

Applicability: Spills of hazardous materials in quantities that can be handled by staff in the immediate area and initiation of assistance for larger spills

Purpose: Prompt response to spills

Person or Department Responsible: Automotive Staff

Schedule: As needed

Procedures: Notification: Whenever anyone observes an oil, gasoline, antifreeze or other chemical or hazardous material spill in an area not under their responsibility, they will immediately contact Department of Public Safety (911 from a campus phone or 629-7210) to report the spill. During normal work hours, they could also contact Physical Plant (629-7356) or the Coordinator of Environmental Health & Safety (629-7163).

Large spills: If an oil, gas, antifreeze or chemical/hazardous material spill occurs accidentally in an Automotive Department area, Automotive staff in the area will determine the major components in the spill and the quantity and report this initially to the Automotive Technician. If the spill is large enough that it poses an adverse exposure hazard or cannot be absorbed, neutralized or controlled by the staff in the area, evacuate the area and contact the Department of Public Safety, the Physical Plant Department or Environmental Health & Safety. An emergency response contractor will respond to conduct the cleanup.

Small spills: If the spill is small enough to be absorbed, neutralized or otherwise controlled at the time of release by the Automotive Technician or other staff in the immediate area and does not pose an adverse exposure hazard to anyone, then the spill will be handled in the following manner:

1. Make sure all unnecessary persons are removed from the hazard area.
2. Don the appropriate personal protective equipment
3. If flammable waste is involved, remove all ignition sources and use spark and explosion proof equipment and clothing in containment and cleanup
4. If possible, try to stop the leak.
5. Remove all surrounding materials that could be especially reactive with the materials in the waste.
6. Use absorbent pads, booms, earth, sandbags, sand and other inert materials to contain, divert neutralize and clean up a spill, or, use a dike or sump to contain it for later pumping back into the appropriate storage tank or drum.
7. Procedure to follow for leaking drum:
 - a. move drum into or construct containment area;
 - b. roll drum or stand up on end away from leak;
 - c. drain contents (transfer to clean drum);
 - d. label drum accordingly;
 - e. absorb spillage or leakage with absorbent;

- f. transfer absorbent waste to drum or container, label accordingly; and
 - g. notify Coordinator of Environmental Health and Safety for proper storage & disposal
8. If waste reaches a storm sewer or floor drain, try to stop the flow from the source by using booms, speedi-dri, earth, sand and notify Physical Plant to arrange for pumping to a temporary holding tank or drum as soon as possible
 9. Place all containment and clean up materials in a waste container or drum for and notify the Coordinator of Environmental Health and Safety for proper storage & disposal.
 10. Inventory supply of spill clean up materials and ensure that it is replaced as necessary.

Record keeping: N/A.