

DIRECTIVE

No.: 1071

Issued: 12/20/05

Post until: 01/20/06

AUTHORIZED CLEANING PRODUCTS

The purpose of this Directive is to provide guidelines that will reduce, if not eliminate, injury and or illness related to workplace accidents involving the use of cleaning and sanitation chemicals in facilities where the Probation Department is the proprietor.

The Probation Department's Office of Risk Management has reviewed scientific research published by several reputable entities including the United States Environmental Protective Agency (EPA), the United States Center for Disease Control, the Southern California Air Quality Management District (AQMD), on the health and safety risks associated with the use of "Aggressive" acid-based cleaning chemicals. According to their research, cleaning chemicals that are classified as "Aggressive" cleaners are acid-based and contain compounds such as – hydrochloric acid, phosphoric acid, chlorine, phosphates, etc., and when used inappropriately present an unacceptable risk factor of harm to individuals.

In the past, Probation has experienced incidents when "Aggressive" cleaning products have been inappropriately used by minors, staff supervising minors, custodians, and employees in an administrative office setting. Some incidents have resulted in the emission of strong fumes, which caused temporary respiratory ailments, eye irritation, and skin burns from chemical exposure.

To prevent exposing Probation staff, minors, and visitors from the avoidable unacceptable risk factors associated with "Aggressive" cleaning chemicals, the Probation Department Office of Risk Management has recommended the Department switch to only using environmentally and human friendly non-acid cleaning products in its facilities. This recommendation has been accepted, and the Probation's Department Office of Risk Management has been authorized to manage the Department-wide change in cleaning chemical purchasing, storage, and use.

Effective immediately, only authorized environmental and human friendly non-acid (including citric acid) cleaning products (soaps, multi-purpose degreasers, disinfectants, waxes, air fresheners, etc...) shall be stored and used inside facilities where the Probation Department is the proprietor.

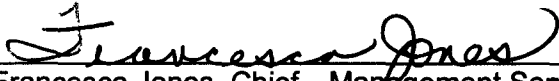
To improve the ability of Probation Directors, supervisors, and staff, in recognizing and understanding which cleaning products can be used or stored in Probation facilities, Probation Directors will be provided with a list containing the name and description of the Department's authorized cleaning products.

The Department's Procurement Section shall only order authorized cleaning products.

Probation staff, volunteers, visitors, or anyone entering a Probation facility, are prohibited from transporting and or using unauthorized cleaning products in the facility.

Note: "Aggressive" acid-based cleaning products are chemicals or solutions that contain ingredients or compounds such as chlorine, hydrochloric acid, phosphoric acid, phosphates, or any known caustic, toxin, or corrosive agent.

Any questions you have regarding this Directive please call Erbie Phillips, Probation Department Risk Management Coordinator, at (562) 940-2670.



Francesca Jones, Chief—Management Services Bureau