



Illinois Department of Corrections

Administrative Directive

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| Number: 05.02.111 | Title: Storage and Maintenance of Self-Contained Breathing Apparatuses | Effective: 5/1/2022 |
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| Authorized by: | <i>[Original Authorized Copy on File]</i> | Rob Jeffreys Director |
| Supersedes: | 05.02.111 effective 6/1/2021 | |

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| Authority: 730 ILCS 5/3-2-2 U.S. Department of Labor Standard 29 CFR 1910.134 | Related ACA Standards: |
| Referenced Policies: 03.03.110, 05.02.110, 05.02.116 | Referenced Forms: |

I. **POLICY**

All correctional facilities shall have and maintain a sufficient supply of self-contained breathing apparatuses (SCBAs) in accordance with the provisions herein.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish written guidelines for staff governing the storage, maintenance and inspection of SCBAs.

B. **Applicability**

This directive is applicable to all correctional facilities within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Program Authority**

The person designated by the Chief Administrative Officer (CAO) as the Safety and Sanitation Coordinator shall be one of the four highest ranking employees of the facility and shall be responsible for program coordination and document maintenance.

E. **Definitions**

Self-contained breathing apparatus (SCBA) – a positive pressure device where compressed fresh air is stored in a cylinder and supplied to the wearer via a regulator, hose and mask. Supplied air creates positive pressure within the mask. SCBAs shall be used upon entry into atmospheres which may be immediately dangerous to life and health.

F. **Type**

SCBA – Scott Air-Pak 4.5.

Air Tanks – Scott brand, for use with Air-Pak 4.5 model. Tanks may have a 30, 45 or 60-minute capacity rating. All compressed air shall meet purity standards at least as great as those described in 29 CFR 1910.134(d).

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G. Requirements

The Chief Administrative Officer (CAO) shall ensure written guidelines are established. The guidelines shall include the following provisions:

1. Use

Employee use of self-contained breathing apparatuses (SCBAs) shall be in accordance with Administrative Directive 05.02.116.

2. Access

- a. The exact number and location of SCBAs shall be noted in the facility's written fire plan procedure (see Administrative Directive 05.02.110).
- b. SCBAs shall be accessible to staff, but inaccessible to individuals in custody. Access limitations shall be described.

3. Storage and Maintenance

- a. SCBAs and component parts shall be stored under sanitary conditions in a way that will protect the equipment from dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- b. SCBAs shall be properly cleaned and disinfected according to the manufacturer's instructions after each session of use and prior to storage. All problems and defects shall promptly be reported to the Safety and Sanitation Coordinator.
- c. Any SCBA or component part shall promptly be repaired or replaced:
 - (1) At intervals according to the manufacturer's instructions.
 - (2) If it fails to perform as designed.
 - (3) If physical damage or other conditions render it unsuitable for use.
- d. Repair or parts replacement shall be performed only by experienced persons with parts designed for the SCBA. All maintenance records shall be maintained.
- e. The Safety and Sanitation Coordinator shall inspect SCBAs monthly for the following:
 - (1) Safe operating condition and cleanliness. The check shall be according to the SCBA manual instructions.
 - (2) Correct cylinder pressure. Cylinders that are at less than the manufacturer's recommended capacity shall promptly be refilled. Arrangements for the refilling of cylinders shall be made.
 - (3) Cleanliness of SCBA storage areas.
 - (4) Mixing of components between different types or makes of respirators.
 - (5) Use of non-approved component parts.

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- f. A log sheet indicating the date of the inspection and of any findings shall be maintained. Inspection records shall be kept for at least three years.
- g. The Safety and Sanitation Coordinator shall establish performance objectives for any staff person who conducts inspections and acts as a designee for the Safety and Sanitation Coordinator (see Administrative Directive 03.03.110).
- h. The following materials shall be readily accessible for employee review and kept in a secure area:
 - (1) NIOSH Publication 78-193B Respiratory Protection. A guide for the Employee.
 - (2) The manufacturer's instructions on how to clean and disinfect the SCBA after use.
- i. Master copies of the document listed in Paragraph II.H.3.h.(1) shall be provided by the Environmental Health Coordinator upon request.
- j. All cylinders shall be hydrostatically tested by a qualified vendor:
 - (1) At least every three years for Kevlar or fiberglass cylinders; and
 - (2) At least every five years for carbon fiber or aluminum cylinders.

4. Inventory

All SCBAs and related hardware shall be on inventory and records of storage, maintenance and refilling shall be maintained. This responsibility shall be assigned to a specified individual and shall be part of the individual's performance objectives (see Administrative Directive 03.03.110).
