



**UNKNOWN SUBSTANCE RESPONSE
Standard Operating Procedure To
103 DOC 525, Substance Use Monitoring and Testing**

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I. Purpose

A. The standard operating procedure (SOP) to 103 DOC 525, Substance Use Monitoring and Testing is to outline procedures to limit initial exposure to unknown illicit substances and take the steps to mitigate further risk. This SOP focuses on staff response to unknown substances being present in areas within the institutions, identified as being at highest risk: admissions, the mailroom, visiting rooms/visitor processing, incarcerated individual cells, civil commitment living quarters and common areas.

For purposes of this SOP, the term Civil Commitment shall mean any Massachusetts Treatment Center (MTC) resident who is not serving a criminal sentence, and/or persons who otherwise have an active FA.

B. This SOP outlines procedures to limit initial exposure to unknown illicit substances and take the steps to mitigate further risk. This SOP focuses on the areas within the institutions, identified as being at highest risk:

- 1. Admissions

2. Mailroom
3. Visiting Rooms/Visitor Processing
4. Incarcerated Individual Cells, Civil Commitment Living Quarters and Common Areas

Although the danger of accidental exposure exists, there are ways to lessen this threat for those having close contact with individuals carrying and concealing these substances on their person, delivered in the mail or during searches of incarcerated individual cells, civil commitment living quarters, and common areas. The response to each form of substance, whether in a liquid, solid (such as a pill or tablet), or powder form are addressed below in Section VI.

II. Cancellation

[103 DOC 525](#) cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations regarding unknown substance monitoring and testing that are inconsistent with this policy.

III. Severability Clause

If any article, section, subsection, sentence, clause, or phrase of [103 DOC 525](#) is, for a reason, held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner, or otherwise inoperative, such decision shall not affect the validity of any other article, section, subsection, sentence, clause, or phrase of this policy.

IV. Standard Safe Operating Procedures

- A. The following National Institute for Occupational Safety and Health (NIOSH) recommendations apply in all situations where it is suspected an unknown illicit substance is present.
 1. When arriving at a scene, first responders should:
 - a. Analyze the incident.
 - b. Determine if illicit substances and/or other hazards may be present.
 2. If first responders suspect an unknown illicit substance is present, the following steps shall be taken:
 - a. Do not eat, drink, or use the bathroom while working in the area of illicit substances.
 - b. Do not touch the eyes, mouth, or nose after touching any potentially contaminated surface. Always wear nitrile gloves when illicit substances may be present. Dispose of any open food or beverages in the affected area.
 - c. Do not perform tasks or operations that may cause illicit substances to enter the air. Only trained emergency responders wearing proper personal protective equipment (PPE) should conduct activities that could cause illicit substances to enter the air.

- d. Do not make direct skin contact with illicit substances. If this occurs, immediately wash the area with soap and water and notify the area supervisor.
 - e. Wash hands (or other unprotected skin) with soap and water immediately after coming into contact with illicit substances or after leaving an area where illicit substances may have been present. Avoid breaking the skin while cleaning and cover all open wounds.
 - f. Do not use hand sanitizer (or any alcohol based cleaner) or bleach.
3. Be aware that the use of illicit substances in bathrooms is reportedly a common practice. Individuals might hide or try to get rid of illicit substances by dumping them into the toilet and flushing repeatedly. This process can increase the chances of responders inhaling harmful substances. This process may also cause bathroom surfaces and materials to be unsafe.
- B. At a minimum, the following PPE will be made available and should be worn when processing incarcerated individuals and/or civil commitments when illicit substances may be present:
1. Respiratory Protection: At a minimum, a surgical mask should be worn when processing incarcerated individuals and/or civil commitments, mail, or conducting searches in incarcerated individual cells, civil commitment living quarters, and common areas.
 2. Gloves: Nitrile medical gloves should be worn when processing incarcerated individuals and/or civil commitments, mail, or conducting searches in incarcerated individual cells, civil commitment living quarters, and common areas.
 3. Eye Protection: Safety goggles or glasses will be made available and should be worn if an unknown substance is detected when processing incarcerated individuals and/or civil commitments mail, or conducting searches in incarcerated individual cells, civil commitment living quarters, and common areas.
- C. At a minimum, two (2) injectors of Narcan Nasal Spray (Naloxone 4 mg) will be readily available in all medical response bags (code 99 red bags).

V. Areas Of Concern

- A. The main areas of concern within the institutions, identified as being at highest risk are the following:
1. Admissions
 2. Mailroom
 3. Visiting Rooms/Visitor Processing

4. Incarcerated Individual cells, Civil Commitment living quarters, and common areas
- B. All current methods of search remain in place in accordance with 103 DOC 506, *Search Policy* (i.e., BOSS chair, walk-through metal detectors, hand-held scanners, personal searches, and unclothed searches). These methods remain effective in deterring the introduction of metallic contraband, including weapons concealed in oral, vaginal, and anal body cavities of incarcerated individuals and/or civil commitments. Personal searches should be deliberate, pressing the palms of hands against the outer surface of an individual's clothing rather than "patting" to avoid aerosolizing powders.
 - C. Contraband, such as illicit substances in plastic bags, pill form or liquids, may be more difficult to detect, especially in small amounts. During a search, if a package is found, the procedures outlined in Section IV of this SOP **SHALL** be followed.

VI. Response Procedures

A. Procedure for Pills in Solid Form or Packaged Substances

1. Isolate and Contain (safety and security staff)
 - a. Immediately remove individuals from the room and secure in another location. Avoid stepping on or crushing the pills to avoid spreading it throughout the room.
 - b. Contact Inner Perimeter Security (IPS) to inform them of the need for testing of the unknown substance.
 - c. If a substance is packaged, it should be placed in an evidence bag intact and not disturbed for IPS to test further.
 - d. If pill(s) become broken or crushed, or loose powder is discovered, with the authorization of the Shift Commander, use a water spray bottle to create a mist to fall on the substance. DO NOT spray the bottle directly at the substance to avoid aerosolizing the substance.
2. Mitigate (safety and security staff)
 - a. Isolate the area until the sample is packaged in an evidence bag.
 - b. Contact IPS to analyze the unknown substance.

B. Procedure for Crushed Pills, Liquid, or Loose Powder

1. Isolate and Contain (safety and security staff)
 - a. Immediately remove individuals from the room and secure in another location. Avoid stepping in or on substance or spreading it throughout the room.
 - b. Contact IPS to inform them of the need for testing and prevent manipulation of the unknown substance and to limit spreading or aerosolizing.
 - c. DO NOT attempt to collect, sweep, or remove the substance.

- d. DO NOT attempt to handle it with bare hands.
 - e. Avoid stepping in or on substance or spreading it throughout the room.
 - f. When authorized by Shift Commander, use a water spray bottle to create a mist to fall on the substance. DO NOT spray the bottle directly at the substance to avoid aerosolizing the substance.
2. Mitigate (safety and security staff)
- a. Contact IPS to analyze the substance.
 - b. Isolate the area until the IPS arrives.
- C. Sample Collection, Testing and Mitigation (IPS)
1. IPS or Office of Investigative Services (OIS) staff shall make all efforts to safely identify the substance before utilizing the Personal Decon Kit (PDK) Dahlgren Decon neutralizing solution and removing it, and the following procedures should be followed:
- a. The IPS Team is responsible for performing an initial assessment of the scene to include analysis of substances found. All attempts will be made to identify unknown substances with little to no disturbance to these substances.
 - i. **If IPS and OIS are unavailable to respond and field test the substance**, the Shift Commander should inform the Institutional Duty Officer (IDO), who will make the determination if the situation warrants calling in an outside biohazard cleaning vendor, or if the area can be safely and securely isolated until IPS and/or OIS staff are available to identify the substance.
 - b. PPE: IPS team members will perform preliminary testing of substances on scene using the Powered Air Purifying Respirator (PAPR), eye protection, and nitrile gloves.
 - c. If there is a sufficient sample for IPS to test, the analysis will be conducted using the TruNarc Handheld Narcotics Analyzer in accordance with the manufacturer's instructions.
 - d. Fentanyl Test Strips shall also be used for the identification of a potential health hazard for staff, incarcerated individuals and/or civil commitments. The results shall not be relied on for disciplinary purposes.
2. **If substance test positive for Fentanyl utilizing the field test:**
- a. If the TruNarc Handheld Narcotics Analyzer or a Fentanyl test strip comes back positive for Fentanyl, OIS shall be notified immediately, and a biohazard cleanup vendor shall be called in.

- b. Once testing is complete, test results will be documented per 103 DOC 525, *Substance Use Monitoring and Testing*, and 103 DOC 506, *Search Policy*.
 - c. If determined that a sample will be further assessed by an outside testing laboratory, IPS shall place a minimum of three (3) milliliters in a clean, sealable plastic bag to be held for them. IPS shall place the sample bag in a second clean, sealable plastic bag. The outer bag shall be sprayed with the supplied Personal Decon Kit (PDK) Dahlgren Decon solution. IPS shall allow for a five (5) minute dwell time and complete Chain of Custody paperwork in accordance with 103 DOC 506, *Search Policy*.
 - d. Once the sample is collected, the IPS team will follow manufacturer's instructions for initially neutralizing remaining residue using the supplied Personal Decon Kit (PDK) Dahlgren Decon solution.
 - e. Once the sample is collected and the substance is initially neutralized with the Personal Decon Kit (PDK) Dahlgren Decon solution, a biohazard cleanup vendor will be escorted to the affected area to further neutralize and clean.
 - f. At the conclusion of the cleaning, after the vendor recommended dwell time, a secondary search of the area should be performed by IPS to ensure the affected area is free of additional substance of concern.
3. **If the unknown substance tests negative for Fentanyl utilizing the field test**, IPS will follow normal procedures for removal of the substance. All the PPE indicated in Section IV (C) (1) (b) should be utilized during substance manipulation.

VII. Responsible Staff

Reviewing Authority: Policy Development and Compliance Unit

Responsible Staff:

- Superintendents
- Substance Use Monitors
- Department Substance Use Coordinator

VIII. Access to Policy

Department Central Policy File

Each Institution's Policy File

Institution Library

IX. Information Sources

Legal Authority:

[M.G.L. c. 124, § 1 \(b\), \(m\) and \(q\)](#)

[M.G.L. c. 94C, §§ 1 and 47A](#)

Other Related Policies:

103 DOC 506, Search Policy

103 DOC 525, Substance Use Monitoring and Testing

Applicability:

All Staff; This SOP is not applicable to BSH and MASAC @ Plymouth

Attachments: None