitals, universities, and research groups. When radioactive materials are transported, used, or stored, traffic crashes or other accidents could occur, causing radiation hazards. Enforcement members responding to a traffic crash or other accident shall complete the AWR-140 Introduction to Radiological/Nuclear WMD Operations Awareness course. This program will assist enforcement members to be able to identify packages and/or vehicles containing radioactive materials. This information is requisite knowledge for responders performing the interdiction/prevention mission as well as first responders and other personnel who are likely to be the first to arrive on the scene of a radiological/nuclear incident.

1.2 Notification of Radioactive Shipments

a. Post commanders who have a nuclear reactor located in their area shall develop and maintain an effective working relationship with facility officials.

b. Schedules of shipments shall not be released to the public. This information shall be released on a need-to-know basis only.

1.3 Procedures for Radiological Accidents

In the event of an accident or traffic crash involving radioactive materials, the following procedures shall be followed:

a. Stay upwind and as far from the radiation source as practical. The Hazardous Materials Emergency Response Guidebook provides isolation and evacuation distances. Investigating officers shall carry a dosimeter on their person to determine the presence of radiation for

personnel protective measures only. An alarm activated on the dosimeter would require immediate evacuation of all persons in the area.

b. For radioactive materials in transit, enforcement members shall attempt to determine from the bill of lading, identification number, or the vehicle operator, what type and amount of radioactive material is involved. For materials at a fixed site, obtain the type and amount of material from the site manager. Consult the hazardous materials Emergency Response Guidebook for protective actions and initial isolation distances. Do not breach these isolation distances to retrieve the bill of lading.

c. Enforcement members shall not handle the source of radiation due to the potential safety risk to the enforcement member and others through the potential spreading of contamination.

d. Attempt to determine if there is any damage or potential threat to the integrity of the container, without breaching the prescribed isolation distances.

e. Notify the post, district, regional communications center (RCC), Operations Section, and Emergency Management and Homeland Security Division (EMHSD) district coordinator of the incident and request radiological monitoring assistance.

f. The Operations Section shall notify the EMHSD duty officer, the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Radiological Protection Section, and for a radiological incident occurring in transit, the Commercial Vehicle Enforcement Division (CVED) Hazardous Materials Unit. Only trained specialists from the EGLE, Materials Management Division, Radiological Protection Section, will perform monitoring and decontamination measures at a radiological incident. Only trained and properly equipped CVED members shall assist to determine if the radiation levels on, or near, the external surface of a non-damaged package containing radiological materials are within acceptable levels.

g. Persons shall be kept as far away from the accident scene as practical. Use prescribed initial isolation evacuation distances to establish perimeter.

h. Rescue attempts shall only be made when they will not endanger other lives, including that of the enforcement member.

i. Eating, drinking, and smoking in the area of the accident is prohibited to avoid inhalation or ingestion of contaminants.

j. Obtain names of all persons involved with the incident.

1.4 Exposure to Radiation

a. Enforcement members are considered exposed to radiation when:

    i. They are at a scene where there is a confirmed release of radioactive material, or their dosimeter alarm has activated prompting immediate area evacuation.

b. They are in the presence of radiation levels exceeding 50 mrem/hr for five hours or equivalent exposure (half of the permitted annual exposure for the general public).

c. If an enforcement member is exposed to radiation, thorough decontamination shall be employed. The enforcement member shall:

i. Seek appropriate medical treatment. Notify medical staff of potential exposure before physical contact to help prevent secondary contamination. However, some exposures may not require decontamination. Trained medical personnel will determine if decontamination is required.

ii. Notify the local post of the duration and level of exposure. Personnel identified in 1.3 of this manual can assist in determining the level of exposure.

iii. Complete the reporting requirements found in corresponding directives.

d. When notified of an enforcement member being exposed to radiation, the local post shall notify:

i. District headquarters.

ii. The Human Resources Division through the Operations Section via email.

1.5 Incidents at Nuclear Power Facilities

The United States Nuclear Regulatory Commission and the Federal Emergency Management Agency have promulgated rules and regulations regarding incidents that may occur at licensed nuclear power facilities. These rules and regulations spell out in detail what actions must be taken in response to such incidents by the facility and local and state government. The state response is contained in the Michigan Emergency Management Plan.

a. State Police posts in areas of a licensed nuclear power facility shall have a copy of the Michigan Emergency Management Plan.

b. Post commanders shall assure that post members are current on their response to this plan.

c. The Operations Section and district headquarters shall be advised of all incidents at the nuclear power facilities, according to the Michigan Emergency Management Plan. District headquarters shall notify the EMHSD district coordinator.

1.6 Incident Reports

A copy of the incident reports involving radioactive material shall be directed to the EMHSD. If the incident occurs while a radioactive material is in transit, a copy of the report shall also be directed to the CVED Hazardous Materials Unit.

1.7 Training

a. Initial and annual Hazardous Materials First Responder Awareness Training shall contain a review of this Order.

b. The CVED shall provide initial and annual refresher training to personnel designated by the division as certified to complete North American Standard (NAS) Level VI inspections. This includes completing the AWR-140 Introduction to Radiological/Nuclear WMD Operations Awareness course. This instructor-led course presents a radiological/nuclear WMD overview consisting of ionizing radiation fundamentals, terminology, health effects, and recognition factors. This information is requisite knowledge for responders performing the interdiction/prevention mission as well as first responders and other personnel who are likely to be the first to arrive on the scene of a radiological/nuclear incident. This fundamental knowledge of ionizing radiation and its effects is vital to responder safety, allowing performance

of their mission while keeping the risk to themselves and the public as low as reasonably achievable. This program will assist enforcement members to be able to identify packages and/or vehicles containing radioactive materials. The AWR-140 course is available through the Michigan State Police Emergency Management and Homeland Security Training Center.

c. Enforcement members responding to a traffic crash or other accident shall complete the AWR-140 Introduction to Radiological/Nuclear WMD Operations Awareness course. The AWR-140 course is available through the Michigan State Police Emergency Management and Homeland Security Training Center.

Section 2: Radioactive Material Packaging

a. Radioactive materials are packaged and transported in three classifications of packaging depending on the level of radioactivity inherent to the material.

   i. Limited Quantity packaging is designed to carry very small amounts of radioactive materials. Even under severe damage to the package, a major health hazard is not likely.

   ii. Type A packaging is designed to withstand the stress of transit under normal non-accident conditions. This type of package would contain either small quantities or low, specific activity radioactive materials.

   iii. Type B packaging is designed to contain higher levels of radioactivity and require special containers to prevent loss of integrity under accident conditions.

   Both Type A and Type B packages shall be approached with care. However, Type B packages should be of more concern because they would contain higher levels of radioactivity and pose a more serious hazard if ruptured.

2.1 Type A Packaging

Type A packaging is based on performance requirements which means it must withstand certain tests. The shape of the package or material from which it is constructed is irrelevant. A Type A package may be a cardboard box, a wooden crate, or a metal drum. The shipper must have documentation which shows the specific design being used has passed the required tests.

2.2 Type B Packaging

Type B packaging may be a metal drum or a massive, shielded transport container. Like Type A packages, Type B packages must pass certain tests. However, the Type B tests are considerably more rigorous than those required for Type A packages. Most Type B packages have been issued a certificate of compliance by the Nuclear Regulatory Commission.

2.3 Package Types


Section 3: Radioactive Labels

a. Limited Quantity packages may be mailed and are often handled by the U.S. Postal Service. Generally, these packages are labeled “Limited Quantity Radioactive Material.”

b. Type A and B packages containing radioactive materials must be labeled with the appropriate trefoil symbol on two opposite sides, unless they are transported in an exclusive use (only cargo in vehicle) shipment. Exclusive use shipments only require placarding the transport vehicle.

c. Containers labeled “L.S.A. Radioactive Materials” are used to transport radioactive materials such as nuclear plant wastes and uranium concentrate (yellowcake). High radiation fields and contamination may be possible in traffic crashes and accidents involving these materials. L.S.A. is defined as Low Specific Activity.

3.1 Radioactive White

a. Radioactive White I requires that the activity at the surface of the package is not more than 0.5 mr/hr and 0 mr/hr at one meter from the surface of the package.

b. Isotope contained has a short-range radiation, and/or is of low specific activity, and/or well shielded.

c. Department of Transportation “Radioactive I” label:

White Upper Background
Black Insignia

White Lower Background
Black Type
Red Numeral “I”

3.2 Radioactive Yellow II

a. Radioactive Yellow II requires that the activity at the surface of the package does not exceed 50 mr/hr and does not exceed 1.0 mr/hr at one meter.

b. Isotope contained has a greater range radiation than the Radioactive White I, and/or greater total quantity or specific activity, and/or less shielding.

c. Department of Transportation "Radioactive II" label:

3.3 Radioactive Yellow III

a. Radioactive Yellow III requires that the activity at the surface of the package is not more than 200 mr/hr and not greater than 10 mr/hr at one meter from the surface.

b. Greater quantity of isotope contained, and/or longer-range radiation than those above (probably a gamma emitter). Vehicle must have "Radioactive" placards affixed in the prescribed manner.

c. Department of Transportation "Radioactive III" label:

Yellow Upper Background
Black Insignia

White Lower Background
Black Type Red Numeral "III"

3.4 Vehicle Warning Placards

a. Vehicles transporting one or more packages of radioactive materials labeled "Radioactive Yellow III" are required to be placarded with the unique trefoil symbol.

b. Vehicles transporting one or more packages of radioactive materials labeled "Radioactive White I" and/or "Radioactive Yellow II" are not required to be placarded. However, a placard is permitted on the vehicle.

c. Exclusive use vehicles transporting radioactive material are required to be placarded.

d. Other vehicles transporting radioactive materials may be placarded, depending on the quantity and radioactivity of the shipment.

e. Military shipments are exempt from placarding requirements.

f. Motor vehicles, rail cars, and freight containers carrying large quantities or potentially hazardous amounts of radioactive materials display "radioactive" warning placards. As a guideline, the presence of such placards is an indication that radiological safety controls may be necessary during emergency response activities.

    i. Department of Transportation "Radioactive" placard:

Yellow Upper Background
Black Insignia

White Lower Background
Black Type

g. For bulk shipments, a United Nations number panel will be posted with the placard. This number will provide emergency hazardous materials response information, which is available from the Emergency Response Guidebook (ERG).

i. (1) United Nations number panel:

Orange Background
Black Numerals

Section 4: Biowatch Program

4.1 Definition

BioWatch is a federally initiated effort to conduct surveillance for environmental exposures caused by the intentional release of biological agents. The United States Environmental Protection Agency maintains a network of 400 sampling sites nationwide for monitoring air pollutants. In the BioWatch Program, air samplers in selected cities will be equipped for 24-hour-per-day monitoring of selected agents. Filters from these sites will be removed at least daily and transported to a designated local or state public health laboratory where they will be analyzed for six different agents that might be used in a terrorist attack. Federal agencies, including the Department of Homeland Security, the Environmental Protection Agency, and the Centers for Disease Control and Prevention, are collaborating with local and state officials to implement this program.

4.2 Initiating Response Protocol

a. Department of Health and Human Services Initial Responsibility

b. If it is determined that a bio agent has been identified as being present on a monitoring site filter, the Michigan Department of Health and Human Services will contact the Operations

Section and ask that they facilitate a conference call, which will be used to notify federal, state, and local agencies of the positive test result. The Department of Health and Human Services will also utilize the Michigan Health Alert Network (MIHAN) system to notify identified personnel.

c. Michigan Department of State Police Responsibility

i. The Operations Section

1. When notification is received that a positive test result has occurred, the Operations Section will receive a telephone call from a pre-designated Department of Health and Human Services BioWatch Coordinator indicating that a positive test result has been received under the BioWatch Program and requesting that the Operations Section conference call capability be implemented.

2. The Operations Section should verify the person's identity by asking for their name and the last four digits of their Social Security number (list of names and Social Security numbers to be maintained by the Operations Section).

3. Once the caller's identity has been verified, the Operations Section shall provide the toll-free conference call telephone number and the host and participant's access code to the caller (caller will make contact with additional call participants).

4. After providing the conference call access information to the designated Department of Health and Human Services BioWatch Coordinator, the Operations Section shall contact the EMHSD duty officer and inform them of the positive test result and provide information on the time of the impending conference call and instruction on how to access the call.

5. After termination of the conference call, the Department of Health and Human Services BioWatch Coordinator will re-contact the Operations Section to inform them that the call service is no longer in use.

6. The Operations Section is responsible for implementing the response protocol for the BioWatch Program.

ii. The EMHSD BioWatch Coordinator shall provide the Operations Section with an updated BioWatch contact list on a quarterly basis (January 1, April 1, July 1, and October 1).

iii. Designated agency contacts that received the original notification from the Operations Section will be responsible for notifying any additional personnel from their agencies.

Section 5: Hazardous Materials Traffic Crashes, Accidents, and Incidents

This section defines a hazardous material and establishes procedures to be followed when a traffic crash, accident, or incident involving a hazardous material is reported. In addition, the responsibilities of various department divisions and other agencies are outlined within this section. For terrorist or suspected terrorist incidents involving chemical, biological, radiological, or explosive weapons, also refer to directives on domestic preparedness.

5.1 Traffic Crashes/Incidents Involving Hazardous Materials

Depending on the type of incident, the carrier and/or the owner is responsible for clean-up at a hazardous material spill. Therefore, enforcement members shall not contact a company for clean up at a hazardous material spill.

a. Many traffic crashes or incidents involving hazardous materials will be handled by local agencies. In those cases, enforcement members shall notify district headquarters and the Operations Section as indicated in 1.5 of this manual.

   i. When the local agency cannot adequately handle the incident and this department is asked to respond, the guidance contained in this Order shall be followed.

   ii. Specific instructions for handling traffic crashes or incidents involving radioactive materials are contained in Section 1.5 of this manual.

b. Responding Enforcement Member Responsibilities

   The enforcement member responding to a traffic crash or incident involving a hazardous material where a leak, spill, fire, or explosion has occurred, or may occur, or which holds a potential for endangering life or property, shall:

   i. Notify the local fire department through central dispatch or a RCC.

   ii. Attempt to identify the material involved if it can be done safely and provide the information required in Section 1.5 of this manual to the post desk officer so proper notification may be made. Identification of the material can usually be made by obtaining the U.N. Identification Number from placards, shipping papers, or container labels, and consulting the U.S. Department of Transportation (DOT) publication, (ERG).

      1. Posts shall maintain a Hazardous Materials Emergency Response Guidebook immediately accessible to desk personnel.

      2. The ERG is available through the State Fire Marshal (LARA).

   iii. Using the information from the ERG regarding suggested precautions for the particular material involved, necessary actions shall be taken to reduce the immediate risk to life and property.

      1. For incidents involving unusual or unfamiliar hazardous materials, or for assistance in contacting the shipper, Chemical Transportation Emergency Center (CHEMTREC), may be contacted. CHEMTREC can provide:

         a) Immediate advice on the nature of the product and steps to be taken in handling the early stage of the incident.

         b) Contact with the shipper of the material involved for more detailed information and appropriate follow-up, including on-scene assistance when feasible.

         c) CHEMTREC can be reached 24-hours a day at 1-800-424-9300.

      2. Rescue attempts shall only be made when they will not endanger other lives, including that of the enforcement member.

iv. Secure the scene, pending the arrival of personnel from agencies having specific hazardous materials responsibilities.

v. If an enforcement member is exposed to a hazardous material, notify the RCC and the Operations Section immediately. This notification shall be followed by completion of the directives on reporting requirements. If the enforcement member at the scene is incapacitated by the exposure, the enforcement member's commander shall ensure the required reporting is completed. Notify medical personnel for evaluation. If medical personnel are engaged, provide as much information as possible with respect to the potential exposure.

c. Upon dispatching an enforcement member to the scene of a traffic crash or incident involving a hazardous material the RCC shall:

i. Notify the local fire department.

ii. Obtain the following information from the member at the scene:

1. The type of incident (i.e., truck, rail, storage site, factory, etc.).
2. The type and approximate amount of hazardous material involved.
3. The company and/or carrier involved.
4. Whether a leak, spill, fire, or explosion has occurred.
5. If any evacuation has taken place.
6. If an enforcement member has been exposed, the name of the enforcement member, the nature and type of exposure, and if and where medical treatment has been obtained.

iii. District headquarters and the Operations Section shall be notified of the incident and the above details.

d. District headquarters, upon receiving information about a traffic crash or incident involving a hazardous material, shall notify the appropriate divisions as follows:

i. For truck crashes/incidents:

1. The CVED Hazardous Materials Unit. IF UNABLE TO CONTACT:
2. The State Fire Marshal officer designated for hazardous materials response. IF UNABLE TO CONTACT:
3. The EMHSD district coordinator.

ii. For all non-truck and off highway related incidents.

1. The EMHSD district coordinator. IF UNABLE TO CONTACT:
2. The CVED Hazardous Materials Unit.

iii. If none of the above division officers are available, notify the Operations Section that contact was not made.

e. The Operations Section, after being advised of a crash or incident involving hazardous material, shall ensure that the appropriate district and division level personnel are notified.

   i. The following divisions and agencies shall be notified, if appropriate:

      1. CVED Hazardous Materials Unit.
      2. EMHSD duty officer or district coordinator.
      3. The EGLE Pollution Emergency Alerting System (PEAS) hotline: 800-292-4706
      4. Other state and federal agencies requiring notification.

   ii. If an enforcement member is exposed to a hazardous material, the Human Resources Division shall be notified via email, which shall include the following:

      1. The name of the enforcement member exposed to the hazardous material.
      2. The nature and type of exposure.
      3. The medical treatment obtained.
      4. The condition and prognosis of the enforcement member exposed.

5.2 Responsibilities of Divisions and Other Agencies

a. The CVED Hazardous Materials Unit shall:

   i. In conjunction with the local fire department, assist with damage assessment of the transport vehicle or package, as well as any other actions necessary for the protection of life and property.

   ii. Assist other agencies on the scene and provide technical expertise regarding highway transportation of hazardous materials.

b. The EMHSD shall:

   i. Take action to protect residents in the area surrounding the incident or crash scene (i.e., evacuation, emergency shelter, etc.).

   ii. In the absence of a CVED representative, authorized officers shall fulfill the responsibilities of Section 1.5 of this manual to the best of their ability.

5.3 Disposing of Hazardous Materials

a. Proper disposal of hazardous material at an incident or crash scene is the responsibility of the carrier involved, under the direction of the EGLE.

b. For disposal of other hazardous materials not involved in an incident or crash, such as laboratory chemicals, the following guidelines should be followed:

   i. The owner of the material is responsible for its proper disposal.

   ii. EGLE-approved disposal companies should be contacted by the owner.

5.4 Training

a. Initial Training

i. Enforcement members shall receive training to the First Responder Awareness level (MIOSHA Rule 325.52133).

ii. Initial training shall be provided to new officers as part of recruit training.

b. Annual Refresher Training

i. First Responder Awareness Refresher training is required annually for all enforcement members.

ii. District and division commanders shall ensure enforcement members under their command receive the initial and annual refresher training.

iii. The worksite commander, or their designee, shall verify the training is completed and sign and date the UD-034, Annual Training Recertification Record.

iv. The UD-034 will be placed in each enforcement member's file at their worksite for current year plus one and then forwarded to the Human Resources Division.

v. The refresher training shall include, but not be limited to, the following requirements:

1. Annual refresher training shall be conducted consisting of reviewing the First Responder Awareness video and completing the refresher exam online via MI-TRAIN.

2. A minimum passing score of 70% on the refresher exam must be achieved.

vi. Enforcement members who fail the examination, or who have questions relating to the content, shall contact the Emergency Management and Homeland Security Training Center.

vii. February, March, and April are the primary training months for the annual refresher training. This schedule shall be adhered to unless altered by headquarters authority.

viii. Enforcement members who are either unable or unavailable to participate in the First Responder Awareness Refresher training program requirements due to one of the following reasons shall be granted an exemption:

1. Family and Medical Leave Act (FMLA)

2. Military Leave

3. Non-Duty Medical Leave

4. Duty Medical Leave (Workers' Compensation)

5. Limited Duty

6. Administrative Leave

ix. Worksite commanders shall record on the Annual Training Recertification Record, UD-034, the enforcement member's exemption, as well as the reason.

x. Worksite commanders shall schedule enforcement members who have missed the First Responder Awareness Refresher training program because of an exemption for retraining on the day they return to work.

xi. A record of completed First Responder Awareness Refresher training after termination of the exemption status shall be recorded on the enforcement member's UD-034.

c. Enforcement members, as identified by their respective commands, shall receive initial and refresher training to the First Responder Operations levels.

d. The EMHSD shall develop and monitor hazardous materials training programs to ensure compliance with existing laws and rules.

e. Hours spent on hazardous materials training by members, including instructors, shall be carried as training hours.

Section 6: Hazardous Chemicals in the Workplace, Michigan Right to Know Act, Department Written Hazard Communication Program

The following hazard communication program has been established for the department. It is a necessary element of the department's compliance with the MIOSHA Hazard Communication Standard (i.e., MIOSHA's Construction Safety Standard Part 42, General Industry Safety Standard Part 92, and Occupational Health Standard Part 430). This program is available for review by all members, as well as any MIOSHA representative. The Global Harmonization System and labeling of chemicals is aligned with the MIOSHA Hazard Communications Standard.

6.1 Hazard Classification

The department will rely on safety data sheets (SDSs) obtained from product suppliers to determine which chemicals are classified hazardous for members.

6.2 Labeling

a. Worksite commanders are ultimately responsible for ensuring that all containers of hazardous chemicals entering the workplace are properly labeled.

b. All labels on containers of hazardous chemicals received from chemical manufacturers, distributors, or importers shall be checked for:

i. Identity of the material (i.e., the same name used on the SDS and the hazardous chemical inventory list)

ii. Appropriate hazard warning for the material, and

iii. Name and address of the responsible party (i.e., manufacturer, distributor, or importer).

c. Each enforcement member shall be responsible for ensuring that all portable containers used in their work area are labeled with:

i. The appropriate identity (i.e., the same name used on the SDS and the hazardous chemical inventory list)

ii. An appropriate hazard warning. Use the GHS Pictograms identified on the original product label or SDS.

GHS Pictograms				
	Exclamation Mark Irritant Dermal Sensitizer Acute Toxicity (Harmful) Narcotic Effects Respiratory Tract Irritation	**Health Hazard** Carcinogen Respiratory Sensitizer Reproductive Toxicity Target Organ Toxicity Mutagenicity Aspiration Toxicity	**Skull & Crossbones** Acute Toxicity (Severe)	**Corrosion** Corrosives
				
Environment* Hazardous to the aquatic environment * Not regulated by MIOSHA	**Flame** Flammables Self-Reactives Pyrophorics Self-Heating Emits Flammable Gas Organic Peroxides	**Flame Over Circle** Oxidizers	**Gas Cylinder** Gases Under Pressure	**Exploding Bomb** Explosives Self-Reactives Organic Peroxides

d. DOT Markings, Placards, and Labels

i. Members shall not deface or remove any DOT markings, labels, or placards on containers of hazardous chemicals until the packaging is sufficiently cleaned of residue and purged of vapors to remove any potential hazards.

ii. Any freight container, rail freight car, motor vehicle, or transport vehicle at a department facility that is required to be marked or placarded in accordance with the DOT Hazardous Materials Regulations shall retain those markings and placards until the hazardous materials which require the marking or placarding are sufficiently removed to prevent any potential hazards.

iii. Required DOT markings, placards, and labels shall be maintained in a manner that ensures they are readily visible.

iv. For non-bulk packages that will not be reshipped, the provisions of this section are met if a label or other acceptable marking is affixed in accordance with the MIOSHA Hazard Communication Standard.

6.3 Safety Data Sheets

a. The worksite commander shall ensure the compilation and maintenance of a master SDS file for hazardous chemicals applicable to their worksite.

i. The SDS shall be filed alphabetically by product label name or any other more systematic means.

ii. The SDS must be maintained for 30 years. However, SDSs and records that are identified in Section (h)(iv) of Michigan Occupational Health Rule 325.3452 concerning the identity of a substance or agent shall not be required for any specified period of time if some record of the identity of the substance or agent, such as the chemical name if known, where it was used, and when it was used is retained for a duration of not less than 30 years.

iii. Outdated SDSs should be removed from the current SDS file and transferred to a historical reference file.

b. The SDS will be available to all members for review during each work shift. Copies will be made available upon request to the worksite commander or designee.

c. Posters identifying the person responsible for maintaining SDSs and where the SDSs are located shall be posted in break or vending areas. Posters notifying members when new or revised SDSs are received shall also be located in the same locations.

d. If a required SDS has not been received for a hazardous chemical:

   i. The worksite commander or designee shall contact the manufacturer, importer, or distributor in writing to request the SDS.

   ii. If an SDS is not received after two such requests, the worksite commander shall contact MIOSHA's General Industry Safety and Health Division (GISHD) at 517-284-7750, for assistance in obtaining the necessary SDS.

   iii. While the MIOSHA program does not maintain a library of SDSs, they will assist an employee in obtaining a copy of an SDS by contacting their employer. They will also assist employers with obtaining an SDS from an uncooperative hazardous chemical manufacturer, distributor, or importer.

   iv. Hazardous materials shipments where an SDS has not been previously received or where an SDS has not been included with the first shipment should not be accepted until an appropriate SDS is acquired.

6.4 Member Information and Training

a. The worksite commander or designee shall coordinate member hazard communication training and ensure the maintenance of appropriate documentation of such training.

b. Before their initial work assignment, each new member shall be provided hazard communication training that will address the following:

   i. Information:

      1. The requirements of the MIOSHA Hazard Communication Standard, UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

      2. Any operations or work tasks in their work area where hazardous chemicals are present.

      3. The location and availability of the written hazard communication program, the list of hazardous chemicals, and appropriate SDSs.

   ii. Training:

      1. The methods and observations that can be used to detect the presence or release of hazardous chemicals in the member's work area.

      2. The physical and health hazards of the hazardous chemicals.

      3. Measures the member should take to protect themselves from these hazards. Such training should include specific procedures implemented by the department to protect its members from exposure to hazardous chemicals,

(e.g., appropriate work practices, emergency procedures, and personal protective equipment (PPE) to be used).

4. Details of the hazard communication program, including an explanation of the labeling system, SDSs, and how members can obtain and use hazard information.

c. All members shall also be informed that:

   i. The department is prohibited from discharging or discriminating against any member who exercised their rights to obtain information regarding hazardous chemicals used in the workplace.

   ii. As an alternative to requesting an SDS from the department, member's can seek assistance in obtaining the desired SDS from MIOSHA's General Industry Safety and Health Division (GISHD), at 517-284-7750.

d. Before any new physical or health hazard is introduced into the workplace, each member who may be exposed to the substance shall be given information and training in the same manner as during the hazard communication training class.

e. Worksite commanders may obtain information necessary to train members on the requirements of Section 1.6 from the SDS, Forensic Science Division, manufacturers, suppliers, local colleges, and universities, and the Department of Licensing and Regulatory Affairs, depending on the specific hazardous chemical involved.

6.5 Hazardous Non-Routine Tasks

Members required to perform non-routine tasks involving the use of hazardous chemicals (such as might occur during a temporary assignment to a different job) will be provided SDS information and training about the hazards of the new task and, where appropriate, additional instruction and training by their supervisor. Such information and training may include:

a. Specific chemical hazards.

b. Protection/safety measures the member can take to lessen risks of performing the task.

c. Measures the department has taken to eliminate or control the hazard, including:

   i. Air monitoring

   ii. Ventilation requirements

   iii. Use of respirators and/or other personal protective equipment (PPE)

   iv. Use of attendants to observe procedures

   v. Emergency procedures

   vi. Use of safe work practices

6.6 Multi-Employer Worksites – Informing Contractors

a. If the department may potentially expose another employer's employee to any hazardous chemicals that the department produces, uses, or stores, the worksite commander is responsible for ensuring the following information is supplied to that employer:

i. The hazardous chemicals they may encounter while at the facility.

ii. Measures their employees can take to eliminate or control their employee's exposure to the hazardous chemicals.

iii. The container and pipe labeling system used on-site.

iv. Where applicable SDSs can be reviewed or obtained, if necessary.

b. Periodically, members may potentially be exposed to hazardous chemicals brought on site by another employer/contractor (e.g., a cleaning, construction, or maintenance contractor). When this occurs, the worksite commander is responsible for ensuring that the following information is obtained from such an employer:

i. The identity of the specific chemicals that will be used at the worksite.

ii. The recommended measures that should be taken to eliminate or control member exposures to such substances.

c. It is the responsibility of the worksite commander to ensure that such information is provided and/or obtained before the commencement of any services by the off-site employer/contractor.

d. While working with hazardous chemicals at a department facility, the contractor shall:

i. Ensure that all containers of hazardous chemicals are properly labeled with at a minimum their identity and an appropriate hazard warning.

ii. Ensure the proper use, storage, and disposal of all hazardous chemicals.

iii. Immediately report all chemical spills to the worksite commander. If necessary, cooperate with emergency response personnel by providing a copy of the SDS for the spilled chemical.

6.7 Pipes and Piping Systems

Information on the hazardous contents of pipes and piping systems shall be identified to members by label, sign, placard, or written operating instructions.

6.8 List of Hazardous Chemicals

a. A list of all hazardous chemicals used by a worksite shall be compiled by the worksite commander. Further information regarding any of these chemicals can be obtained by reviewing its respective SDS.

b. Materials which can be purchased by the ordinary household consumer and are used in the same fashion and amount as by the ordinary household consumer are not required to be included in this list. These items are to be considered as "consumer use items" as opposed to "hazardous chemicals." It is suggested that each facility maintain a separate list of all materials considered to be "consumer use materials."