

ENVIRONMENTAL HEALTH AND SAFETY

STANDARD OPERATING PROCEDURE

DATE ISSUED: September 1, 1992

DATES PREVIOUSLY REVISED: November 6, 1998, October 1, 2006, October 27, 2008, July 12, 2010

DATE LAST REVISED: November 15, 2011

SUBJECT: Contingency Plan for Spills

I. PURPOSE

The purpose of this operating procedure is to provide guidance when dealing with chemical spills. Some of the same information contained in this procedure is also contained in the procedure to “Chemical Release Response”.

II. PROCEDURE

When a spill is detected or reported the following procedures should be followed:

1. Attempt to identify the source and magnitude of the spill.
2. Confine the spill to the least possible area with special emphasis on protecting drains.
3. Notify 911 if the spill is of sufficient danger to not warrant internal abatement or cleanup.
4. Secure and isolate the area.
5. Small fires can be extinguished by available fire equipment. Large fires should be allowed to burn and controlled by the professional fire fighters.
6. If there are injured personnel, remove them from the spill area only if you have determined that you will not put yourself in jeopardy by doing so.
7. Cleanup procedures will be determined by spill location, type and materials, and the volume of the material spilled. All materials used for cleanup will be disposed of as hazardous waste in accordance with EPA regulations. Work in pairs when cleaning up spills.
8. Spills of reportable quantities may have to be reported to the National Emergency Response Center.
9. Additional information can be found in the Chemical Management Guidebook.
10. File a report with the Assistant Vice President of Facilities Operations and Development and Director of EHS.

III. HAZARD ANALYSIS

There are many hazards involved when dealing with spill of hazardous materials. The first rule is to protect yourself. The use of personal protective equipment and proper training will greatly reduce the risk of injury when dealing with spills of chemicals. If

possible, work in pairs when dealing with chemical spills. This is for the protection of all personnel involved.

IV. QUALITY ASSURANCE

A review of the report that is filed will determine adherence to this operating procedure.