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## 2008 Operations Manual ICE Performance-Based National Detention Standards (PBNDs)

U.S. Immigration and Customs Enforcement undertook a revision of the National Detention Standards to more clearly delineate the results or outcomes to be accomplished by adherence to their requirements. The Performance-Based National Detention Standards (PBNDs 2008), developed in coordination with agency stakeholders, prescribe both the expected outcomes of each detention standard and the expected practices required to achieve them. PBNDs 2008 was also designed to improve safety, security and conditions of confinement for detainees.

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- Part 1 - Safety
  - 1. Emergency Plans (DOC | 227 KB) (PDF | 303 KB)
  - 2. Environmental Health and Safety (DOC | 197 KB) (PDF | 254 KB)
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# ICE/DRO DETENTION STANDARD

## ENVIRONMENTAL HEALTH AND SAFETY

**I. PURPOSE AND SCOPE.** This Detention Standard protects detainees, staff, volunteers, and contractors from injury and illness by maintaining high facility standards of cleanliness and sanitation, safe work practices, and control of hazardous substances and equipment.

It applies to the following types of facilities housing DRO detainees:

- Service Processing Centers (SPCs);
- Contract Detention Facilities (CDFs); and
- State or local government facilities used by DRO through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours.

*Procedures in italics are specifically required for SPCs and CDFs.* IGSAs must conform to these procedures or adopt, adapt or establish alternatives, provided they meet or exceed the intent represented by these procedures.

Some terms used in this document are defined in the separate **Definitions** Standard.

**II. EXPECTED OUTCOMES.** The expected outcomes of this Detention Standard are:

1. Facility cleanliness and sanitation will be maintained at the highest level.
2. Compliance with all applicable safety and sanitation laws will be ensured by documented internal and external inspections and corrective action when indicated.
3. Compliance with all applicable fire safety codes and fire safety performance requirements for the facility furnishings will be ensured.
4. Flammable, poisonous, toxic, and caustic materials will be controlled and used in a safe manner.
5. Compliance with fire prevention regulations, inspection requirements, and practices, including periodic fire drills, will ensure the safety of detainees, staff, and visitors.
6. Staff will be knowledgeable about procedures and responsibilities during emergency situations, including those that require evacuation, in accordance with a written plan and at least annual training.
7. The facility will have a plan for immediate release of detainees from locked areas and provisions for a back-up system
8. A sufficient number of properly positioned emergency exits that are clear from obstruction will be distinctly and permanently marked.
9. Preventive maintenance and regular inspections will be performed to ensure timely emergency repairs or replacement to prevent dangerous and life-threatening situations.

10. Potential disease transfer will be minimized by the proper sanitization of barbering equipment and supplies.
11. Pests and vermin will be controlled and eliminated.
12. Safe potable water will be available throughout the facility.
13. Emergency lighting and life-sustaining equipment will be maintained and periodically tested.
14. Disposal of garbage and hazardous waste will be in compliance with applicable government regulations.
15. The applicable content and information in this standard will be communicated in a language or manner which the detainee can understand.

**III. DIRECTIVES AFFECTED.** This Detention Standard replaces **Environmental Health and Safety** dated 9/20/2000.

#### **IV. REFERENCES**

- American Correctional Association 4th Edition, Standards for Adult Detention Facilities: 4-ALDF-1A-01, 1A-02, 1A-03, 1A-07, 1A-14, 1A-15, 1A-16, 1A-17, 1A-18, 1A-19, 1A-20, 1C-01, 1C-02, 1C-03, 1C-04, 1C-05, 1C-07, 1C-08, 1C-09, 1C-10, 1C-11, 1C-12, 1C-13, 1C-14, 1C-15, 4B-07, 4C-18.
- Occupational Safety and Health Administration (OSHA) Regulations
- NFPA Standards
- US Public Health Service Report on Carcinogens

#### **V. EXPECTED PRACTICES – GENERAL ENVIRONMENTAL HEALTH AND SAFETY**

##### **A. General Environmental Health**

Environmental health conditions shall be maintained at a level that meets recognized standards of hygiene, including those from the:

- American Correctional Association,
- Occupational Safety and Health Administration,
- Environmental Protection Agency,
- Food and Drug Administration,
- National Fire Protection Association's Life Safety Code, and
- National Center for Disease Control and Prevention.

The Health Services Department or IGSA equivalent shall assist in the identification and correction of conditions that could adversely impact the health of detainees, employees, and visitors. The sanitarian consultant is responsible for developing and implementing

policies, procedures, and guidelines for the environmental health program that are intended to evaluate and eliminate or control as necessary, sources of injuries and modes of transmission of agents or vectors of communicable diseases.

The consultant shall:

- Conduct special investigations and comprehensive surveys of environmental health conditions, and
- Provide advisory, consultative, inspection, and training services regarding environmental health conditions.

The medical facility's Health Services Administrator is responsible for:

- Implementing a program that assists in maintaining a high level of environmental sanitation, and
- Providing recommendations to the facility administrator concerning environmental health conditions, in consultation with the sanitarian consultant.

### **B. Staff and Detainee Safety**

The facility administrator shall ensure that adequate provisions are made for staff and detainee safety in accordance with these Detention Standards and applicable law. The Detention Standard on **Staff Training** further addresses employee training related issues. The Detention Standard on **Volunteer Work Program** addresses detainee training issues for workers. Detainees will receive safety instruction where necessary for living area-related assignments such as working with cleaning products to clean general use areas.

Detainee living area safety will be emphasized to staff and detainees to include providing, as noted in the standards, a housekeeping plan. Bed rails are not common in detention settings except for medical housing units because of the potential safety risk they pose. When there are safety concerns with a detainee sleeping in a top bunk that is not along a wall and has no bed rail, accommodations will be made to ensure safety. In locations where ladders are not available, accommodations for detainees, such as the use of bottom bunks or the addition of a ladder or step, will be made on a case by case basis. Detainees who have medical or physical problems that sleeping on a top bunk will aggravate will be referred to the medical unit for consideration of a lower bunk permit.

### **C. General Housekeeping**

The facility administrator shall ensure that staff and detainees maintain a high standard of facility sanitation and general cleanliness. When possible, the use of non-toxic cleaning supplies is recommended.

1. All horizontal surfaces shall be damp-dusted daily with an approved germicidal solution used according to the manufacturer's directions.
2. Windows, window frames, and windowsills shall be cleaned on a regular

schedule, but do not require daily cleaning.

3. Furniture and fixtures shall be cleaned daily.
4. Floors shall be mopped daily and when soiled using the double-bucket mopping technique, and with a hospital disinfectant-detergent solution mixed according to the manufacturers directions.
5. A clean mop head shall be used each time the floors are mopped.
6. Waste containers shall be non-porous and lined with plastic bags and the liner shall be changed daily.
7. The container itself shall be washed at least weekly, or as needed when it becomes soiled.
8. Cubicle curtains shall be laundered monthly or during terminal cleaning following treatment of an infectious patient.

#### **D. Pests and Vermin**

The facility administrator shall contract with licensed pest-control professionals to perform monthly inspections to identify and eradicate rodents, insects, and vermin. The contract shall include a preventive spraying program for indigenous insects and a provision for callback services as necessary.

#### **E. Certification of Facility Water Supply**

At least annually, a state laboratory shall test samples of drinking and wastewater to ensure compliance with applicable standards. A copy of the testing and safety certification shall be maintained on-site.

#### **F. Emergency Electrical Power Generator**

At least every two weeks, emergency power generators shall be tested for one hour, and the oil, water, hoses and belts of these generators shall be inspected for mechanical readiness to perform in an emergency situation .

Power generators are inspected weekly and load tested quarterly at a minimum, or in accordance with manufacturer's recommendations and instruction manual. Among other things, the technicians shall check starting battery voltage, generator voltage and amperage output.

Other emergency equipment and systems shall be tested quarterly, and needed follow-up repairs or replacement shall be accomplished as soon as feasible.

#### **G. Garbage and Refuse**

- Garbage and refuse includes all trash, rubbish, and other putrescible and non-putrescible solid waste, except the solid and liquid waste discharged into the sanitary sewer system of the facility.
- Garbage and refuse shall be collected and removed as often as necessary to maintain sanitary conditions and to avoid creating health hazards.
- Facilities shall comply with all federal, state and local environmental regulations

these locations. Designated staff from each department or area shall provide a copy of each file to the Maintenance Supervisor.

- MSDSs are produced by manufacturers and provide vital information on individual hazardous substances, including instructions on safe handling, storage, disposal, prohibited interactions, etc.
- Staff and detainees shall have ready and continuous access to the MSDSs for the substances with which they are working. Staff and detainees that do not read English will not be authorized to work with these materials.
- Because changes in MSDSs occur often and without notice, staff must:
  - review the latest issuance from the manufacturers of the relevant substances;
  - update the MSDS files as necessary; and
  - forward any changes to the Maintenance Supervisor, so that the copy is kept current.

#### **E. Master Index**

The Maintenance Supervisor shall compile:

- a master index of all hazardous substances in the facility and their locations;
- a master file of MSDSs; and
- a comprehensive, up-to-date list of emergency phone numbers (fire department, poison control center, etc.).

The Maintenance Supervisor maintains this information in the safety office (or equivalent) and ensures a copy is sent to the local fire department.

#### **F. General Guidelines Regarding Hazardous Substances**

**Issuance.** Flammable, caustic, and toxic substances (hazardous substances) shall be issued (that is, drawn from supply points to canisters or dispensed) only under the supervision of the designated officer.

**Amounts.** Hazardous substances shall be issued in single-day increments (the amount needed for one day's work.)

**Supervision.** Qualified staff shall closely monitor detainees working with hazardous substances.

**Accountability.** Inventory records for a hazardous substance must be kept current before, during, and after each use.

#### **G. Flammable and Combustible Liquids**

1. Any liquid or aerosol labeled "Flammable" or "Combustible" must be stored and used as prescribed on the label required by the Federal Hazardous Substances Labeling Act.

2. Lighting fixtures and electrical equipment installed in flammable liquid storage rooms must meet National Electrical Code requirements in hazardous locations.
3. Every hazardous material storage room shall:
  - Be of fire-resistant construction and properly secured;
  - Have self-closing fire doors at each opening;
  - Be constructed with either a four-inch sill or a four-inch depressed floor; and
  - Have a ventilation system (mechanical or gravity flow) within 12 inches of the floor, which provides at least six air changes per hour.
4. Every storage cabinet shall:
  - Be constructed according to code and securely locked at all times;
  - Be clear of open passageways, stairways, and other emergency exit areas;
  - Be conspicuously labeled: "Flammable -- Keep Fire Away"; and
  - Contain not more than 60 gallons of Class I or Class II liquids, or more than 120 gallons of Class III liquids.
5. Storage rooms and cabinets may be entered only under secure conditions and under the supervision of authorized staff.
6. Any portable container that is not the original shipping container must be designated as an approved safety can, which is listed or labeled by a nationally recognized testing laboratory. Each container shall bear a legible label that identifies its contents.
7. Excess liquids shall remain in original containers, tightly closed, in the storage room or cabinet.
8. The MSDS shall govern use of a particular flammable or combustible liquid.
9. Only authorized staff may dispense flammable and combustible liquids, using acceptable methods for drawing or transferring these liquids.

Drawing from or transferring any of these liquids into containers indoors is prohibited except:

  - Through a closed piping system;
  - From a safety can;
  - By a device drawing through the top; or
  - By gravity, through an approved self-closing system.

An approved grounding and bonding system must be used when liquids are dispensed from drums.
10. Without exception, cleaning liquids must have a flash point at or above 100° F (for example, Stoddard solvents, kerosene). Cleaning operations must be in an approved parts-cleaner or dip tank fitted with a fusible link lid with a 160° F melting-temperature link.