

OIL AND CHEMICAL SPILL GUIDE

Version	Date	Comments
1	October, 2008	Initial <i>Oil and Chemical Spill Guide</i>
2	July, 2009	Inclusion of exposure and shelter in place information
3	June, 2013	Routine review
4	February, 2015	Routine review

A. SUMMARY

The purpose of this Guide is to explain the stepwise procedures that must be followed in the event of an oil or chemical spill.

B. SCOPE

This Guide applies to all George Mason University employees and contractors who use and store oil and chemicals on George Mason University property. This Guide also applies to George Mason employees and contractors that service equipment that contains oil or chemical products.

C. RESPONSIBILITIES

- Contact the Department of Police and Public Safety by dialing (703) 993-2810 from any phone or 911 from any university landline in the event of a chemical or oil spill that is uncontained and/or poses a threat to human health and/or the environment.
- Report oil and chemical spills, releases, or leaks to the Environmental Health and Safety Office (EHS). Federal, state, and local environmental regulations may require reporting and/or specific response procedures.
- Contractors must report oil and chemical spills to the Department of Police and Public Safety or to the appropriate contract administrator or project manager.
- Comply with this Guide and if necessary seek the assistance from EHS in the event of a chemical or oil spill.
- Employees may only respond to small incidental oil or chemical spills. Large oil spills/leaks (greater than 5 gallons) or chemical spills/leaks (greater than 1 gallon) must be managed by EHS or emergency response personnel.
- When responding to a small incidental spill, follow all relevant health and safety guidance provided by safety data sheets (SDS), training, and EHS.

D. TRAINING

- *Hazard Communication Training* is required upon assigned to a position that requires the use of hazardous materials and when significant changes in job tasks involving chemicals occur. For more information on training visit the EHS website at <http://ehs.gmu.edu>.

E. CHEMICAL SPILL

Employees and students may respond to small incidental chemical spills that occur during the course of a routine work task or project so long as the spill is not greater than one gallon and does not pose a threat to human health, safety, or the environment. See Section H. of this guide for spill cleanup instructions. If a chemical spill occurs and the product is unknown, uncontrollable, immediately hazardous to human health or the environment, evacuate and secure the area then contact Department of Police and Public Safety immediately and report the spill (see Section G). Hazardous chemical spills may only be managed by trained personnel.

Exposure: In the event that you are exposed to a chemical, immediately wash/flush the exposed area for 15 minutes with water. Emergency shower and eyewash stations are located in laboratories and areas where hazardous materials are used or stored. If an emergency shower or eyewash is unavailable use a restroom sink or shower.

Locate the chemical *Safety Data Sheet* (SDS) and review Section 4 “First Aid Measures” to determine the appropriate treatment and response actions; seek medical attention if necessary. SDS must be located and available in areas where hazardous chemicals are used or stored.

Shelter-In-Place: In the event of a large hazardous chemical spill that occurs outdoors, it may be necessary to take refuge within a building to help protect against exposure to hazardous gases, vapors, or fumes. If you are instructed to shelter-in-place do the following:

- Do not leave the building.
- Locate a designated shelter area within the building or move to an appropriate shelter area that meets the following conditions:
 - A room located in an interior space of a hardened structure on the second floor or above (many chemicals are denser than air and will collect in low areas).
 - Not possess any windows or skylights
 - Be equipped with a door
 - Have ample seating space for everyone who is expected to occupy the shelter
- Attempt to block all vents and openings into the room with whatever materials are present in the room such as tape, plastic trash bags, or clothing.
- Remain sheltered in place until instructed to leave by emergency response personnel.
- Notify the Department of Police and Public Safety at (703) 993-2810 or emergency response personnel at 911 of your location and status.

F. OIL SPILL

Determine the quantity and source of oil spilled. Oil spills less than 5 gallons that are contained and do not have the potential to impact the environment may be managed by trained employees and students. If the oil spill is greater than 5 gallons, or has or may impact the environment, contact the Department of Police and Public Safety immediately and report the spill (see Section G)

G. REPORTING A SPILL

Notify the Department of Police and Public Safety by dialing (703) 993-2810 from any phone or 911 from any university landline and provide the following details to the Police Dispatcher.

- Your name
- Contact information
- Location of the spill
- Chemical(s) or product(s) involved
- Approximate quantity
- Injuries and/or property damage
- Status of the spill (e.g. contained, continued, abating, increasing, etc.)
- Any other information that can assist in identifying, containing, or responding to the spill.

University Police will contact EHS to respond to the spill and will contact additional emergency services if necessary.

H. SPILL CLEAN UP

1. Contact EHS prior to responding to a chemical spill for assistance if needed.
2. Review the SDS to determine the appropriate PPE and clean up procedures. If the SDS is unavailable contact EHS for assistance. Do not respond to a spill unless you have reviewed the SDS. Refer to the following sections of the SDS for cleanup information:
 - Section 3 – Hazard Identification
 - Section 6 – Accidental Release Measures
 - Section 8 – Exposure Control and Personal Protection
3. Retrieve spill cleanup supplies and PPE. EHS has placed spill response equipment throughout the university; contact EHS for spill supplies and assistance.
4. Wear appropriate PPE as recommended by the SDS.
5. Check equipment and containers for leaks, damage, or holes. Place damaged or leaking containers in impervious secondary containment.
6. Surround the spill with absorbent materials to contain it and prevent further contamination.
7. If the spill is increasing in size, use absorbent or impervious material to block the most likely path the spilled material(s) will take.
8. Ensure that spill cleanup equipment is compatible with the spilled chemical(s).
9. Start from the outside perimeter of the spill and begin absorbing the product using absorbent pads, booms, rags, or other media.
10. Collect all contaminated absorbent materials, PPE, and tools and place them in an appropriate rigid sealable container or sturdy plastic bag.
11. Label the container holding the spill debris with a label that has both the date and the name of the spilled material(s) and include the words “Hazardous Waste”.
12. Contact EHS to remove and dispose of the spill debris. Do not dispose contaminated clean up materials in the municipal waste bins.