SUNY Cortland-Environmental Health and Safety Office

Spill Response Program

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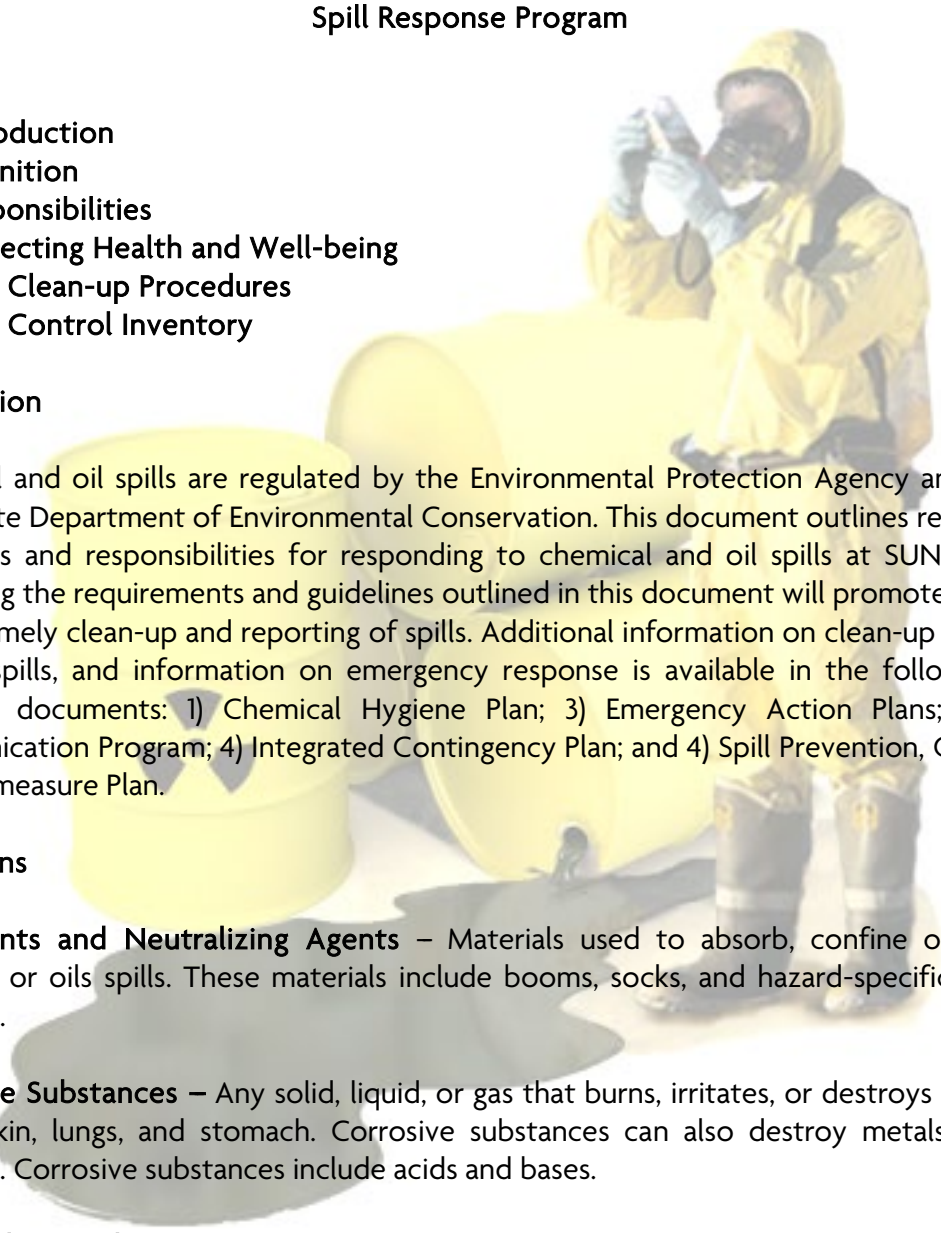
Spill Response Program



Contents

I. Introduction

Chemical and oil spills are regulated by the Environmental Protection Agency and the New York State Department of Environmental Conservation. This document outlines requirements, guidelines and responsibilities for responding to chemical and oil spills at SUNY Cortland. Observing the requirements and guidelines outlined in this document will promote safety, and ensure timely clean-up and reporting of spills. Additional information on clean-up of chemical and oil spills, and information on emergency response is available in the following SUNY Cortland documents: 1) Chemical Hygiene Plan; 3) Emergency Action Plans; 3) Hazard Communication Program; 4) Integrated Contingency Plan; and 4) Spill Prevention, Control, and Countermeasure Plan.

II. Definitions

Absorbents and Neutralizing Agents – Materials used to absorb, confine or neutralize chemical or oils spills. These materials include booms, socks, and hazard-specific absorbent materials.

Corrosive Substances – Any solid, liquid, or gas that burns, irritates, or destroys tissues such as the skin, lungs, and stomach. Corrosive substances can also destroy metals and other materials. Corrosive substances include acids and bases.

Flammable Liquids – Liquids with flash points below 100 degrees Fahrenheit.

Spill Kits – Packaged supplies of absorbent materials for responding to spills of solvents, acids, bases, and other substances.

III. Responsibilities

Contractors – Contractors are responsible for handling, using, storing, and disposing of hazardous substances in a safe manner. Contractors must also call 911 when large spills occur. Disposal of hazardous materials must be coordinated though the Environmental Health and Safety (EH&S) Office.

Environmental Health and Safety Office – The EH&S Office is responsible for: 1) responding to spills to ensure that they are managed properly; 2) assisting with spill clean-up; 3) spill disposal arrangements; 4) contacting emergency response, regulatory agencies, and waste disposal contractors for spill response; 5) ensuring that adequate spill control inventories are maintained; and 6) inspecting work areas to ensure that hazardous materials are handled, used, stored, and disposed of properly.

Employees – Employees are responsible for handling, using, storing, and disposing of chemicals in a safe manner. When spills occur, employees must observe the protocol outlined in Sections IV and V of this document.

Supervisors – Supervisors are responsible for ensuring that their employees handle, use, store, and dispose of hazardous materials safely. Supervisors must also ensure that spill kits for small spills are available, and employees observe the protocol for spills as outlined in Sections IV and V of this document.

University Police – University Police is responsible for contacting the EH&S Office and emergency response agencies for large spills, and managing traffic and crowd control during clean-up of these spills.

IV. Protecting Health and Well-being

Whenever spills occur, regardless of size, health and well-being are the primary focus. Since eye and skin contact exposures are possible, it is important to become familiar with the location of the nearest emergency eyewash/shower unit. When eye contact exposures occur, flush the eyes for 15 minutes in an eyewash unit and then seek medical attention. For skin contact exposures, immediately remove clothing and flush the affected area(s) of the skin under an emergency shower unit for 15 minutes and then seek medical attention. Additionally, remember to report all occupational injuries and illnesses by completing an "Employee Injury, Illness, Medical Emergency Report" (Form WC-1) and calling the Accident Reporting System at 1-888-800-0029.

Use of personal protective equipment (PPE) is also important during spill clean-up. Minimum personal protective equipment for any spill includes goggles and impervious gloves. Depending on the size and nature of the spilled material, a faceshield, apron or impervious clothing, impervious shoe covers, and a respirator might also be necessary. Employees should refer to department hazard assessments for guidance on PPE selection, or contact the EH&S Office for assistance with selection of PPE.

During a spill, assistance from a fellow employee will likely be necessary; therefore, it is also very crucial to avoid working alone. A fellow employee will be helpful for: 1) contacting emergency response personnel; 2) assisting with spill clean-up; and 3) assisting with the use of an emergency eyewash/shower unit in the event of a skin or eye contact exposure.

V. Spill Clean-up Procedures

Whenever a spill occurs, a substance's chemical and physical properties should be evaluated first. Consistent with SUNY Cortland's Chemical Hygiene Plan and Hazard Communication Program, employees are expected to know the hazards of substances prior to use. Special considerations apply to substances that are flammable, highly reactive, highly toxic or immediately dangerous to life and health. Regardless of size, employees are not expected to clean-up the following: 1) substances possessing a high likelihood of causing fires or hazardous reactivity; or 2) substances that are highly toxic or immediately dangerous to life and health. In such instances, employees should call 911 or 753-2111 and inform emergency response personnel about the location and nature of the spill. The EH&S Office should also be contacted at extension 2508 for technical assistance. If a spilled material causes a fire or hazardous reaction, employees should activate a pull station, evacuate the building and then observe the aforementioned emergency reporting protocol.

The following spill conditions are discussed in this section: small spills; large spills; and substances with considerable potential to impact the workplace or environment. For timely and effective spill control response, employees are expected to know the location of spill control materials. A spill control inventory is provided in Table 2 on pages 5 and 6.

Note: Special spill response procedures have been developed for certain campus areas or situations. Protocol for these spills is outlined in department-specific Job Hazard Analysis.

Small Spills

Small spills involve quantities of spilled material less than 1 liter. Observe these practices for small spills:

1. Whenever it is possible, first stop the source of the spill. For example, turn off a valve or return a container to an upright position.
2. Determine the nature of the spilled material. If you are not trained or comfortable with cleaning up a small spill for any reason, contact the EH&S Office at extension 2508 for assistance.
3. Put on appropriate personal protective equipment, isolate the affected area from pedestrian traffic, and retrieve a spill kit.
4. Apply an appropriate absorbent or neutralizer to the spill. Distribute the material over the affected area by working from the outside of the spill, circling to the inside. Exercise care to contain the spill to the smallest area possible and protect floor drains.

5. When the spill has been absorbed or neutralized: 1) use a brush and pan to pick up the material; 2) place the material in a bag that is supplied with the spill kit; 3) close the bag; and 4) place the bag in a secondary container.
6. Decontaminate affected surfaces with a mild detergent and water.
7. Contact the EH&S Office at extension 2508 to pick up materials used to clean up the spill.

Large Spills

Large spills involve quantities of spilled material greater than 1 liter. These spills include spilled material from large storage vessels (e.g., vehicles, 55 gallon drums and above ground storage tanks). Large spills have the potential to significantly impact the work area or environment; therefore, it is imperative that prompt action be taken. Protocol for large spills is summarized as follows:

1. Whenever it is possible, first stop the source of the spill. For example, turn off a valve or return the container to an upright position.
2. If it is necessary, protect floor drains and storm sewers with absorbent pads.
3. Contact the EH&S Office at extension 2508 for assistance. Be prepared to indicate the location, size and nature of the spill. If the spill affects pedestrian traffic, contact University Police by calling 911 (internal phone) or 753-2111.
4. If a spill occurs after hours, contact University Police by calling 911 (internal phone) or 753-2111. After providing information on the location, size and nature of the spill, request that personnel from the EH&S Office be informed about the incident.

Vehicle Oil and Fluid Spills

1. If personal safety is not compromised, immediately move the vehicle away from sensitive locations such as, storm sewers, manholes, and areas with vegetation.
2. Turn off the vehicle.
3. Contact Motor Vehicle Maintenance at extension 2489. Motor Vehicle Maintenance staff will be dispatched to the incident location to control the spill. Important note: if the spill involves a large quantity of gasoline, call 911 and specify the location, size and nature of the spill.
4. Contact the EH&S Office to report the spill incident.

Substances with Considerable Potential to Impact the Workplace or Environment

1. Whenever it is possible, first stop the source of the spill. For example, turn off a valve or return the container to an upright position.
2. If it is necessary, protect floor drains and storm sewers with absorbent pads.
3. Contact the EH&S Office at extension 2508 for assistance. Be prepared to indicate the location, size and nature of the spill. Additionally, contact University Police by calling 911 (internal phone) or 753-2111 for assistance with pedestrian and vehicular traffic.

4. If a spill occurs after hours, contact University Police by calling 911 (internal phone) or 753-2111. After providing information on the location, size and nature of the spill, request that personnel from the EH&S Office be informed about the incident.
5. Depending on the location, size and nature of the spill, the EH&S Office or University Police might contact agencies and responders outside of the campus for assistance with spill clean-up and regulatory reporting. Contact information for outside assistance and regulatory reporting is summarized in Table 1 on page 5.

Table 1 – Contacts for Outside Assistance and Regulatory Reporting

Contact	Nature of Spill/Emergency	Contact Number
City of Cortland Fire Department	Fire, explosion, chemical spills, and oil spills.	911 or 607-756-5613
Clean Harbors	Chemical and oil spills.	315-463-9901
Department of Environmental Conservation	Regulatory reporting for releases to the environment.	800-457-7362
Op-Tech	Sewage spills.	315-437-2065
Safety-Kleen	Chemical and oil spills.	315-455-1426
US Coast Guard	Oil releases to water.	800-424-8802

VI. Spill Control Inventory

Table 2 – Spill Control Inventory

Building/Area	Location	Materials
Bowers	Biology, Room 1220	Universal Spill Kit
	Biology, Room 1236	20 gallon Universal Spill Kit
	Biology, Room 239	5-gallon Universal Spill Kit
	Chemistry, Room 1023	20 gallon Universal lab pack drum; sand/vermiculite; Universal pillows; absorbent pads
	Chemistry, Rooms 29, 32, 35, 1325, 1335 and 1336	Acid, base, organic spill kit; mercury sponges/spill kit
	Geology, 1005	Universal spill kit, acid absorbent, and mercury adsorbent/sponges
	Geology, Rooms 1011 and 1019	Mercury adsorbent and sponges

Table 2 – Spill Control Inventory (continued)

Building/Area	Location	Materials
Chemical Management Building	Office Area	Acid Eater Quik Response Acid spill kit Super Sorb Stardust Quick Response Spill Kit (oil) Universal booms (blue), 4 foot and 6 foot Universal pillows (grey) Universal pads (grey and black) 15" X 19" oil only pads Oil only pillows VBS blankets Poly oil only booms, 4 foot Manual drum and electric drum pumps
	Storage Room	95 gallon over pack drum with Universal spill materials
EH&S Office	Storage cabinets	Mercury spill kit, absorbent, and sponges
HVAC	Service Group	Boggle spill absorbent Pig oil only spill pads, white Pig blue socks (universal absorbent) 4 foot and 6 foot lengths Pig pink pillows (acid, caustic, and solvent absorbent) Pig pillow oil absorbent (coolant and non-aggressive) Haz Mat Pig socks, pink (acids, caustic, solvents)
HVAC Van	Van	Lab safety oil spill kit for vehicles
Maintenance	Maintenance supervisor's office	Small spill kit and Oil Gator kit
Motor Vehicle Maintenenace	Containment area	Spillfyter drum pads and oil only pads; Boggle; Pig Overpak Universal spill kit; containment trays
Park Center	Ice Arena	95 gallon over pack drum