

LABELING AND STORING GOODS AND MATERIALS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-007, dated 08/01/13
- FORMS:** None
- PURPOSE:** To establish guidelines for labeling and storing potentially dangerous materials in an institutional setting.

I. GENERAL INFORMATION

- A. Many materials used in **facilities** are potentially dangerous if misapplied. One means of reducing this hazard is to make sure all substances are properly stored and labeled.
- B. All substances known to be harmful or poisonous must be stored in locked store rooms or cabinets. They will be issued only in amounts necessary for immediate use and the storage container will be put away and locked up immediately after each use. The use of such substances by **youth** must be closely visually supervised by staff at all times in order to prevent **youth** from harming themselves or others.
- C. Emergency and poison control telephone numbers must be posted in areas where dangerous chemicals are used.
- D. All food substances stored in the units/dorms must be stored in sealed containers. Labels must indicate the contents of containers and the date they are stored. Frequent checks will be made on food substances and all outdated items must be discarded.
- E. Food substances will be stored separately from dangerous chemicals.
- F. **Safety** Data Sheets (SDS) are located inside the Medical Unit, the Store Clerk's office, and the D.O. office. These sheets can be used in case of emergency. Also, MSD Sheets can be located on-line on Prob-Net under Professional Standards/ Safety Information.

II. PROCEDURES

- A. **Facility** staff will:
 - 1. Ensure that all tags and labels on stored substances contain the following:
 - a. The name of the substance in the container. Common, widely-understood names are preferred.

- b. Information as to whether the substance has been compounded, diluted or otherwise altered. The final character of the substance will be shown.
 - c. If the substance is known to be harmful or poisonous if taken internally. Emergency measures will be clearly outlined.
 - d. Substances which must remain in their labeled containers.
- B. The supplies clerk will:
- 1. Purchase substances in sizes which will permit their issue and use directly from their original container so as to eliminate substance transfer to any other containers.
 - 2. Ensure the proper labeling of all containers before issued as outlined above.

REFERENCES:

Procedures:	3-2-E	Supplies Assistant (Job Description)
	3-3-002	Cleaning Solution Mixtures and Buffer Usage At Youth Guidance Center
	3-4-007	Cleaning Solution Mixtures - Joplin Youth Center
	3-8-002	Cleaning Solution Mixtures and Equipment Use -Youth Leadership Academy

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APPROVED BY: