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DIVISION OF CORRECTION  
STATUS REPORT



STATE USE INDUSTRIES  
PROGRAM INITIATIVES

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U.S. Department of Justice  
National Institute of Justice

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STATE OF MARYLAND

William Donald Schaefer,  
Governor


Bishop L. Robinson,  
Secretary

Department of Public Safety  
and Correctional Services

Arnold J. Hopkins,  
Commissioner

Division of Correction

June 1, 1988

118286 



WILLIAM DONALD SCHAEFER  
GOVERNOR

BISHOP L. ROBINSON  
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STATE OF MARYLAND  
**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**

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June 9, 1988

The Honorable Laurence Levitan  
Chairman  
House Appropriations Committee  
100 Senate Office Building  
Annapolis, Maryland 21401-1991

The Honorable Charles J. Ryan  
Chairman  
Senate Budget & Taxation Committee  
131 Lowe House Office Building  
Annapolis, Maryland 21401-19918

Dear Chairmen Levitan and Ryan:

It is my pleasure to submit the reports requested by the Appropriations Conference Committee (pp. 212-213) regarding:

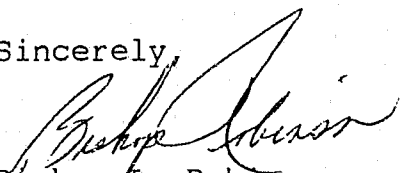
- State Use Industries' plans to convert the former paint plant and State Use Industries warehouse at the Maryland House of Correction into a furniture assembly plant;
- the conversion of the reupholstery plant at the Maryland Correctional Institution for Women into a data entry service and telemarketing operation and;
- the plan for the expansion of the meat processing plant at the Maryland Correctional Institution-Hagerstown. (The Meat Plant contains information on additional inmates to be employed in the new facility).

We are currently researching the possibility of developing an asbestos abatement training program for inmates. I look forward to sharing the details of this program with you in the near future. In addition, we are developing the maintenance training program for inmates as the result of your approving the new maintenance supervisor position.

- 2 -

Should you need any additional information or clarification,  
please do not hesitate contact me.

Sincerely,



Bishop L. Robinson  
Secretary

BLR:cac

cc: Senator Frank J. Komenda  
Delegate Timothy F. Maloney

## Table of Contents

	Page
Executive Summary.....	1
Introduction.....	3
Program Narrative.....	4
I. Conversion of Former Paint Plant and S.U.I. Warehouse at M.H.C. into furniture Assembly Plants.....	4
A. Conversion of the S.U.I. Warehouse into a furniture assembly area.....	4
B. Conversion of the former Paint Plant into a furniture assembly operation.....	5
C. Present Wood Shop.....	8
II. Conversion of the Reupholstery Plant at MCI-W into a Data Entry Service and Telemarketing Operation.....	11
A. Data Entry Unit.....	11
B. Telemarketing Operation.....	12
III. Meat Processing Plant.....	13
A. Introduction.....	13
B. New Meat processing Plant.....	14

Maryland Division of Correction

State Use Industries

Response to Conference Committee Report

1988 Legislative Session

Executive Summary

As requested by the 1988 Appropriations Conference Committee Report (pp. 212 - 213), State Use Industries has prepared the following plans:

1. Conversion of the former Paint Plant and S.U.I. Warehouse at M.H.C. into Furniture Assembly Plants.
2. Conversion of the Reupholstery Plant at MCI-W into a Data Entry Service and Telemarketing Operation.
3. Construction of a Meat Processing Plant at MCI-H.

The State Use Industries Act, Article 27, Sections 680 and 681 of the Annotated Code of Maryland mandates among other things, the mission and purpose of State Use Industries and provides for an Advisory Committee. Not only does State Use Industries have to provide structured employment and training activities for inmates, but must also be financially self-supporting and operate as a private corporate entity as closely as possible. The Advisory Committee of State Use Industries recommends the establishment and maintenance of industrial plants and service centers to be used for implementing the programs developed by the Commissioner and General Manager pursuant to Article 27, Section 681C of the Annotated Code of Maryland.

In Fiscal year 1988, the Advisory Committee approved the closing of the Paint Plant at the Maryland House of Correction for the purpose of converting this area into an expansion of the Wood Shop. It is necessary due to large orders from colleges and libraries that the present Wood Shop become primarily a milling operation, with assembly operations being performed in the converted area of the former Paint Plant. Likewise, the Advisory Committee approved the elimination of the reupholstery operation at the Maryland Correctional Institution for Women, with the introduction of a new Data Entry Unit and the expansion of the Telemarketing Unit.

As far back as Fiscal Year 1986, the Advisory Committee approved the decision to find a new location for the present Meat Plant in Hagerstown rather than making extensive repairs and renovations to the current Meat Plant. Even with extensive renovations, the current Meat Plant is limited in production. A new Meat Plant would allow for more freezer storage, thus allowing not only for an expansion in the current fresh meat operation, but would allow State Use Industries to be the first in the country to expand into a further processing operation.

From a business viewpoint these are sound practices. From a training viewpoint, these will not only allow for more inmates to work, but will allow the inmates to learn more modern skills.

## INTRODUCTION

In the State of Maryland, State Use Industries is the prison industry arm of the Division of Correction. The mission of State Use Industries is to provide structured employment and training activities for Division of Correction inmates and, thereby, utilize inmate labor to produce saleable goods and services. As a business, State Use Industries seeks to approximate a real world work situation within the correctional setting by generating increased production, sales and profits. As a program, State Use Industries seeks to expand its vocational training and employment capabilities. Through registered apprenticeships and on-the-job training experiences, inmates are taught marketable skills and are provided with constructive employment. In combination, the business and program components make a cost-effective contribution to the reduction of inmate idleness and to the participant's preparation for release through the development of technical and social skills.

The legislation governing State Use industries is contained in Article 27, Sections 680 - 681 of the Annotated Code of Maryland, from which the following is excerpted:

"The purpose of this subheading is to create within the Division of Correction, a State Use Industries organization, which:

- (1) a. Is financially self-supporting;  
b. Generates revenue for its operations and capital investment;  
c. Reasonably **reimburses** for the services exchanged between the Division and State Use Industries; and  
d. Provides meaningful work experiences for offenders intended to improve work habits, attitudes, and skills with the objective of improving the employability of the offender upon release;
- (2) Has as an objective the development of industries that provide full-time work experience or rehabilitation programs for all eligible Division of Correction inmates;
- (3) Provides an environment for the operation of correctional industries that resembles the environment for the business operations of a private corporate entity as closely as possible;"



## Program Narrative

### I. Conversion of Former Paint Plant and S.U.I. Warehouse at M.H.C. into Furniture Assembly Plants

Early in FY'88 it became increasingly apparent that the current Wood Shop at the Maryland House of Correction had a large backlog of customer orders and, with the success of constructing new library shelving and dormitory furniture for state colleges and universities, that considerable market depth was available. After studies by State Use Industries, a plan was established and approved by the Advisory Committee to convert the Paint Plant and S.U.I. Warehouse into furniture assembly operations. This will allow the present Wood Shop to become primarily a production, milling operation.

For this system to become operational, three components must be in place. These are:

1. Conversion of the S.U.I. warehouse into a furniture assembly area.
2. Conversion of the former Paint Plant into a furniture assembly operation.
3. Installation of additional equipment and rearranging of some present equipment to allow the current Wood Shop to become a milling operation.

These are outlined in the following sections.

#### A. Conversion of the S.U.I. Warehouse into a furniture assembly area.

The S.U.I. Warehouse is located outside of the perimeter fence of M.H.C. This operation will utilize thirty inmates from Brockbridge Correctional Institution and will be under the direction of two S.U.I. Wood Shop Supervisors. The proposed building is not being used for production at the present time. S.U.I. will be able to clean, renovate, paint, and do repairs to the floor and roof. Competitive bidding from outside contractors will be required in order to install air compressors and electrical work.

It is anticipated that this facility will initially perform desk assembly. The desk components will be milled in the current Wood Shop and transported to this location. The building will be divided into three sections allowing for receiving the component parts, assembly, and storage of completed desks. S.U.I. will then transport the completed desks to the Central Warehouse for delivery to customers.

B. Conversion of the former Paint Plant into a furniture assembly operation.

In December, 1987 a letter of request for technical assistance was sent to the National Institute of Corrections to review and evaluate current and future space utilization at the Maryland House of Correction complex. In January, 1988 Commissioner Hopkins was informed in writing that N.I.C. would be able to provide the short-term technical assistance requested. On-site visits by N.I.C. at the M.H.C. were performed in February, 1988, with a written report - submitted by N.I.C. in March, 1988.

In order to convert the former Paint Plant, several preliminary operations must be performed, as follows:

1. All paint raw materials and equipment must be disposed. It is S.U.I.'s intention to offer these items on a competitive bid basis to interested purchasers.
2. While the above is in progress, a layout of the shop, including functional space requirements will be prepared.
3. Construction drawings and details - upon approval of the plant/equipment layout, work shall proceed with the development of all construction details necessary for building preparation. Areas to be addressed under this requirement shall include:
  - a. Building structure - locations and dimensions of required wall and roof openings; layout, type of construction and special details of any required structural additions.
  - b. Floor construction - loading (uniform, location and magnitude of concentrated loads); drains location, usage, flow rate, type (floor, stub-up, trench), reporting (sanitary, special); special pads/pits - location and details.
  - c. Electrical - total electrical loads (process only); disconnects - location, rating, fuse and wire size.
  - d. Compressed air - system specifications, distribution layout with air drop locations, pipe size, CFM, and pressure.
  - e. Water - location, GPM, cold/hot, pressure, pipe size.
  - f. HVAC (process exhaust, air make up) - CFM, location.
  - g. Lighting - footcandle, levels, location, type, task lighting.
4. Following building facilities will not be altered or changed:

Exhaust fans will be left in place (3 units).  
Inmate washroom and electric panel room will not be affected by this work.

Fire protection equipment/facilities will be taken care of by SUI personnel.

Fairbanks Scale will be left in place.

Monorail overhead conveyor systems will be left in place.

Air make-up units will not be removed or altered.

#### 5. Building Lighting System

This item includes removal of approximately 150 explosion proof light fixtures from the facility and replacement with fifty (50) metal halide 400 watt pendant fixtures to provide an average lighting level of 75 footcandles throughout the facility. Light fixtures shall be aluminum housing with baked-on gray polyester acrylic finish with mogul base procelain lampholder including lamp grips and spring loaded center contact. Fixtures to be U.L. listed. Metal halide lamps shall feature 91% efficiency and color-correctness which is important in a finishing/assembly environment. In addition, ten (10) fluorescent lamp fixtures shall be provided above, and ten (10) below the mezzanine. These fixtures to be high quality industrial series with a one piece parabolic reflector, designed for pendant mounting. Each shall include rapid start, class P, high power factor ballasts and be U.L. listed. Fixtures to be 8 ft. long, 2-tube type each at 110 watts.

#### 6. Building Air Distribution Extension

Compressed air distribution system extension shall consist of approximately 350 feet of 3" diameter schedule 40 pipe, running from existing air loop in neighboring wood shop, across to this building and then extending along center of this shop from end to end. Connections between pipe segments occurring within the shop will be made with plugged tees rather than a straight couplings to permit easy future connections, in addition, ten (10) air drops of various sizes, as required from 1/2" to 1" diameter, will be extended from the distribution line to points 6 feet above the floor for connection to equipment. Each air drop will include a shut-off valve, a dirt leg, and a filter-regulator-lubricator unit unless not required by the using equipment. The main air distribution line will also include a low point automatic condensate drain.

7. The assembly area at the rear of the Paint Plant will include storage racks for parts in process. Items assembled would move forward to the finishing area and drying room and then into the packaging and shipping section.

The finishing room will have three spray booths. This will allow for more versatility by dedicating one booth to sealing, one to staining and another to the lacquer finish. The increased production anticipated from the overall plant will create a possible bottleneck at this point if this versatility is not included. An enclosed drying area will be constructed so dust

will not collect on the finish prior to drying. The finish room and drying area will have air makeup provided so that a positive air flow will be maintained, thereby eliminating dust problems.

With this expansion, an office will be required for the shipping and receiving processes. It will be located in the present Regional Manager's office. The best use of the elevated mezzanine area is to construct office space. The Regional Manager will be located there and it will give excellent visibility over the entire assembly, finishing and shipping areas.

An additional office has been included adjacent to the existing tool room and opposite the present factory manager's office. With this expanded production operation, drafting capability should be required to keep drawings and specifications updated, to integrate new design modifications, and to house a Quality Assurance Supervisor in the future.

8. Inmate Employment: Maryland State-Use-Industries desires to increase employment in this factory by 80 to 100 additional inmates. This would place total employment at a maximum of 260 inmates. The recommended layout is designed to handle this level of employment. This employment could be distributed as follows:

Milling	80
Case Goods Assembly	100
Chair Assembly	25
Drawer Assembly	9
Finish Room	5
Touch-Up	2
Janitors	3
Forklift Operators	2
Warehousemen	2
Quality Assurance	10
Clerks	5
Draftsmen	3
Packaging/Shipping	4
Training	<u>10</u>
Total	260

9. New Equipment:

- a. Three dry filter spray booths

Inside width - 11'8"  
Inside height- 8'0"  
Working depth- 7'6"

The booths shall be constructed of fabricated panels of 18 gauge galvanized panels, each panel formed with companion flanges punched on 6" centers for bolted assembly.

b. Related paint spray and paint handling equipment.

c. One (1) Dovetail Gluer

A drawer dovetail gluer for applying exactly the correct amount of glue to drawer sides with the french tenon. The equipment shall permit faster assembly with accurately glued parts to assure quality drawer construction.

The gluer made of aluminum and brass parts must be readily disassembled in less than a minute for easy daily cleaning. The glue fingers shall lift pneumatically and apply glue evenly to the drawer tenons.

Glue shall have the following capacity:

Drawer height: 2" - 15"

Drawer depth: 6" - 28"

Machine size shall be 24" x 48" - 38" high and shall require pneumatics (60 psi min.) for operation.

C. Present Wood Shop

1. Layout and Work Flow: The most efficient and effective production layout for furniture production is 'U' shaped. This factory has two somewhat different production technologies (solid wood and laminated core board) within the same factory. The recommended layout takes into consideration the separation of equipment for the two milling operations, the space required for drawer box construction, separate assembly areas, adequate finishing capabilities and space for packaging and shipping.

The entire panel milling operation, including layup of panels, milling, boring and edgbanding, will take place in the northeastern production area of the existing Wood Plant. The parts would then move to the southeastern section of the plant and cross over to the Paint Shop building for assembly, next move to the finishing areas as necessary and finally go into the packaging and shipping section.

The solid wood section will occupy the existing millroom with the glue wheel against the western wall. Parts milled move through the southeastern production section (now used for desk assembly) and cross into the assembly area in the Paint Plant building. Drawer assembly is scheduled to take place in the area where desk assembly is presently done. The sanding section will be located in this area, rather than in the assembly building.

2. Raw Material Storage: The existing external raw materials storage area will be enlarged by extending it to the end of the dock at the northwestern corner of the factory. The space will be remodeled by using concrete blocks for walls and adding adequate heating facilities for lumber storage space. The egress of materials into the factory will be by the installation of two new overhead doors. The total space for storage will be minimal but adequate since the factory will have more in-process storage and shipment of finished goods will be timely.
3. Open Space between existing Wood Shop and former Paint Plant: This area will be resurfaced with a connecting enclosure constructed between the two buildings. This will allow protected transfer of materials and parts into the assembly area. This transfer will be by forklift because of the difference in floor levels.
4. New Equipment
  - a. Two (2) Multi-Horizontal Bit & Drill Boring Machine. The hydraulic feed horizontal borer shall be equipped with two (2) 2 H.P., 3600 RPM spindle motor units, complete with in and out adjustments on each unit; with two (2) needle bearing radial boring heads which are adjustable on an entire circle of 4" radius; spindle noses to take 7/16"-14 thread bit shanks; spindle spread from 1" minimum to 42" maximum; two (2) adaptors for use with Bell heads; two (2) Bell 3-spindle fixed center one-way rotation boring heads on range from 3/4" to 1-1/2" in 1/16" increments; 3/4 H.P. feed motor direct connected to hydraulic pump; built in motor switches with individual cut-out for each spindle motor, with main-stop pedal pushbutton station, transformer for 110 volt safety control at pushbutton station and for foot pedal switches, machine wired for 3 phase, 60 cycle 460 volts; hydraulic feed for either automatic continuous or intermittent spindle strokes; feed rate from 2 to 35 strokes per minute; 1/2" to 6" adjustment of stroke length; electric foot pedal switches marked "in-out-stop" so that spindle stroke can be started, stopped, or reversed at any point of the feed or return stroke; two air holddown clamps, vertically and laterally adjustable, takes 4" maximum thickness; 14-1/4" x 44" rectangular table with 8" vertical adjustment; air chip blower working automatically with boring stroke; back fence for table, hydraulic oil; wrenches, and all regular equipment.
  - b. One (1) Drill Press. Drill press shall be a floor model with tilting table, 115 volt, single phase or 208 volt, 3 phase, 60 cycle motor to be 3/4 H.P., 1800 RPM. Steel spindle shall travel 6" and be fitted for #33 Jacobs Taper. Chuck to be included. Column diameter shall not be less than 3" with a wall thickness of 3/16". Throat depth shall be 15" to center of spindle. Spindle shall have infinitely variable speeds from 475 RPM to 4800 RPM. One belt change shall allow infinitely variable speeds from 100 to 4600 RPM.

- c. One (1) Hydraulic Overhead Router.  
A heavy duty, high speed router shall have 28" throat clearance. Pneumatic sliding spindle actuated by foot switch, with two-speed, 1800/3600 RPM constant horsepower single voltage motors, 3-phase, 60 cycle, 230/460 volt belt providing spindle speeds of 10,000 and 20,000 RPM. Head, grease sealed type, has 3/4" collet capacity and collet chuck nut. With 24" x 36" work table, one 3/8" x 1/2" double end guide pin, one 1/2" router bit, one 1/2" collet, cutter guard and holder, blower fan and motor brake. With 115 volt pushbutton motor control station and necessary wrenches. Painted tan with blue detailing.
- d. One (1) Table Saw.  
A tilting arbor rip saw shall be furnished with a heavy one-piece base casting engineered for maximum strength and pleasing design. All machine components shall be securely attached to the base permitting vibration-free operation and optimum accuracy. A 6" outlet near the bottom of the base shall permit an easy connection to standard dust collecting systems.

A saw arbor of high quality stress-proof steel mounted in precision heavy duty sealed for life ball bearings shall be included. The arbor shall be 1" dia. The totally enclosed, fan cooled motor is built on the arbor and shall have a minimum rating of 7-1/2 H.P. The motor shall be controlled by a magnetic switch with pushbutton station.

Other specifications shall be as follows:

Saw capacity - 14"/16"/18"  
Saw arbor tilts - 0°-45°  
Vertical saw adjustment - 4"  
Arbor speed - 3600 RPM  
Motor HP - 7-1/2 HP  
Arbor Diameter - 1"  
Table size - 36" x 44"  
Rip capacity/standard rack and pinion type fence - 30"

- e. One (1) Double Spindle Shaper.  
The double spindle shaper shall have 30" between spindles; motors shall be 7-1/2 H.P.; 1" x 5" standard solid spindle; precision spindle assembly with heavy duty precision sealed for life ball bearings. 4-1/2" throat hole and throat; vertical adjustment of spindle 5-1/2"; spindle speed 8,000 RPM, right hand spindle counter-clockwise. Left hand spindle clockwise 42" x 72". Table 30" between spindles - 30" x 66"; height to table top 36". Machine to include all belt guards, motors, belts, set of spindle spacing collars, magnetic switches, under the table exhaust blow pipe connections, guards and holddown. All wrenches and manuals included.

II. Conversion of the Reupholstery Plant at MCI-W into a Data Entry Service and Telemarketing Operation.

In FY'88, it became increasingly aware to State Use Industries that the reupholstery operation at MCI-W was neither profitable nor did it provide modern training for the inmates. The State Use Industries Advisory Committee approved the conversion of the reupholstery shop into a new Data Entry Unit and an expansion of the Telemarketing Operation.

A. Data Entry Unit

The Data Entry Unit was established on the stage of the chapel building at the Maryland Correctional Institution for Women. The unit consists of ten (10) operators and one (1) clerk. The clerk can fill in for an operator, as well as do word processing. Unit training was conducted during the week of April 4, 1988 by the Data Services Division of DPSCS. The unit also received its initial work order from Data Services Division on April 6, 1988.

IBM PS/2 microcomputers (8550's) are utilized for data entry. One IBM PS/2 (8530) operates a tape drive unit and a printer. The other 8530 will be used to do word processing. The RODE software package was installed so that we have basically the same configuration as the Data Services Division.

In the future, this service will be offered by SUI to other agencies. Pick-up and delivery of work will be by SUI Courier Service.

In a cooperative effort, SUI has linked with the "Computer Literacy" course taught by Anne Arundel Community College at MCI-W. The majority of employment positions in the Data Entry Unit were filled by members of the first day school graduation class on April 15, 1988. In fact, all personnel assigned to the Data Entry Unit must have successfully completed either the day or night "Computer Literacy" course.

An important aspect of this unit will be to train inmates in a field which will enable them to obtain employment upon release. This is an active job market and offers a wide salary range with the possibilities of entering other computer related fields.



Objectives of the Data Entry Unit are as follows:

As a Service Industry:

Offer the service to State institutions or agencies, political sub-divisions of the state, and non-profit organizations in order to lighten workloads, assist in clearing backlogs, or assist during peak times.

As an inmate Training Unit:

Train inmates in a field which will enable them to obtain employment upon release. This is an active job market and offers a wide salary range with the possibilities of entering other computer related fields.

As an Inmate Employment Facility:

Create eleven (11) additional inmate employment slots in a professional office-type environment, rather than a production setting.

B. Telemarketing Operation

On June 5, 1986, State Use Industries began its Telemarketing Office at the Maryland Correctional Institution for Women in Jessup. This was an entirely new area in correctional industries and Maryland was one of only a few states who have instituted a program in this field.

This office functions in the marketing area, and basically performs marketing research, membership drives, fund raising, publicizing events, and mass mailings. Telemarketing is utilized as a tool for the State Use Industries of Maryland Sales Department, as well as a service offered to our customers. This is accomplished by twelve inmates who have been well-trained in courtesy and professionalism.

The Telemarketing Office completed its initial marketing research project for State Use Industries of Maryland by placing telephone calls statewide to all non-profit organizations. The purpose was to familiarize our potential customers with State Use Industries of Maryland and its products and services, and to renew our relationship with past customers. This effort generated many sales leads for the Sales Department. Since the completion of this first project, the Telemarketing Office was awarded a contract by the American Correctional Association. Since the first part of 1988, the Unit has been awarded several contracts to the point where expansion became necessary.

From an original complement of eleven inmate operators and an inmate clerk, the unit has expanded to a double-shift operation employing thirty two inmates and two S.U.I. supervisors.

Therefore, while the reupholstery operation at MCI-W employed approximately forty inmates, the new Data Entry Unit employs eleven inmates and the expansion of the Telemarketing Unit added twenty additional inmates. By closing the reupholstery operation, the Sew Shop also had space to expand due to increased orders. This expansion will add fourteen new sewing machines with a like number of additional inmate employment positions.

### III. Meat Processing Plant

#### A. Introduction

In FY'86 the State Use Industries Advisory Committee approved the expansion of the Meat Plant. The current Meat Plant is located in the same building which houses the Central Food Services Facility in Hagerstown. The Meat Plant currently employs approximately thirty inmates from the Maryland Correctional Training Center.

Driving the decision to expand the Meat Plant into a new location was the choice to either remodel and renovate the existing shop or expand into a new facility. In March of 1987, S.U.I. undertook a study of the current Meat Plant. This study indicated that work in the existing Meat Plant was essential and extensive to keep the plant in operation. The cost associated with remodeling, replacement of the present refrigeration system, new ceilings and doors, and new air compressors was expected to be very costly. The current Meat Plant is not expandable, and even after doing the necessary work, only the same number of inmates could be employed. The space limitations negate the expansion of freezer space, which means that additional shifts could not be employed as there would be no place to store the processed meat.

By expanding the Meat Plant into another building, we could employ thirty-five inmate meat cutters on each shift and work two shifts per day in processing. A third shift could possibly be added employing eight to ten inmates as a clean up crew. Thus, in a new facility we could employ a total of seventy inmates to start, with expansion to one hundred and twenty inmates.

In September, 1987 a professional architectural program for the new Meat Processing Plant was prepared for State Use Industries. Copies of this document were submitted to the Division of Correction, the Department of General Services, and the Department of State Planning for review.

## B. New Meat Processing Plant

The proposed location of the new Meat Plant will be approximately 230 feet north of Roxbury Institution and 120 feet west of the Central Warehouse which is situated at the intersection of Farm and Boiler House Roads. The Central Warehouse housed the present fresh meat operations.

The selected site for the new Meat Plant is facing Farm Road. A one story warehouse type construction occupies the central position on this site. This structure was designed originally as a feed mill and presently is utilized by SUI for fabrication of partitions.

The site is mostly paved up to the structure and is gently sloping toward the back.

Except for upgrading of utilities necessary for the new plant and minor landscaping improvements, no other work will be required at this time to make this plant operational.

All required utility mains run along the Farm Road and new service lines can be tapped to them.

Availability of utilities in close proximity to the site and utilization of the existing structure provides a cost effective and viable solution to this program which is limited in funding at this time.

The structure is composed of load bearing concrete block masonry approximately 20 feet in height and interior steel framing grid of approximately 20 feet wide bays, wood timber rafters, wood decking and built-up roof. Over the rear portion of this structure is an elevated penthouse type construction which originally served as housing for feed mill conveyor machinery. Under the rear bay of this structure is a basement with a framed floor constructed of steel beams and concrete slab with wood timbers inserts at the central bay. Slab-in-grade provides floor for the rest of structure. At the front is a raised loading dock, personnel entrance and small office with a restroom.

The intent of this program is to alter the interior of the existing structure for the accommodation of the new Meat Plant.

No major structural changes are anticipated in the program. Consultant will be required to examine the structure and to perform necessary services as required to obtain assurance for its soundness.

Demolition work, in general, that will be required on exteriors will be the removal of the penthouse structure, windows, doors, cutting of new openings in exterior walls for doors, louvers and the removal of the platform at the personnel entrance. The interior demolition will involve removal of the office enclosure, electrical room, dividing wall, slabs under new freezer and chill-down cooler, overhead piping and conduits and cutting of slabs for the installation of new sanitary lines and floor drains.

The new alterations on the exterior will include new enclosure for a dock and personnel entry, blocking of exterior window and door openings; installation of new exit doors, windows, louvers, openings for outside containers; new loading dock and steps/platforms at exit doors. The existing roof must be inspected and evaluated by the consultant for necessary repairs or replacement.

New utilities will be required to serve the new facility. Sanitary lines, water, steam, electrical power and telephone will have to be extended from Farm Road to the building and connected to the building systems.

The interior alterations will involve installation of new concrete topping, concrete slabs under the storage freezer and chill-down cooler, prefabricated partitions for interior spaces and cooler/freezers, construction of mezzanine floor for general manager and USDA offices including stair, new prefab panel ceilings, protective wall curbing; new refrigeration and mechanical/electrical systems.

All necessary equipment for a totally functional plant, including installation, testing and initial training in equipment operation will be part of this project.

In its function the plant's production/process plan is of great importance. Since the size of the existing building will restrict the processing area, freezer/cooler and storage capacities, all spaces must be utilized to maximum efficiency. Additional storage capacity may be increased by attaching to the building outside storage containers which will serve as a temporary support facility until the expansion to the building will be constructed.

The plant work force will consist of inmates from the adjacent institution. The inmates will pass through the security check points at the institution and will enter the plant through the personnel entry of the plant. This entry will serve as SUI "Sally Port" for checking inmates when entering and leaving the plant. SUI will assume responsibility for the security of the inmates inside the plant.

The site will have no security enclosures and the exterior walls of the plant will be the only security barrier for the inmates. For this reason, the building envelope must be considered in the design as a security enclosure where SUI could be confident in maintaining control over the inmates. All doors in this envelope shall be monitored by security devices and the ceilings made inaccessible to the interstitial space. The exits from the plant shall be held to a minimum. The consultant shall consult with the Fire Marshall on establishing the minimum requirements. The plant's production/processing will require approximately 45 - 55 inmates per shift who will be assigned to specific functions. The inmates will return to the institution for lunch and at the end of the work shift.

The production of the plant will consist of two processing systems: processed lunch meat/sausage and fresh meat operations.

To maintain the products in good condition, all processing areas and product holding/storage areas must be refrigerated. The refrigeration system must be maintained at prescribed temperatures at all times and in freezer/holding coolers such temperatures must be continuously monitored for inspector's verification. The compressors for the refrigeration system must be of the best quality and be very low in maintenance.

The building must be made energy efficient by providing a proper thermal envelope with limited natural lighting. The loading dock must have good dock seals and high velocity cooling/heating units to prevent cooling/heating losses during loading and unloading.

Electricity will be the prime source of energy for the plant's operations. To avoid a power outage which could affect perishable products, an emergency generator must be provided for the refrigeration system. Dual compressors are also advisable in case of malfunction or failure of operating units.

Sanitation in the plant is one of the basic requirements by the USDA. All interior finishes must comply with USDA standards. In addition the finishes must be rugged, low in maintenance and must withstand frequent steam cleaning. Particular attention must be given to floors not only for cleaning, but also for durability and for slip resistance. Partitions, doors, particularly in material handling traffic areas, must be protected by proper curbing or other means against damage.

In conclusion, the Annotated Code of Maryland, Article 27, Section 681 requires the Advisory Board of State Use Industries to expand industries where possible by using the revolving fund of SUI to build and expand industry programs. They have given their full support to the Meat Program and in 1986 the Legislature approved all funding for the Meat Plant expansion.